

Title I Mandates Made Easy

Disseminate Information *Each LEA and school shall provide information to parents that include topics on understanding the state's academic (content), curriculum (what children are learning at each level), and how to track children's progress. Provide information that describes requirements under Title I and how to monitor children's progress in education.*

- Disseminate information during school registration, annual (required) Title I parents meeting, and during parent-teacher conferences through informational sheets (tip sheets).
- Invite guest from ADE to give overview of Title I at Title I parents meeting. Provide meeting times appropriate for parents and offer flexible schedules.
- Provide materials to parents unable to attend the meetings. (i.e. audio tapes, DVD's, radio broadcasts, etc) and encourage teachers to include tips in newsletters.
- Create workshop and/or contact ADE for existing workshop describing achievement standards for students.

Activities:

- Host monthly coffee with the principal with refreshments for parents, providing topics such as; AIMS, Title I, Tips for monitoring your child's academic progress.
- Host testing "kick-off" night with Principal/teachers speaking on test-taking strategies, importance of parental support, balanced diet and a good nights sleep, etc. Provide interpreters at event.

Materials and Training *Each LEA and school shall provide early literacy training and/or computer technology training that helps parents work with their children to improve grades and overall comprehension.*

- Collaborate with a Public Library or other community partners for schedule of literacy trainings in the area.
- Promote and encourage parents to attend trainings, offer incentives to parents who complete training.
- Provide incentives to those staff members willing to offer training to parents in math and computers (when possible, offer training in all appropriate languages).
- Provide literacy tutorials or links to literacy tutorials on literacy on school website.

Activities:

- Host Family Literacy night at school. Invite local library to sign up families for library cards and provide tips for literacy strategies parents can use at home. Provide refreshments for participating families.
- Host a family “Technology Walk.” Students show parents the importance of technology and walk families through the school on a tour of science rooms, computer labs, science display’s etc. Children/Teachers show parents what they’ve learned and how technology helps them academically. Provide refreshments.
- Allow community access to school’s computer lab.

Professional Development *Each LEA and school shall provide professional development (training/workshops) to teachers, administrators and other staff on the importance and value in involving parents in their child’s education.*

- Set aside funds to send representative(s) to parental involvement conferences (local or national).
- Collaborate with national PTA for schedule of workshops, conferences, trainings on parental involvement.
- Encourage teachers and administrators to seek local professional development opportunities on parental involvement.

Activities:

- Invite speakers to teacher staff meetings to discuss parental involvement strategies that have proven to be successful in other schools. Encourage each staff member to create opportunities to involve parents in projects, homework assignments, and classroom trips.
- Offer a “book study” meeting on the book, Beyond the Bake Sale. Provide an open forum for educators to discuss ideas for school activities based on examples given in the book.

Preschool Coordination *Each LEA and school shall (to the best of your ability), coordinate and integrate parental involvement programs with Head Start, Even Start and other preschool programs, and conduct other activities such as Parent Resource Centers that encourage and support parents to fully participate in their child’s education.*

- Meet with Head Start/Even Start staff to collaborate and coordinate calendar of events for parental involvement programs.
- Collaborate with other local schools/preschools to host a workshop for parents on steps for transitioning from Head Start to Elementary school.
- Contact local city government Head Start office (i.e. City of Phoenix, City of Chandler, City of Tempe) for schedule of programs/workshops available to parents.
- Mention upcoming Head Start/Even start events in school newsletter and on website.

Activities:

- Host school pep rally to promote parent involvement early in education. Provide positive statistics on parents who are involved early in their child's education and remain involved throughout. Provide incentives for parents who attend school activities throughout the year and parents who volunteer (either at school or from home) by translating, calling other parents to give important information, make copies for the teacher, etc.

Understandable Communication *Each LEA and school shall (to the extent possible), provide information related to school and parent program, meetings and other activities is sent to parents of participating children in a format and language the parents can understand.*

- Identify parents or staff willing to serve as translators/interpreters for each language spoken in the home who can translate pertinent information.
- Ensure terminology is written on a 5th grade level.
- Develop method for communicating information to parents unable to read and/or visually impaired through recorded telephone message, word of mouth, etc.
- Organize effective channels of two-way communication

Activities:

- Encourage each classroom teacher to designate a parent (or several parents) who is a Classroom Coordinator who helps the teacher make phone calls to families, making sure all important assignments, upcoming field trips, and special activities are mentioned to parents. Invite parents to a special meeting regarding the Classroom Coordinator "position" to see if parents are willing to share the responsibility throughout the year. Provide refreshments for parents in attendance and seek their input for creative ways the Classroom Coordinator can be utilized to volunteer time throughout the school year.

Other requested activities *Each LEA and school shall provide reasonable support for other parental involvement activities in the school.*

- Encourage, support individuals to seek and participate in parental involvement activities in the school.
- Strongly encourage staff with children in the school to serve as role models and attend parental involvement activities (as parents).
- During staff meetings, brainstorm on maximizing opportunities for parental involvement in the school (through math nights, breakfasts with dads, career day, family projects, etc.)
- Create an Action Team for Partnerships that includes Administrators, Teachers, Support Staff, Community Members

Activities:

- Set a school goal to have a quarterly parent involvement activity (i.e.); Family Literacy Night, Family Math Night, Family Game Night, Multicultural Festival Night. Rotate staff members who will share the responsibility of planning the parent involvement activity so that everyone participates throughout the year. Encourage assigned teachers to send a note to parents letting them know when the planning committee will meet and that their suggestions are appreciated.

Arizona State PIRC (Parent Information Resource Center) is a technical assistance center helping schools, families and community agencies implement successful parental involvement programs and policies that lead to improvements in student academic achievement. PIRC offers a myriad of customized trainings, workshops, tip sheets, and literature on proven strategies to increase parental involvement in schools. For ideas on how to meet your Title I mandates, Arizona State PIRC is available to assist you. Contact us toll free at: 877-278-3891 or email us at: azpirc.com