

**River Forest Community School Corporation**  
**Title I Parent Involvement Policy**  
**Reviewed and Approved: Fall, 2009**

In the River Forest Title I Program, we recognize that when parents are involved, students achieve more and display increasing positive attitudes and behaviors. It is our goal to confer with parents, to encourage parent involvement on every level, and to create a welcoming atmosphere for all parents.

**Involvement Policies**

- I. Title I families whose children has been selected to receive *individualized* Title I supplemental instruction will receive a notification letter that includes the following:
  - The subject area in which your child will receive Title I supplemental services.
  - How the student was selected for services
  - When, where, and how the student will receive Title I instruction
  
- II. Complaint policy and procedures; the necessary forms to address the complaint; how these complaints will be addressed; and how parents will gain assurance that their complaint has been properly addressed, investigated, and resolved will be available in the Title Programs office (Room 1) at River Forest Junior High School and in the Title I room at each elementary school.
  
- III. Rights of parents and the procedure for refusal of Title I services will be available in the Title Programs office (Room 1) at River Forest Junior High School and in the Title I room at each elementary school.
  
- IV. Additional information will be distributed to parents in the manner preferred by the majority of parents who completed the parent survey.
  
- V. Results of your child's benchmark tests in Reading Comprehension, Written Communication, and Mathematics will be available to parents by contacting the Title Programs office (Room 1) at River Forest Junior High School or the Title I staff at each elementary school.
  
- VI. Parents will have an opportunity to annually review the Title I Parent Involvement Policy. Suggestions for revision will be solicited from parents and will be incorporated when adopted. The revised policy will be distributed to all Title I parents at the annual meeting.
  
- VII. An annual Title I informational meeting will be conducted for all parents/guardians of Title I students. Notification for the annual parent meeting will be accomplished before the end of October. Parents will be notified at least one week in advance of the annual meeting. The rights of parents and the responsibility of the school will be discussed.
  
- VIII. All required communications required by *No Child Left Behind* that was not previously disseminated by Central Office will be distributed at the annual meeting. In addition, these materials will be available by contacting the Title Programs office (Room 1) at River Forest Junior High School and or the Title I staff at each elementary school.

- IX. Title I parents will receive information concerning Indiana's Standards that correspond to their student's grade level at the annual meeting. In addition, these materials will be available by contacting the Title Programs office (Room 1) at River Forest Junior High School or the Title I staff at each elementary school.
- X. Title I parents will receive information concerning the Parent Center. Informational programs, access to computers, and the availability of the Parent Check-out Center will be outlined. Parenting Newsletters will be sent home monthly.
- XI. Elementary Title I programs will devise and maintain an up-dated informational center at a convenient location within each school. The center will include:
- Activities for parents and families within the school and community
  - Information concerning PTO
  - Requests for volunteers
- XII. All Title I personnel and building principals will be well informed and able to discuss with parents:
- Parental involvement opportunities including programs, activities, procedures, and policies
  - The Mission Statement of your child's school
  - Goals as listed in the building's School Improvement Plan.
  - The procedures whereby the school's improvement strategies are reviewed and revised as needed
- XIII. As requested by classroom teachers, Title I staff will team with classroom teachers to participate in the building's annual Parent Conference Days.
- XIV. Parent Involvement Activities, such as Family Night, will be planned for the school year in consort with parents. Activities will include providing parents with information regarding ways in which they can help students achieve mastery of Indiana's Standards.

Again, should you have any suggestions, comments, or questions, please contact the Title Programs office at River Forest Junior High School (219-962-7551) or your Title I staff at your local elementary school.

Respectfully,

*Victoria Rankin*

Director of Title Programs

**Please sign the attached document to reflect that you have received the Parent Involvement Policy for the school year 2009-2010. Please return this document to your local elementary school office or your child's classroom teacher.**

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- I have reviewed the above policy and agree with the provisions as stated.
- I would like for the Title I Programs' office to contact me in order to answer questions concerning the Parent Involvement Policy.
- I would like to see the following added/deleted to this policy:

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Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

(Please list the name(s) of all your children enrolled at your local elementary school.)

My Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

My Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

My Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

My Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

My Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

My Child's Elementary School:    \_\_\_ Evans    \_\_\_ Meister    \_\_\_ River Forest  
(Please check one)

