Title I Annual Parent Meeting

Parental involvement can make a huge difference in student achievement, so it should be a major focus of school improvement efforts. The following agenda, sign-in sheets, handouts, and brochures provide schools with a framework for conducting this meeting.

An important element in this effort is the involvement of parents. Each participating school must hold a meeting for parents of participating children. In a schoolwide Title I school this is all children. Besides providing a chance to get to know the parents, the meetings should be used to give parents information on the Title I program and provide suggestions on ways parents can be involved in the school.

Information in this packet is designed to assist schools in hosting a successful annual Title I parent meeting. Documents include are as follows:

- Invitation samples for schoolwide and targeted assistance programs: Update the school name, date, time and location of the meeting;
- Sample Public Service Announcements and automated telephone messages: Update the school name, date, time and location of the meeting;
- Sample Agenda: Update the school name, date, and time;
- Sample Sign-In Sheets: Update the school name, date, and time;
- Tips and Special Considerations;
- Steps to individualize the PowerPoint presentation for the school;
- Presenter notes to update and individualize for the school;
- List of Handouts to prepare;
- A description of the activity from slide three of the presentation;
- A handout for parents describing ways they can be involved: Update with specific information for the school;
- *What Every Parent Should Know About Title I* brochure; and
- Frequently Asked Questions regarding the annual Title I parent meeting.
Invitations

In order to keep parents informed, schools must invite all parents of children participating in Title I Part A programs and encourage them to attend. In a schoolwide program, this means ALL parents should be invited. Try to allow at least 10 days before the meeting to send information to the parents. Use simple language printed in large type and on colored paper to gain attention. Provide multiple notices to ensure maximum participation including but not limited to the following:

- Flyers;
- Newsletter reminders;
- Attach notices to the weekly folders or include in the students’ daily planner;
- Automated telephone messages;
- Public service announcements on television or radio;
- Post information on the school sign;
- Invite local personalities to speak on the importance of education;
- Provide door prizes;
- Provide a meal if the meeting is held at a time when families would normally eat; and
- Get students involved in the meetings by:
  - Participating in the meeting introduction,
  - Serve as Ushers/Greeters,
  - Provide grade specific parent/child activities in the classrooms, and
  - [add your own];

Invitation Samples

Flyers, invitations, and announcements: The Annual Parent’s Meeting flyer must be sent to parents informing them when the Title I Annual Meeting will be held. The flyer must include the date, time and location of the meeting. The flyer must be written in a format and language that parents can understand. An example may be found on pages five and six of this document.

Newsletter reminders: Many LEAs in Florida use a monthly newsletter as a means to communicate with parents. The following is a sample of the article which may be included in the newsletter:

Annual Meeting Scheduled

[School] will host the Annual Title I Parent Meeting on [day and date]. All parents are encouraged to attend. The meeting will be held in the [location] beginning at [time]. You will learn about the Title I program, ways to help your child, and have an opportunity to
meet your child’s teacher. The school will provide a light meal beginning at [time]. Door prizes will also be given out at the end of the meeting.

Notices for weekly folders or students’ daily planner:

One week before the meeting:

[School] will host the Annual Title I Parent Meeting one week from today ([day and date]) in the [location] at [time]. All parents are encouraged to attend. You will learn about the Title I program, ways to help your child, and have an opportunity to meet your child’s teacher. The school will provide a light meal between [start time for the meal] until [end time for the meal]. Door prizes will be given out at the end of the meeting.

Day before the meeting:

[School] will host the Annual Title I Parent Meeting tomorrow night in the [location] at [time]. We hope to see all parents at this very important meeting. You will learn about the Title I program, ways to help your child, and have an opportunity to meet your child’s teacher. The school will provide a light meal from [time] until [time]. Door prizes will be given out at the end of the meeting.

Day of the meeting:

[School] will host the Annual Title I Parent Meeting tonight in the [location] at [time]. All parents are encouraged to attend. You will learn about the Title I program, ways to help your child, and have an opportunity to meet your child’s teacher. The school will provide a light meal before the meeting starts beginning at [time]. Door prizes will also be given out at the end of the meeting. See you there!

Automated telephone messages:

Hello Parents. My name is [name], principal of [school]. We will host the annual Title I parent meeting this [day, date] at [time] in the [location]. All parents are invited to attend. You will learn about the Title I program, ways to help your child, and have an opportunity to meet your child’s teacher. The school will provide a light meal beginning at [time]. Door prizes will be given out at the end of the meeting.

Public service announcements for television or radio:

[School] will host the Annual Title I Parent Meeting on [day and date]. All parents are encouraged to attend. The meeting will be held in the [location] beginning at [time]. Parents will learn about the Title I program, ways to help your child, and have an opportunity to meet your child’s teacher. A light meal of [include menu] will be served from [time] to [time]. Door prizes will also be given out at the end of the meeting.
Annual Title I Parent Meeting

When: [Day and Date]

Where: [Name]
[Location, room number, etc.]

Time: [Time]

Who: [Schoolwide] All parents are invited to attend.

Come, see and hear the wonderful things that are happening in our school and learn more about our Title I Program.

Your input as a parent at this meeting is very valuable.

The purpose of the meeting is to provide information to parents to help you will:

• Learn about the goals and purposes of Title I;
• Review the district Title I policy;
• Learn about the standards, curriculum, and assessments; and
• Provide suggestions and ask questions regarding policies, programs, and activities.

Please join us!

Call [name of contact person] at [telephone number] for more information on this important meeting.
Annual Title I Parent Meeting

When: [Day and Date]

Where: [Name]
[Location, room number, etc.]

Time: [Time]

Who: [Targeted Assistance] Parents of children participating in the Title I program are invited to attend.

Come, see and hear the wonderful things that are happening in our school and learn more about our Title I Program.

Your input as a parent at this meeting is very valuable.

The purpose of the meeting is to provide information to parents to help you will:

• Learn about the goals and purposes of Title I;
• Review the district Title I policy;
• Learn about the standards, curriculum, and assessments; and
• Provide suggestions and ask questions regarding policies, programs, and activities.

Please join us!

Call [name of contact person] at [telephone number] for more information on this important meeting.
Title I Annual Parent Meeting  
[School Name]  
[Date and Time]  

Sign-In Sheets

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Tips and Additional Considerations

Meeting Planning: Try to plan the meeting around the work schedules of the parents and be sure it doesn't conflict with other community activities. Some schools have significantly increased attendance by conducting these meetings in the evening and at multiple times. For example, one meeting could be held on a Tuesday evening with the same meeting held on Saturday morning.

Child Care: Paraprofessionals or parent volunteers may be available to supervise younger children during the meeting. Try to arrange and announce some program for younger children such as a video presentation, homework study, or other creative or physical activity.

Transportation: Check to see if public transportation is available or facilitate carpoolls or bus routes. If certain target communities are without transportation, consider holding an additional meeting in their immediate neighborhood.

Food: Consider whether food should be served depending on the time of the meeting. Providing a light supper, snack, or coffee and sodas will make a big difference in the success of the meeting. It may be helpful to consider the needs of younger children in this regard as well. Some options for your consideration are: asking the cafeteria cooks to prepare sack meals, provide coffee, sodas and snacks, requesting the school's business partner to provide pizza, spaghetti, hamburgers, or chicken.

Meeting Incentives: If available, provide coupons for students whose parents attend the meeting. The coupons should be redeemable for something the student feels is important and supports the academic mission of the school. Some suggestions are a visit to the computer lab, art room, homework study, videos, or areas of school additional learning time. Food coupons to fast-food restaurants may also be a consideration, or privileges may be granted by the coupon such as attending an early lunch or library time.

Homeroom Contests: Provide prizes to the homeroom with the most parents in attendance. Examples include: free time, pizza parties, lunch with the principal, etc.

Door prize examples:
- Books
- School supplies/Homework bags
- Educational games (Upwords®, Scrabble®, Candy Land®, Chutes and Ladders®, Hi-Ho Cherry-o®, playing cards with directions for math games, etc.)
Preparation of the PowerPoint Presentation

Slide 1: Insert the school name, principal’s name, and date

Slides 3-6: This activity is designed to develop a common purpose; however it is optional. Schools may substitute or delete the activity.

Slide 3:
- Alternative 1: Delete/hide the slide and have the children come forward and tell what they want to be when they grow up.
- Alternative 2: Add names and pictures of children from your school and what they want to be when they grow up.

Slide 8: Insert the name of the school

Slide 9: Insert the school’s name and either “schoolwide” or “targeted assistance”

Slide 11: Insert the name of the school, the AYP status and the areas in which the school has not made AYP

Slide 12: Delete/hide if students are not eligible for SES

Slide 13: Delete/hide if students are not eligible for CWT

Slide 16:
- Alternative 1: Add a copy of the school’s report card
- Alternative 2: Ensure connection to the Internet and follow the link

Slides 17-21: May be deleted and discussed in the classroom with the teacher. If they are deleted, the school must maintain documentation of how the information was provided to parents.

Slide 20: Add the assessments given at the school

Slide 23: Add the funds the school receive from Title I and the services provided with the funds

Slide 24: Revise if the SAC is not the group which develops the Schoolwide/School Improvement Plan and decides how the Title I funds are used

Slide 25: Insert “schoolwide” or “targeted assistance”

Slide 26: List the parent, school, and student responsibilities

Slide 27: Update slide to include the following:
- List ways parents are involved with SAC and committees
- Include times, dates, and purpose of the groups
- Include contact information

Slide 29: Update to include the multiple ways the school communicates with parents

Slide 30: Update to include the ways the school plans to share information on the standards, assessments, and expectations for students

Slide 31: Update to include the parental involvement activities planned to help parents help their children

Slide 33-34: These slides are optional. Parents may be provided a list of ways to be involved during the classroom visits.
Packets for Parents

Create packets for parents to include the following documents:

- Agenda
- PowerPoint Handouts (3 or 6 slides per page)
- What Parents Should Know About Title I (Brochure)
- Parental Involvement Policy (Brochure or complete policy)
- Parent-School Compact
- Next Generation Sunshine State Standards (Brochure)
- School Report Card, School Grade and AYP Reports
- Ways to Participation in Your Child’s Education [add ideas specific to your school]

Activity

The presentation provides an opportunity for children in the school to be involved in the meeting. Many times, parents are more likely to attend a school meeting if their child is involved in the presentation. Keep in mind that the focus of the meeting is to provide information on the Title I program to parents.

Preparation: Have students of various ages create posters, wear costumes, or name what they want to be when they grow up.

Alternative: Create a PowerPoint presentation which shows pictures of children taken during the school day and includes a statement of what they want to be when they grow up. Allow the presentation to run automatically as parents arrive.
Title I Annual Parent Meeting

[School Name]

[Date and Time]

Agenda

- Welcome and Introductions
- Growing Up: What do we want for our children?
- All About Title I
- Standards and Testing
- Parental Involvement
- Parent-School Compact
- Questions and Answers
- Visit Classrooms
  - Grade Level Expectations
  - What does grade level proficiency look like?
  - Involvement in the Classroom

Handouts:
- What Parents Should Know About Title I (Brochure)
- Parental Involvement Policy (Brochure)
- Parent-School Compact
- Next Generation Sunshine State Standards (Brochure)
- School Grades and AYP Report
- Ways to be Involved at School
- Classroom locations
Ways to Participate in Your Child's Education

There are many ways to be involved in your child’s education. The following is just a sample of things parents can do:

• Express high expectations for their success;
• Encourage their learning and progress in school;
• Be a role model and show the value of learning, self-discipline, and hard work;
• Read with and have frequent conversations with your child;
• Help with homework;
• Check book bags for papers, notes, etc.;
• Make sure your child is well nourished;
• Make sure your child attends school regularly and on time;
• Establish a daily family routine;
• Monitor children’s out-of-school activities;
• Stay in touch with their teachers by attending conferences, responding to notes or calls, and visiting the classroom;
• Use community resources, such as libraries, recreation centers, after-school programs, family resource centers, clinics, etc.;
• Volunteer in your child’s classroom;
• Participate in parent committees such as the School Advisory Council, Parent-Teacher group, or parent advisory groups;
• Attend school events or activities including family and parent meetings;
• [Add ideas specific to your school]
• Praise your child and never underestimate the power of a hug!