

PARENT GRIEVANCE POLICY – TITLE I

West Washington School Corporation will participate in the federally funded Title I program. If a parent should have a complaint regarding Title I, the following complaint procedure is in effect.

DEFINITION OF COMPLAINT – An allegation that West Washington Elementary School has violated Title I statutes, regulation, or rules.

CONTENTS OF A COMPLAINT – A signed statement that includes the violation and supporting evidence.

WHO MAY FILE A COMPLAINT – Any parent, teacher, individual, organization or student over 18 years of age.

PROCEDURE FOR HEARING A COMPLAINT –

Step 1. The person or organization originating the complaint will submit a written statement that includes the specific charge and supporting evidence to the West Washington Elementary Principal. Both person or organization originating the complaint will submit a written statement that includes the specific charge and supporting evidence to the West Washington Elementary Principal. Both persons will date and sign the statement. The principal has five (5) school days to resolve the complaint unless both parties agree to an extension. At no time will more than a five (5) day extension be granted.

If the complaint is not resolved in Step 1, it may be appealed to Step 2.

Step 2, The complainant will make a written request for an appeal to the Superintendent of the West Washington School Corporation. A copy of the complaint and the results of Step 1 will be forwarded to the Superintendent by the West Washington Elementary Principal. The Superintendent has twenty (20) school days to resolve the complaint or it may be appealed to Step 3.

Step 3, If a complaint is not resolved in Step 1 or 2, it may be appealed to the State Department of Education. The complainant should check with the West Washington Elementary Principal to obtain the name, address and phone number of the title 1 contact person in Indianapolis.

Policy adopted: 9-18-06

WEST WASHINGTON ELEMENTARY SCHOOL
TITLE I
PARENT INVOLVEMENT POLICY

I. Statement of Purpose

In recognition that the parent is the child's first and most important teacher, and that the parents' continued involvement is essential for the success of the child, West Washington Elementary school is committed to building a strong school-parent-student partnership. This commitment to family involvement is critical to our children's success at every step along the way.

II. Notification of Participation and Annual Meeting for Title I Parents

West Washington Elementary School shall by September 15th of each school year notify every Title I family that their child has been selected to receive Title I services. Selection into Title I will be from the combination of ISTEP, CTBS, teacher recommendations, and nine weeks grades. An annual Title I meeting will be held in each school by November. At that meeting families will be given information about the Title I guidelines and copies of the district's current parent involvement policy. If you are not able to attend the parent can set up a conference with the Title I staff.

III. School-Home Compact

According to the Title I regulations, each school must share responsibility with parents for high student performance by developing a school-parent-student compact jointly with the families of children participating in the Title I program. These compacts must outline how staff, parents and students will share responsibility for promoting high student achievement. Student's responsibilities may vary by grade level. Parents will receive the compact from their child's school with a checklist of responsibilities that each teacher, parent, and student will have for helping students achieve their goals. Title I staff will discuss the compact with families of Title I children if necessary.

IV. Types of Parental Involvement

There are many ways in which parents can become involved with their children's education. Workshops, homework hotline, parents volunteering in the school, communication between home and school are some of the various ways this can be accomplished. This school values both the at-home contributions and those which take place at school and in the community. Reading to children at home and talking with them at family meals are as important as volunteering at school. Many types of parental involvement are needed in a school-home-community partnership that will help all our children to succeed.

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V. Matching Programs to the Needs of Our Community

West Washington Elementary School will assess the needs of parents and children so that the Title I program can be tailored to meet the needs of the community. Workshops and other programs will be available to match the needs of parents. Title I will also provide appropriate training where parents can learn about child development and behavioral issues. These activities will be coordinated with other community programs. Parents may call the District Office or West Washington Elementary School office at any time to express an interest in a particular workshop or to make suggestions.

VI. Staff-Parent Communication

Communication with parents will include fall parent conferences and a report at the end of each grading period. Parents are encouraged to take the initiative in calling their child's teacher when they are concerned about a problem. The school newsletter is also sent out weekly with information to help foster the students learning.

VII. Evaluation

There will be an annual end of the year evaluation of the content and effectiveness of the Title I parental involvement program, and parents will be asked for their input. The evaluation will include an assessment of how much parental involvement is increasing and what barriers to parental participation still need to be overcome. West Washington Elementary School will revise its Parental Involvement Policy on the basis of this annual review.

WEST WASHINGTON SCHOOL DISTRICT
TITLE I
PARENT INVOLVEMENT POLICY

I. Statement of Purpose

In recognition that the parent is the child's first and most important teacher, and that the parents' continued involvement is essential for the success of the child, West Washington School is committed to building a strong school-parent-student partnership. This commitment to family involvement is critical to our children's success at every step along the way.

II. Parental Involvement in Developing the Policy

An Advisory Committee consisting of one school staff member, five parent representatives from the school, and one West Washington administrative staff member will meet to develop our school district's Parent Involvement Policy. Special attention will be given to recruiting parents of children in the Title I program. The goal is to have at least three parents whose children are participants in the Title I program (or have participated in the past few years) on the committee.

III. Notification of Participation and Annual Meeting for Title I Parents

Each school receiving Title I funds shall by September 15th of each school year notify every Title I family that their child has been selected to receive Title I services. An annual Title I meeting will be held in each school by November. At that meeting families will be given information about the Title I guidelines, state standards, school curriculum and copies of the district's current parent involvement policy. During the annual meeting families will be offered an opportunity to volunteer to serve on either the district-wide or individual school advisory committee (or both).

IV. Home-School Agreement

According to the Title I regulations, each school must share responsibility with parents for high student performance by developing a home-school-student compact jointly with the families of children participating in the Title I program. These agreements must outline how staff, parents and students will share responsibility for promoting high student achievement. Parents on the school's Advisory Committee will be involved in designing these compacts. Student's responsibilities may vary by grade level. Parents will receive the compact from their child's school with a checklist of responsibilities that each teacher, parent, and student will have for helping students achieve their goals. A copy of the signed agreement will be kept on file. Title I staff will discuss the compact with families of Title I children.

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V. Types of Parental Involvement

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VI. Matching Programs to the Needs of Our Community

West Washington School will assess the needs of parents and children so that the Title I program can be tailored to meet the needs of the community. Workshops and other programs will be available to match the needs of parents. Title I will also provide appropriate training where parents can learn about child development and behavioral issues. These activities will be coordinated with other community programs. Parents will be notified about these opportunities through the school. Parents may call the District Office or the local school office at any time to express an interest in a particular workshop or to make suggestions.

VII. Staff-Parent Communication

Communication with parents will include fall parent conferences, phone calls, and a report at the end of each grading period. Parents are encouraged to take the initiative in calling their child's teacher when they are concerned about a problem. Staff will receive training on how to improve home school communication. Parents will have an opportunity to participate in these training sessions.

VIII. Evaluation

There will be an annual evaluation of the content and effectiveness of the Title I parental involvement program, and parents will be asked for their input. The evaluation will include an assessment of how much parental involvement is increasing and what barriers to parental participation still need to be overcome. The school district will revise its Parental Involvement Policy on the basis of this annual review. Any comments indicating parents' dissatisfaction with the Title I Program will be considered and submitted along with the Title I Application for Grant to the Indiana Division of Compensatory Education.

Nov 98

Suggested Salary for Substitutes Covering Extended Absences of Title I Aides

The first five consecutive days will be paid at the normal substitute rate for aides.

Any additional days will be paid at the normal rate for full time aides.

Reasoning:

1. Title I aides have to be trained to do Literacy Circles and Writing Sessions, etc. Title I aides consistently have more contact with students in a learning environment than Prime Time classroom aides. Once they are trained, they are more valuable to our program.
2. It is beneficial to our students to have the same substitute for the entire extended leave. Increasing their pay up to the normal aides pay after five training days could increase the possibility of one substitute continuing for the duration of the extended leave.
3. Title I has the money budgeted for regular aides wages for the entire school year. West Washington School Corporation funds are not used in this program in any way. Therefore, implementing this pay schedule would not adversely affect the Title I or West Washington School Corporation budgets.

..... Adopted December 19, 1994

POLICY REGARDING LIVE CHRISTMAS TREES
IN THE SCHOOL BUILDING

The Board of School Trustees of West Washington School Corporation adopted a policy banning live Christmas Trees in the school building effective December 19, 1994.

West Washington School Corporation

Administration Building
R. #2, Box 283
Campbellsburg, IN 47108-9454

ADOPTED AUG 31, 1995

HABITUAL TRUANCY

A. Indiana Code 20-8.1-3-17.2 provides that any person, while of the age of 16 and 17, who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18, or until his or her attendance record has improved as determined by the school board upon review of the student's record.

B. A student is "truant" when an absence from school or class is without the knowledge and approval of a school official and parent.

C. A student who has been found to be truant for the third time in a school year is considered a "habitual truant". The school principal may withdraw the designation of "habitual truant" when the student has attended school for 120 school days without another truancy.

LEGAL REFERENCE: IC 20-8.1-3-17.2

ADOPTED: August 31, 1995 board date