

**MERRIMACK SCHOOL DISTRICT**  
School Administrative Unit #26  
36 McElwain Street  
Merrimack, New Hampshire 03054  
Tel. (603) 424-6200 Fax (603) 424-6229

**AMANDA S. DOYLE**  
*Assistant Superintendent for Curriculum*

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*Chief Educational Officer*

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**Merrimack School District**  
**Title I Parent and Family Engagement Policy**

This parent and family engagement policy and accompanying procedures have been developed in cooperation by the administrative team at Title I schools, parents of participating students, and the school district. It will be made available to all parents/guardians of participating students.

**District Requirements:**

- Annually Title I Program staff will involve parents in the development of the Title I plan, and Title I program evaluation through feedback from surveys and interpersonal communication. The Title I staff will continue to solicit their involvement in school improvement efforts.
- The school district and administration team will build school and parent capacity for strong parent and family engagement. The team will also provide technical and advisory assistance in development and implementation of the plan and effective parent and family engagement activities.
- The school district staff will coordinate and integrate Title I parent and family engagement strategies with other programs.

**Title I School Requirements:**

- The Title I School will hold an annual meeting in a timely manner to inform participating families about the program, parental rights and responsibilities, and opportunities for partnership between the school and the home in building the student's academic skills. At the initial meeting the staff will:
  - Ensure that all parents receive the "Parents Right To Know" document, regarding teacher qualifications.
  - Provide information about the assessments used in determining eligibility and the nature and content of specific programs that will be used to supplement classroom instruction.
- Parents will be informed of meetings in writing and if necessary, invited personally via email or phone call. If there is a need expressed for childcare or transportation, the Title I Program will provide free, on-site care for students (when appropriate) during the meetings. If needed, transportation will be made available to parents wishing to attend.
- Additional meetings may be scheduled during the year to provide an opportunity for parents to ask questions and gain information about academic development and

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strategies to help their students succeed. Meetings will be geared toward meeting the expressed needs of the parents regarding their student's academic development and skills.

- Parent feedback will be gathered to assess the program's effectiveness and to help inform future decisions about its scope and content.

**Merrimack School District**

**Title I Parent and Family Engagement Procedures**

The Merrimack School District recognizes parents as the first educators in their children's lives and encourages parent and family engagement in their student's public school education. The MSD values cooperation and effective communication between parents and the schools. To this end, we want to establish partnerships with parents to promote high achievement for our students. We recognize that some students may need the extra assistance available through the Title I program to reach district goals in reading and in math. The Merrimack School District intends to include parents in all aspects of the District's Title I program. The goal is a school-home partnership that will help all Title I students succeed.

**1) Student Selection Notification/Annual Meeting for Title I Parents**

In the Fall, a letter will be sent to all parents of students selected for participation in Title I informing them of selection and the nature of instruction. Each school will then convene an annual meeting for parents to receive information about Title I participation, its requirements, and the right to be involved. Copies of this policy will be distributed. The Title I Tutors, District Title I Coordinator, Literacy Coordinator, and a building administrator will be present to discuss the program details with the parents. Parents will be provided with:

- Timely information about program.
- School performance profiles and their student's individual state assessment results including an interpretation of such results.
- A description and explanation of the Literacy and Mathematics curricula in use at the school, the forms of the assessment used to measure student progress, and the proficiency levels students are expected to meet.

\*\* Parents of students who qualify for services during the year will receive commensurate information.

**2) School-Parent Compact**

According to Title I regulations, each school must share responsibility with parents for high student performance by developing a school-parent-student compact jointly with the parents of students participating in the program. The compact shall:

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- Describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the state's performance standards; and
- Address the importance of communication between teachers and parents on an ongoing basis. This will be accomplished through parent/teacher conferences, timely reports to parents on student progress, reasonable access to staff, and opportunities to volunteer and participate in their student's school.

### **3) Types of Parent and Family Engagement**

There are many ways in which parents can become involved with their student's education. Title I parents are encouraged to attend parent-teacher conferences with the classroom teachers, and Title I tutors. Title I sponsors events and programs to enhance learning, such as our lower elementary schools' reading incentive program. Title I parents are surveyed in the spring regarding the effectiveness of the Title I program to satisfy the needs of students and parents. Input from parents is used to develop future program plans.

### **4) Staff-Parent Communications**

Title I communication with parents will include a fall open house, bi-monthly newsletters, a monthly "Parents Make the Difference" newsletter, and a midyear parent-tutor conference. Participating students also receive books for summer reading.

Classroom teachers will provide trimester (elementary schools) or quarterly (middle school) report cards for parents and will be available for conferences twice a year. Parents are encouraged to take the initiative to contact their student's classroom teacher to discuss Title I progress at any time.

### **5) Title I Complaint Process**

A formal complaint process exists in the case of a violation of a Title I federal requirement. Steps would be taken at the local level to resolve the issue. If a parent is the complainant, the Title I Project Manager shall assist the parent in the complaint process. For more information regarding New Hampshire's Complaint Rules, please refer to the following link:  
<http://www.gencourt.state.nh.us/rules/ed200.html>.

### **6) Evaluation**

Parent feedback will be gathered to assess the program's effectiveness and to help inform future decisions about its scope and content. Based on these findings, the parent and family engagement policy will be revised, as necessary.

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