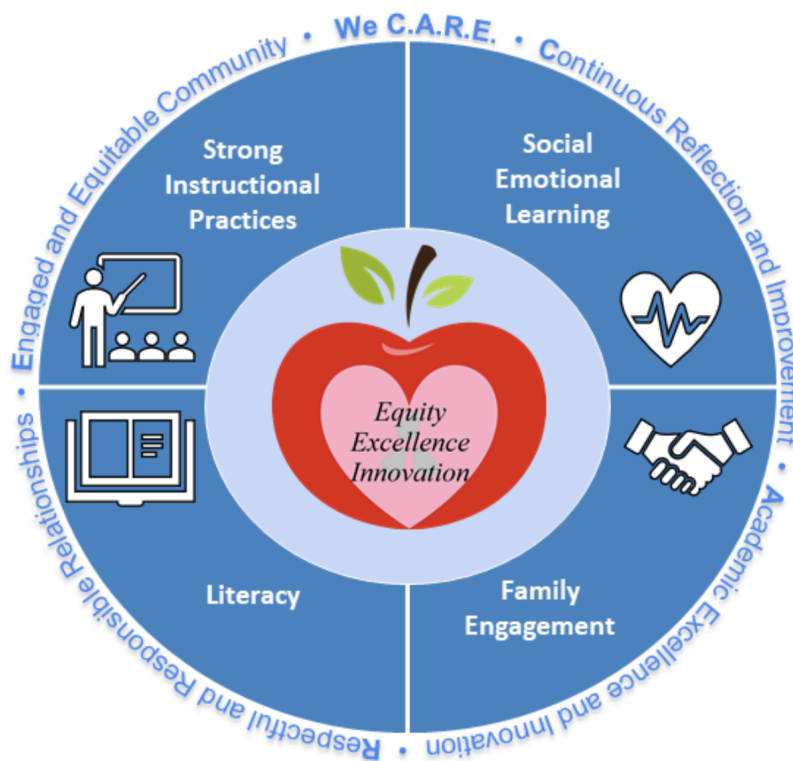


Randolph Public Schools Title I Parent Handbook

2025-2026



Donovan Elementary School

Title I Contact

Amy Hartley-Matteson, Assistant Superintendent

(781) 961-6200

hartleymatteson@randolph.k12.ma.us

What is Title I?

Title I is a federally-funded program designed to ensure all children have a fair, equal, and significant opportunity to obtain a high-quality education, and to reach proficiency on challenging state academic achievement standards and state academic assessments. Title I resources are distributed to schools with the greatest need and in amounts sufficient to make a difference in the improvement of instruction.

Title I supports local educational agencies in:

- Improving teaching by promoting effective instruction for at-risk children and for enriched and accelerated programs;
- Expanding eligibility of schools for school-wide programs that serve all children;
- Encouraging school-based planning;
- Establishing accountability based on results;
- Promoting effective parental participation;
- Supporting coordination with health and social services agencies;
- Focusing resources on the schools with the highest percentage of students in poverty.

"No person in the US shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

The following employee has been designated to handle inquiries regarding the non-discrimination policies: Alpha Sanford, Title IX Coordinator, 70 Memorial Parkway Randolph, MA 02368 Phone 781-961-6237

For further information on notice of non-discrimination, [visit the United States Department of Education's Office for Civil Rights website](#) for the address and phone number of the office that serves your area.

Ways You Can Engage In Your Child's Education:

LEARN more about the school, curriculum, special programs, Title I, and your rights and responsibilities

TEACH your child in ways that will add to what the teacher is doing

PARTICIPATE and support your child academically at school and home

MAKE DECISIONS about your child's education and academic program

KEEP IN CONTACT with your child's teacher through phone, email, online, or face-to-face conversations

Parents Right to Know Teacher Qualifications

Parents have the right to request the qualifications, including education, certification, and experience of the teachers instructing their children and of the qualifications of the paraprofessionals who work with their children. If you are interested in this information, please contact Melissa McGrath, Executive Assistant to the Assistant Superintendent at (781) 961-6200.

Parents Right to Request Information Regarding State/Local Assessments Parents have the right to request information about state and local policies regarding student participation in required state and/or local assessments. Contact Amy Hartley-Matteson, Assistant Superintendent at (781) 961-6200 or hartleymatteson@randolph.k12.ma.us.

Which RPS schools are Title I schools?

Donovan Elementary School
Principal - Kim Duane

John F. Kennedy
Principal - Jahmeelah Bai-Grandson

North Elementary School
Principal - Kelley Breen

Young Elementary School
Principal - Damian Sugrue

Parent and Family Engagement District Procedure

The Every Student Succeeds Act (ESSA) requires meaningful parent involvement in their children's education. ESSA requires that all school districts that receive Title I funds have a written parent and family engagement policy. This policy shall be developed jointly with and agreed upon by both educators and parents. The intent of this policy is to involve parents and family as partners in the process of school review and improvement, in activities to improve student academic achievement and school performance, and to have an integral role in assisting in their child's learning. Meaningful efforts will be made to ensure involvement of all parents, along with community members, including parents of students often needing supplemental assistance in order to attain proficient levels of achievement.

The District shall annually, by the end of September (or following the release of achievement data, if later), through a variety of communication avenues inform parents regarding the following: the status of District schools as it relates to the Elementary and Secondary Education Act (ESEA), "Every Student Succeeds Act" (ESSA), student achievement results and concerns, program and rights of parents to have meaningful involvement in the planning, review and improvement of the Title I program.

The District shall offer, in addition to an annual meeting, a flexible number of meetings at times

determined most appropriate to gather parental involvement in developing, reviewing and evaluating on an ongoing basis this Parent and Family Engagement Policy.

Parents shall be notified of:

1. their right to examine staff members' qualifications related to the ESSA requirement that parents of Title I students be allowed to request the qualifications of teachers and paraprofessionals providing services to their child;
2. their rights regarding their child's attendance site or participation in programs focused on school improvement;
3. assurances that all students in the District shall be involved with state-required assessment, with alternate assessments or exclusions only as allowed under Massachusetts Department of Education guidelines;
4. the District's commitment to offering training annually, to parents, related to activities in the home which reinforce student progress in such areas as reading, mathematics, science, self-esteem, and others;
5. their right to be informed about progress and to be involved with decision-making regarding their child's educational program, and in a language appropriate to their circumstances;
6. that the District shall provide opportunities for parents to meet individually with staff, at times as convenient as practicable, to discuss student progress and concerns.
7. requirements as mandated by State standards, State assessments, and requirements for graduation.

The School District and parents will develop a school-parent compact that outlines how parents, students and school staff will share the responsibility for improving student achievement, and describes how parents and teachers will communicate. The School District will offer assistance to parents in understanding the education system and the state standards, and how to support their children in achievement. The District will provide materials and training to help parents work with children. The District will educate teachers and other school staff, including school leaders, in how to engage families effectively. The District will coordinate with other federal and state programs, including preschool programs. The District will provide reasonable support the parents may request and provide information in a format and language parents can understand.

Contacts:

Dr. Amy Hartley-Matteson, Assistant Superintendent
(781) 961-6200

hartleymatteson@randolph.k12.ma.us

Alpha Sanford, Chief of Development and Student Services
(781) 961-6237

sanforda@randolph.k12.ma.us

District Title I Parent Advisory Council/School-Parent Compact

A District Title I Parent Advisory Council, composed of parents from each of the District's Title I schools, shall meet a minimum of twice annually with the District Title I Director and Title I staff to address the areas described below. The required meetings shall occur in the fall and spring.

1. Review of present implementation progress and parent input, including a review of this policy and recommendations for changes, if necessary.
2. Information and review of training opportunities for parents and staff.
3. Review of current priorities and activities and an opportunity for input from parents for additional considerations.
4. Review reports from building-level meetings and consider adoption recommendations from those meetings.
5. Make recommendations having the intent of encouraging parent participation in Title I-related activities.

Building Level Parent Involvement/School-Parent Compacts

Each Title I school shall have a committee composed of Title I parents which shall meet a minimum of twice annually (Fall and Spring) with building Title I staff and administration. Among the responsibilities of each committee shall be:

1. providing support as appropriate for the school's parent conference activities including information gathering, registration, and other help to improve school-community communication;
2. providing input to the building's School-Parent Compact, particularly in areas related to parent training, instructional support in the home, and other topics focusing on student performance;
3. providing building-level recommendations to be taken to the District Title I Advisory Council, addressing the topics listed in that body's description of responsibilities;
4. outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

Each Title I school shall provide written progress reports to parents concerning their child's academic performance, on a regular basis, and shall schedule parent conferences a minimum of twice annually for individual sessions. In some instances, meetings may be held more frequently to address significant concerns or problems.

Of the Title I funds received by the District, not less than one percent (1%) shall be mandated to fund family engagement.

**DONOVAN ELEMENTARY SCHOOL
TITLE I PARENT COMPACT LETTER
2024 - 2025**

Parent Agreement

I pledge to support my child by:

Ensuring consistent attendance and on time school arrival.

Encouraging participation in at least one extra-curricular/co-curricular activity.(Springboard after-school, school-based events like a potluck)

Collaborating with staff regarding student behavior and academic progress.

Enriching the school culture by embracing the school's efforts, including using DOJO, attending conferences, and supporting literacy at home.

Contact the teacher first if there are any concerns.

Helping my child persevere when new skills do not come easily

Parent/Guardian Signature: _____ **Date:** _____

Student Agreement

I pledge to support my learning by:

Arriving at school on time and ready to learn.

Enriching the school culture by embracing the school's motto: ACHIEVE

Persevering when new skills do not come easily.

Respecting classmates, school visitors, and all school personnel.

Following the school rules.

Participating in learning restorative practices.

Student Signature: _____ **Date:** _____

School Agreement

Donovan Elementary School Staff will support students by:

Providing high-quality curriculum and instruction in a supportive and effective learning environment.

Preparing lesson plans that provide high levels of learning for all students.

Supporting school rules and expectations and enforcing rules consistently.

Grading in an appropriate, timely, and equitable manner.

Collaborating with parents regarding student behavior and academic progress.

Providing quality teaching and leadership.

Continuing efforts to develop professionally.

Providing resources to help all students be successful in their learning.

Demonstrating professional behavior and a positive attitude.

Teacher Signature: _____ **Date:** _____