

## 2415.04 TITLE I – DISTRICT-WIDE PARENT AND FAMILY ENGAGEMENT

In support of strengthening student academic achievement, each school district that receives Title I, Part A funds must develop jointly with, agree on, and distribute to, parents of participating children a written parent and family engagement policy that contains information required by Section 1116(a)(2) of the Elementary and Secondary Education Act (ESEA). This Policy establishes the school district's expectations for parent and family engagement, describes how the school district will implement a number of specific parent and family engagement activities, and is incorporated into the school district's Annual School Plan (ASP).

### A. General Expectations

1. The school district agrees to implement the following statutory requirements:
  - a. The school district will put into operation programs, activities, and procedures for the involvement of parents in all its schools with Title I, Part A programs, consistent with Section 1116 of the ESEA. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
  - b. Consistent with Section 1116 of the ESEA, the school district will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of Section 1116(b) of the ESEA, and each include, as a component, a school-parent compact consistent with Section 1116(d) of the ESEA.
  - c. The school district will incorporate this district-wide parent and family engagement policy into its school district's plan developed under Section 1112 of the ESEA.
  - d. In carrying out the Title I, Part A parent and family engagement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.



- e. If the school district’s plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan if requested by the New Jersey Department of Education (NJDOE).
- f. The school district will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parent and family engagement is spent, and will ensure that not less than ninety percent of the one percent reserve goes directly to the schools.
- g. The school district will be governed by the following statutory definition of parent and family engagement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:
  - (1) “Parent and family engagement” means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
    - (a) That parents play an integral role in assisting their child’s learning;
    - (b) That parents are encouraged to be actively involved in their child’s education at school;
    - (c) That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
    - (d) The carrying out of other activities, such as those described in Section 1116 of the ESEA.
- h. For states where a Parental Information and Resource Center is established, the school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the state.



- B. Description of How District Will Implement Required District-Wide Parent and Family Engagement Policy Components
1. The school district will take the following actions to involve parents in the joint development of its district-wide parent and family engagement plan under Section 1112 of the ESEA:
    - a. Create a functioning district level Title I Parent Advisory Committee;
    - b. Survey parent(s) or legal guardian(s) about their needs for parent involvement; and
    - c. Maintain a webpage that includes information, resources and parent interaction options.
  2. The school district will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA:
    - a. Use typical structures as vehicles for dissemination of information and for opportunities for obtaining parent input (i.e. District Title I Parent Advisory Committee, school based PTA meetings, district PTA representative committee, school based parent committees, Google Form Surveys, district website link for Title I).
  3. The school district will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance:
    - a. Using a team approach to planning via monthly elementary Principal meetings;
    - b. Monthly Administrative Council meetings;
    - c. Title I parent meetings;
    - d. Twice yearly Parent Involvement Committee meetings; and
    - e. Superintendent's Roundtable monthly meetings.



4. The school district will coordinate and integrate parent and family engagement strategies in Title I, Part A with parent and family engagement strategies under the following other programs (Such as: Head Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs), by:
  - a. Invitation to attend parent involvement programs;
  - b. Mailing and/or school messenger announcements of events to parent(s) or legal guardian(s) and/or teachers in those programs;
  - c. Consultation with Head Start Program Director; and
  - d. Semi-annual meetings with local pre-school teachers.
  
5. The school district will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parent and family engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parent and family engagement policy and activities to design strategies for more effective parent and family engagement, and to revise, if necessary (and with the involvement of parents) its parent and family engagement policies:
  - a. Evaluation conducted using Google Form Surveys;
  - b. Survey created and conducted by the district Title I Parent Committee in concert with the Director of Education; and
  - c. Outcome of survey to be posted on webpage and disseminated to the Principals at all Title I schools and to the Title I Parent Advisory Committee.



6. The school district will build the schools' and parents' capacity for strong parent and family engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
  - a. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph:
    - (1) The challenging State academic standards;
    - (2) The State and local academic assessments including alternate assessments;
    - (3) The requirements of Title I, Part A;
    - (4) How to monitor their child's progress; and
    - (5) How to work with educators:
      - (a) School-based and district level partner events;
      - (b) PTA meetings;
      - (c) Back-to-School Night;
      - (d) Parent/Teacher conferences;
      - (e) Parent materials provided to support topics discussed;
      - (f) Website access; and
      - (g) Parent events sponsored by schools/district.
  - b. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parent and family engagement, by:
    - (1) Conducting parent nights including literacy awareness and the use of technology to reinforce student learning;
    - (2) Conducting family events in which teachers model practices;



- (3) Maintain a parent resource link on the district's website; and
  - (4) Conduct events selected via parent surveys.
- c. The school district will, with the assistance of its schools and parents, educate its teachers, student services personnel, principals, other school leaders, and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
- (1) Conducting in-district learning sessions with administrators on these topics who will then provide turnkey training to teachers;
  - (2) Offering a lending library on these topics;
  - (3) Conducting new teacher trainings on these topics;
  - (4) Supporting ongoing professional development for teachers and administrators; and
  - (5) Conducting parent/teacher meetings on the topic.
- d. The school district will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with Head Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
- (1) Invitation to attend parent involvement programs;
  - (2) Mailings of events as announcements for parents;
  - (3) Consultation with Head Start Program Director; and
  - (4) Semi-annual meetings with local pre-school teachers.



- e. The school district will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
  - (1) Development of such information reviewed by the district Title I Parent Advisory Committee;
  - (2) Posting of all information on the district's webpage;
  - (3) Provide a translation program on the district website;
  - (4) Provide direct mailings, email notification and phone message; and
  - (5) Provide both district-wide and school specific announcements.

C. Discretionary District-Wide Parent and Family Engagement Policy Components

- 1. The District-Wide Parent and Family Engagement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under Section 1116(e) of the ESEA:
  - a. Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
  - b. Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
  - c. Paying reasonable and necessary expenses associated with parent and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
  - d. Training parents to enhance the involvement of other parents;

