

# POLICY

## SCSSSD/SCVTS Board of Education

Section: Program  
2415.04. TITLE I – DISTRICT-WIDE PARENT AND FAMILY ENGAGEMENT (M)  
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### 2415.04. TITLE I – DISTRICT-WIDE PARENT AND FAMILY ENGAGEMENT (M)

#### A. District Expectations

1. In accordance with the requirements of Title I, Section 1116(a)(2), ESEA, the Board of Education 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. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
  - b. The school district will work with its schools to ensure the required school-level parent and family engagement policies meet the Title I, Part A requirements, and include, as a component, a school-parent compact.
  - c. The school district will incorporate this School Parent and Family Engagement Policy into its district plan.
  - 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 of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports 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 plan for Title I, Part A funds is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan upon request by the New Jersey Department of Education (NJDOE).
  - f. The school district will involve the parents of children served in Title I 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 reserved goes directly to the schools. (Only applicable for districts with Title I, Part A allocations greater than \$500,000.)
  - 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. The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in New Jersey.

#### B. School Parent and Family Engagement Policy Required Components

1. The school will take the following actions to involve parents in the joint development of its district/school parent and family engagement plan:
  - a. Discuss policy and request feedback on Back to School Night
  - b. Administer comprehensive needs assessment to parents for input
  - c. Invite parent representatives to participate in the ESEA Committee
2. The school will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A, and to explain the requirements of this part and the right of the parents to be  
  
The annual meeting will be held at the beginning of the school year.
3. The school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under Title I, Part A, transportation, child care, or home visits, as such services relate to parent and family engagement:  
  
Parent Family Engagement events will be planned at different times during the year to allow more parents to participate in events. Some events will also be presented virtually to provide additional opportunities to attend.
4. The school will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance:
  - a. Schedule meetings with the Title I teams
  - b. Share proposal with district administration at administrator meetings
  - c. Coordinate parent and family engagement events
5. The school 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 will, with the assistance of its Title I schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:

- (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 to improve the achievement of their children.
    - (a) Meetings with school administration
    - (b) Providing resources on the school website
    - (c) Facilitate workshops/information sessions at the school
6. The school will provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
- a. The school will, with the assistance of its Title I schools, provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent and family engagement, by:
    - (1) Activating the School Information System
    - (2) Encouraging parent/guardian involvement in communications from the principal
    - (3) Include topics to be discussed during regularly scheduled advisory and other school-related meetings
  - b. The school will, with the assistance of its Title I 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 reach out to, communicate with, and work with parents as equal partners to implement and coordinate parent programs and build ties between parents and schools, by:
    - (1) Incorporating strategies to promote parent engagement into school goals
    - (2) Principal will survey parents on preferred modes of communication at parent meetings or parent family engagement events
    - (3) Sending information through the School Information System
    - (4) Email or call parents/guardians and students through the school email and phone communication system
  - c. The school 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, 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) Posting title I resources on the school website
    - (2) collect feedback/input through surveys and meetings
    - (2) Collaborate with administration to create opportunities for parent involvement such as events involving their child's overall performance
  - d. The school will take the following actions to ensure that Title I 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:  
(List actions)
    - (1) Translate documents as requested
    - (2) Identify staff to support with translations when needed
    - (3) Survey staff to assess fluency in other languages to support in school communication
7. The school will coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies under the following programs: [Such as: Head Start, Parents as Teachers, Home Instruction Programs for Preschool Youngsters, and state-operated preschool programs], by:
- a. Posting Title I resources on the district website and/or communicated through the school information system (email, phone system, SID)
  - b. Collecting feedback during school meetings and surveys
  - c. Collaboration with administration to create opportunities for parent involvement such as events involving their child's overall performance
8. The school 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 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. Send school survey to parents
  - b. Share results at school meetings
  - c. The policy will be reviewed at one of the parent involvement events during the school year

9. The school will take the following actions to involve parents in the process of school review and improvement:
  - a. Notice of meetings will be communicated to all families via email and/or phone system
  - b. Parent representatives will participate in ESEA meetings
  - c. Discuss parent family engagement meetings at school events
  
10. If the Annual School Plan (school-wide program plan) is not satisfactory to the parents of participating children, submit any parent comments on the Annual School Plan (ASP) when the school makes the plan available to the local educational agency:
  - a. Parents, students and community members will participate in the development of the Annual School Plan (ASP)
  - b. Parents, students and community members will participate in the review and make suggestions for modifications of the plan based on data shared
  - c. Parents, students and community members will participate in the development of the new ASP based on data and results of programs and interventions

C. Shared Responsibilities for High Student Academic Achievement

1. As a component of the school-level parent and family engagement policy, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement:
  - a. The compact will be developed/updated at the end of each school year
  - b. The compact will be posted on the school website
  - b. The compact will be shared via the School Information System

D. Discretionary School Parent and Family Engagement Policy Components

1. The School 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:
  - a. Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
  - b. Provide necessary literacy training for parents from Title I, Part A funds received, if the school district has exhausted all other reasonably available sources of funding for such training.
  - c. Pay reasonable and necessary expenses associated with parent and family engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
  - d. Train parents to enhance the involvement of other parents.
  - e. In order to maximize parent and family engagement and participation in their children's education, arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school.
  - f. Adopt and implement model approaches to improve parent and family engagement.
  - g. Establish a district-wide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
  - h. Develop appropriate roles for community-based organizations and businesses in parent involvement activities.
  - i. Provide other reasonable support for parent and family engagement activities under this section as parents may request:
    - (1) Provide other reasonable support for parent and family engagement activities
      - a. To be implemented upon request of parent and determination of need

E. Accessibility

1. In carrying out the parent and family engagement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports required in a format and, to the extent practicable, in a language such parents can understand:
  - a. Translate documents as requested
  - b. Identify staff to support with translation when needed
  - c. Survey staff to assess fluency in other languages to support in school communication
  
1. This School Parent and Family Engagement Policy has been developed jointly with, and agreed on, parents of children participating in Title I, Part A programs, as evidenced by meeting minutes.
  
2. This Policy was adopted by the Board of Education on the adoption date noted at the end of this Policy and will be in effect for the period of the school year. The school district will distribute this Policy to all parents of participating Title I children on or before October 1 of each school year.

