

**North Country Supervisory Union  
Common Board Policy Manual**

**School-Community Relations**

**H.8 Title I, Part A Parental Involvement Policy and Procedure**

It is the policy of the North Country Supervisory Union (NCSU) to plan and implement effective needs- based Title I programs, activities, policies and procedures with meaningful consultation and involvement of participating Title I parents and family members that comply with all parent and family engagement requirements, specifically those required by federal statute. As such the Local Education Agency (LEA) is responsible for ensuring compliance with development and implementation of the following three documents:

**LEA PARENT AND FAMILY ENGAGEMENT POLICY:** As a Title I Part A served LEA we will outline and describe the ways in which we will be responsible for and address the Parent and Family Requirements listed and will develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parent and family engagement policy that meets all requirements described below.

**SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PROCEDURE:** Each of our school(s) served by Title I Part A will outline and describe the ways in which the school will be responsible for and address the Parent and Family Requirements listed. Each school will jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement procedure, agreed on by such parents, which will describe the means for carrying out the requirements described below.

**SCHOOL-PARENT COMPACT:** Each of our school(s) served by Title I Part A, as part of their Parent and Family Engagement Procedure, will develop jointly with, agree on with, and distribute to, parents and family members of participating children a School-Parent compact to outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards.

**Definitions:**

**Title I:** Title I is a federally funded program that provides financial assistance to states and school districts to meet the needs of educationally at-risk students. NCSU schools offer school wide programs available to all students. The purpose of Title I is to support school efforts to ensure that all children meet challenging academic standards and have a fair, equal, and significant opportunity to obtain a high-quality education. Title I funds must be used in addition to District and State funds. Title I provides flexible funding that may be used to provide additional instructional staff, professional development, extended-time programs, and other strategies for raising student achievement in high-poverty schools.

**Local Education Agency:** for purposes of this policy, a supervisory union or supervisory district is the local education agency (LEA).

**Parent:** Includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible

for the child's welfare).<sup>[2]</sup>

**Parent and Family Engagement (PFE):** The inclusion of parents, families, schools, and communities in order to support learning and improve schools. Opportunities for the informed participation of parents and family members, including those who have limited English proficiency, those who have disabilities, and those of migratory children.

### **Implementation:**

The North Country Supervisory Union will ensure the successful development and implementation of the written LEA Parent and Family Engagement Policy, School Parent and Family Engagement Procedure(s), and School-Parent Compact(s) and will address all requirements in specific detail with review and revision on a periodic and timely basis.

### **LEA Parent & Family Engagement Policy**<sup>[3], [4]</sup>

North Country Supervisory Union

School Year: 2021-2022

In order to provide all children with significant opportunity to receive a fair, equitable, and high quality education, and to close educational gaps, the North Country Supervisory Union receives Title I, Part A funds. Therefore, the North Country Supervisory Union will develop, with the parents and family members of participating students, a written parent and family engagement policy. This policy will outline the Local Education Agency's (LEA) expectations and objectives for meaningful parent and family engagement and the ways in which the LEA will implement and support opportunities for parent and family involvement in order to improve student academic achievement.

#### ***Part I: General Requirements and Expectations***

A. In order to support increased parent and family engagement to improve student academic achievement, the North Country Supervisory Union has the following objectives:

The NCSU is driven by the four C's of character, competence, creativity, and community. Our Parent and Family Engagement strategies serve a commitment to this community that extends beyond school walls. In alignment with our NCSU Work and Learning Plan, we will strive to broaden the network of parents and guardians who feel included within our school community and within our decision-making procedures, increase trust, and remove barriers in the way of meaningful participation.

B. The North Country Supervisory Union agrees to take the following actions to involve parents and family members in the joint development of its Local Educational Agency Plan:

All annual Title I presentations will include Parent and Family Engagement requirements under Every Student Succeeds Act (ESSA), as well as school procedure for meeting these requirements, to offer feedback and ask questions. We will also encourage schools to post their plans on school websites, with a feature for viewers to submit comments for review.

C. The North Country Supervisory Union agrees to take the following actions to involve parents and family members in the joint development of Support and Improvement: The goals of our

Continuous Improvement Plan (CIP) will be communicated at each school's annual Title I meeting, where we will request and document input from parents. We will provide template resources to our schools to help them communicate this information in a clear and accessible way. We will also encourage schools to post their plans on school websites, with a feature for viewers to submit comments for review.

D. The North Country Supervisory Union agrees to take the following actions to provide coordination, technical assistance, and other support necessary in order to build capacity for parent and family engagement activities to improve student achievement and school performance:

The NCSU will support its Title I schools in implementing Parent and Family Engagement activities by organizing School PFE Policy supporting procedures and School-Family Compacts, along with other necessary Title I materials, in a shared online location. Title I schools will also have access to the NCSU Family Center, where school and community resources, as well as educational services and activities for both parents and students, will be available.

E. The North Country Supervisory Union will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this Parent & Family Title I, Part A Parent & Family Engagement Policy in improving the academic quality of all its Title I schools. The evaluation will include identifying the following:

- Barriers to greater family participation in Title I 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 needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers
- Strategies to support successful school and family interactions

The North Country Supervisory Union agrees to take the following actions to conduct this annual evaluation:

Annual review of the Title I, Part A Parent & Family Engagement Policy and supporting procedures will be performed by our local school boards and by the policy committee and executive board. In accordance with Vermont's open meeting law, these meetings will be open to the community and will include space for public comment. Our Parent and Family Engagement Policy and supporting procedures will also be made viewable on the NCSU website, with a feature where parents can submit their comments for review. Additionally, the policy will be included in the annual Title I meetings held at each school where attendees will be invited to ask questions and share their contributions.

F. The North Country Supervisory Union agrees to take the following actions to use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family engagement, and to revise the LEA Parent & Family Engagement Policy, if necessary:

In order to assure that our Parent and Family Engagement Policy supporting procedures remain relevant and responsive to the needs of our school communities, feedback from school board meetings, website submissions, and Title I meeting notes will be gathered and reviewed to guide revisions to the policy and supporting procedures.

G. The North Country Supervisory Union agrees to take the following actions to involve parents in the activities of the schools:

The NCSU will encourage the presence and activity of parent organizations and home & school groups as valuable contributions to our schools.

As resources are available, efforts will be made to help revitalize these groups, and to provide them with resources for sustainable growth.

### ***Part II: Building Capacity for Involvement***

To ensure effective involvement of parents and support a partnership among the schools, parents, and the community in order to improve student achievement, the North Country Supervisory Union will use the following strategies:

A. The North Country Supervisory Union will provide assistance to parents of children served by the LEA in understanding the following topics:

- The challenging State academic standards
- State and local academic assessments
- Title I, Part A requirements
- How to monitor their child's progress
- How to work with educators to improve their children's achievement

The North Country Supervisory Union agrees to take the followings actions in order provide this assistance:

In order to assist parents in their understanding of Title I, Part A requirements, parent right-to-know letters will be mailed home by each school at the start of the academic year. Parent right-to-know notifications will also be published in the local newspapers, as an additional means of communication and as an effort to reach the parents of Title I students who attend our independent schools. These rights include notifying parents annually of the level of achievement and academic growth of their child, if applicable and available, on each of the Vermont State required academic assessments. Parents will also have access to Instructional, Grading, and Reporting electronic platforms and print documents where they can monitor their child's academic progress and will establish relationships with teachers through phone or email communications, as well as through parent-teacher conferences.

B. The North Country Supervisory Union agrees to provide materials and training, as appropriate, to help parents work with their children to improve their children's achievement: Materials and resources to improve the ability of parents to support their children's achievement will be made available on school websites. Comprehensive resources for parents will also be available at the NCSU Family Center. These will include: adult literacy and math workshops, Chromebooks, informational printouts, access to laundry and emergency food supplies, community meals, as well as connection to local partners. Schools will also host school based literacy and/or math nights.

C. The North Country Supervisory Union agrees to take the following actions to educate its teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the following areas:

- The value of contributions of parents
- How to reach out to, communicate with, and work with parents as equal partners
- How to implement and coordinate parent programs
- How to build ties between parents and school

North Country Supervisory Union will provide information regarding the importance and value of parent-school partnerships which will be made available to staff, teachers, and administrators to access.

D. The North Country Supervisory Union will, to the extent feasible and appropriate, coordinate and integrate Title I parent involvement programs and activities with other Federal, State, and local programs and conduct other activities that encourage and support parents in more fully participating in the education of their children. The North Country Supervisory Union agrees to take the following actions to coordinate and integrate parent involvement programs:

The implementation of our Parent and Family Engagement efforts will coordinate with other NCSU initiatives where family interaction and community involvement already occur. These may include: Encore programs, Community Schools initiatives, North Country Career Center's Adult Education courses, Flexible Pathways and Work-Based Learning initiatives, as well as our Early Childhood programs. information regarding the importance and value of parent-school partnerships will be made available for staff, teachers, and administrators to access.

E. The North Country Supervisory Union agrees to 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 a format and, to the extent practicable, in a language the parents can understand:

Any materials circulated from the NCSU to parents and families will be written with accessibility in mind. This means avoiding unclear, jargonistic language and translating documents whenever possible with translation services approved by our English Language Learning staff members. F. The North Country Supervisory Union agrees to take the following actions to provide other reasonable support for parent involvement activities, as parents may request:

The NCSU will help facilitate application activities, both virtual and in-person, which engage parents throughout the NCSU. Additional efforts will be made to encourage the use of available funding Parent and Family Engagement activities, and support will be offered to assist schools with purchasing ideas as needed.

### **PART III. Policy Adoption**

This LEA's Parent & Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs. Review and public input are gathered at each local school board meeting and noted in meeting minutes. This policy was adopted by the North Country Supervisory Union on 11/18/2021. The LEA will make this policy available to all parents of participating Title I, Part A children annually.

### **School Parent & Family Engagement Procedure**

[School Name]

[School Year: XXXX-XXXX] [Date of last revision]

In order to provide all children with significant opportunity to receive a fair, equitable, and high-quality education, and to close educational gaps, [Title I School name] receives Title I, Part A funds. Therefore, [Title I School name] will develop, with the parents and family members of participating students, a written parent and family engagement procedure. This procedure will outline how this school will involve parents and family members in procedure development and build capacity for parent and family engagement in order to improve student academic achievement.

Part I-P: Procedure Involvement

***NOTE: The procedure will include a description of how the school will implement or accomplish the following requirements. It will likely be necessary for each Title I school to have their own individualized School Parent and Family Engagement Procedure based on the varying needs of that school from the other Title I schools within the district especially if the district operates both Title I Targeted Assistance Programs, and Schoolwide Programs based on their inherent differences.***

A. [Title I School name] will hold 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 the school's participation in Title I, to explain Title I, and to inform parents of their right to be involved. The [Title I School name] agrees to take the following actions:

[Describe when and where the meeting will be held, how invitations/information will be communicated to parents, how feedback and input from parents and family members will be collected, etc.]

B. [Title I School name] agrees to offer a flexible number of meetings, such as meetings in the morning or evening, and may use Title I funds to provide transportation, childcare, or home visits, as related to parent involvement.

[List actions school will take to offer flexibility and encourage parent involvement in meetings]

C. [Title I School name] agrees to involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs in the following ways:

[Describe how information will be communicated to parents, how feedback and input from parents and family members will be collected, any meetings that may be held, etc.] D. [Title I School name] agrees to involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the School Parent &

Family Engagement Policy and in the joint development of the schoolwide program plan in the following ways:

[Describe how information will be communicated to parents, how feedback and input from parents and family members will be collected, any meetings that may be held, etc.] E. [Title I School name] agrees to provide parents of participating children with the following: •

Timely information about Title I programs.

- A description and explanation of the curriculum in use at the school, the forms of academic assessment used, and the achievement levels of the challenging State academic standard
- Opportunities for regular meetings for parents to make suggestions and participate in decisions relating to the education of their children
- Responses to these suggestions as soon as practicably possible. The school agrees to provide these in the following ways:

[Describe how information will be communicated to parents, how feedback, input, and requests from parents and family members will be collected, reviewed, and responded to, any meetings that may be held, etc.]

F. [Title I School name] agrees to take the following actions to submit any parent comments about the schoolwide program plan when the school makes the plan available to the LEA, if the schoolwide program plan is not satisfactory to the parents of participating children:

[List actions, including how the school will communicate with the parents, receive feedback and input, etc.]

G. [Title I School name] agrees to take the following actions to jointly develop with participating parents a school-parent compact, outlining how parents, school staff, and students will share the responsibility for improved student academic achievement:

[Describe when and where meetings will be held, how invitations/information will be communicated to parents, how feedback and input from parents and family members will be collected, roles of parents and family members, etc.]

H. [Title I School name] agrees to take the following actions to provide opportunities for the informed participation of parents and family members, including providing information and school reports required, in a format and language that parents can understand:

[List actions, such as providing translation services and other support for English Learners, providing meetings for distribution of information, providing multiple methods of communication, etc.]

Part II-P: Building Capacity for Involvement

To ensure effective involvement of parents and support a partnership between the school, parents, and the community in order to improve student achievement, [Title I School name] will



use the following strategies:

A. [Title I School name] will provide assistance to parents of children served by the school in understanding the following topics:

- The challenging State academic standards
- State and local academic assessments
- Title I, Part A requirements
- How to monitor their child's progress
- How to work with educators to improve their children's achievement

The school agrees to take the followings actions in order provide this assistance:

[List activities the school may provide, such as workshops, conferences, online and printed resources, webinars, meetings, trainings, and any other equipment or materials that may be necessary]

B. [Title I School name] agrees to provide materials and training, such as literacy and technology workshops, as appropriate, to help parents work with their children to improve their children's achievement:

[List activities the school may provide, such as workshops, conferences, classes, online and printed resources, meetings, and other materials]

C. [Title I School name] agrees to educate its teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the following areas:

- The value of contributions of parents
- How to reach out to, communicate with, and work with parents as equal partners
- How to implement and coordinate parent programs
- How to build ties between parents and school

The school agrees to take the following actions to provide this support:

[List activities the school may provide, such as professional development, workshops, conferences, classes, online and printed resources, meetings, and any other equipment or materials that may be necessary]

D. [Title I School name] will, to the extent feasible and appropriate, coordinate and integrate Title I parent involvement programs and activities with other Federal, State, and local programs and conduct other activities that encourage and support parents in more fully participating in the education of their children. The school agrees to take the following actions to coordinate and integrate parent involvement programs: [Describe/List how the school will coordinate with other organizations, programs, and community partners to provide additional supports and resources to families. This may include public preschool programs/Kindergarten readiness programs or organizations to help students transition to elementary, middle, high, and postsecondary schools or careers.]

E. [Title I School name] agrees to 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 a format and, to the extent practicable, in a language the parents can understand:

[List actions, such as providing translation services and other support for English Learners, providing meetings for distribution of information, providing multiple methods of communication, etc.]

F. [Title I School name] agrees to take the following actions to provide other reasonable support for parent involvement activities, as parents may request:

[List actions, including how school will provide opportunities for parent and family requests, other ways in which the school will support parent engagement, etc.]

#### *Additional Building Capacity Options*

*NOTE: The school, in consultation with parents and family members, may include additional programs and activities designed to build capacity for parent and family involvement in Title I schools in order to improve student achievement. If the Title I school elects to incorporate these activities will be listed here with specific descriptions for implementation.*

#### PART III-P. Procedure Approval

**NOTE: Title I Schools should follow their local procedure for procedure approval.**

This School Parent & Family Engagement procedure has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs.

[Include MM/DD/YYYY that review with parents occurred and where/how documentation will be maintained]. This procedure was approved by the [Title I School name] on [Date MM/DD/YY] and will be in effect for the period of [School Year XXXX-XXXX]. The Title I School will distribute this procedure to all parents of participating Title I, Part A children on or before [Date MM/DD/YY].

### School-Parent Compact

**NOTE: It is each Title I School's responsibility to ensure that compacts are developed and disseminated to parents annually (at the start of the school year). Documentation will be maintained that clearly shows when and how this was done.**

[Title I School

Name] [Principal]

[School phone

number] [Website]

[Last Revised: MM/DD/YYYY]

#### What is a School-Parent Compact?

The School-Parent Compact is a written document designed to build partnerships, be jointly developed with parents and families of Title I participating students that clearly outlines the goals and shared responsibilities of students, parents, and the entire school staff in improved student academic achievement.

#### Our Goals

- District goals [include measurable district goals from local planning in family friendly language and actions the district will take to achieve them]
- Schools Goals [include measurable school goals from local planning in family friendly language and actions the school will take to achieve them]

**Shared Responsibility** [describe the shared responsibility that teachers, parents, and students all share for the improvement of student academic achievement]

- Teachers will: [explain how teachers will provide high-quality curriculum, offer support, and create an effective learning environment]
- Parents will: [provide actions parents will take to be responsible for supporting their children's learning and positive use of extra-curricular time]
- Students will: [provide actions students will take to be responsible for their own learning and academic success]

**Building Partnerships** [provide information about ongoing parent and family engagement events/opportunities, information on who to contact for volunteer/observation opportunities, information about how parents can participate in decisions relating to their children's education]

**Communication** [describe how school staff will maintain regular two-way communication with family members]

**Jointly Developed** [describe how parents, teachers, and students worked together to develop/revise the compact, opportunities to participate in future revisions, information on how parents can contribute comments]

This School-Parent Compact has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs. [Include MM/DD/YYYY that review with parents occurred and where/how documentation will be maintained]. This compact was approved by the [Title I School name] on [Date MM/DD/YY] and will be in effect for the period of [School Year XXXX-XXXX]. The Title I School will distribute this procedure to all parents of participating Title I, Part A children on or before [Date MM/DD/YY]

District: Date Warned: Date Adopted:

Brighton 08/11/2011 09/08/2011 Charleston  
06/08/2011 07/13/2011 Coventry 06/15/2011  
07/27/2011 Derby 06/27/2011 07/18/2011  
Holland 07/11/2011 08/15/2011 Jay/Westfield  
06/21/2011 07/12/2011 Lowell 08/17/2011  
09/21/2011 Morgan 06/09/2011 08/11/2011  
Newport City 06/06/2011 06/20/2011 Newport  
Town 08/10/2011 09/14/2011 Troy 06/08/2011  
07/13/2011 NCUJHS 11/29/2011 12/22/2011  
NCUHS 09/20/2011 10/18/2011 NCSU

Date last reviewed and adopted by NCSU  
Executive Committee: 4/27/2023

*Supporting Documents:*

Date Revised:

Brighton 11/10/2021 Charleston 11/10/2021  
Coventry 11/17/2021 Derby 11/02/2021 Holland  
N/A  
Jay/Westfield 11/09/2021 Lowell 11/09/2021  
Morgan N/A

Newport City 11/15/2021 Newport Town  
11/08/2021 Troy 11/04/2021 NCUJHS

11/23/2021 NCUHS 11/16/2021 NCSU  
11/18/2021

### **School-Level Parent and Family Engagement Procedures School-Parent Compacts**

*[1] This policy is mandatory for LEAs and schools that receive Title I, Part A funds. 20 U.S.C. § 6318(a)(2).*

*[2] 20 USC § 7801(38) definition of term “parent.”*

*[3] 20 U.S.C. § 6318*

**Special Rule:** *If the school has a parent and family engagement policy that applies to all parents and family members, the school may amend that policy, if necessary, to meet the requirements.*

*[4] 20 U.S.C. § 6318*

**Amendment:** *If the LEA involved has a school district-level parent and family engagement policy that applies to all parents and family members in all schools served by the LEA, the LEA may amend that policy, if necessary, to meet the requirements.*

LB20230530