

# **Frank R. Conwell School PS #3 School-Level Policy**

## **TITLE I – SCHOOL LEVEL 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 school-level 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 agrees to implement the following statutory requirements:**

- a. The school will put into operation programs, activities, and procedures for the involvement of parents 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 will work 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 will incorporate this district-wide parent and school-level family engagement policy into its school'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 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 annual school plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan if requested by the New Jersey Department of Education (NJDOE).
- f. The school 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 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 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 School-Level Family Engagement Policy Components**

- 1. The school 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:  
*(List actions)*

- a. Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written School-Level parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections © through (f) . Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.
  - b. SPECIAL RULE.- the school has a School-Level parent and family engagement policy that applies to all parents and family members, such school may amend that policy, if necessary, to meet requirements of this subsection.
  - c. AMENDMENT.- local educational agency involved has a school-level parent and family engagement policy that applies to all parents and family members in all schools served by local educational agency, such agency may amend that policy , if necessary, to meet the requirements of this subsection.
  - d. PARENTAL COMMENTS.- the plan under section 1112 is not satisfactory to the parents of participating children, the local educational agency shall submit any parent comments with such plan when such local education
2. The school will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA:
- a. 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 this part and to explain the requirements of this part, and the right of the parent to be involved;
  - b. offer a flexible number of meetings in the morning or evening, and my provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;
  - c. involvement parents, in an organized, ongoing, and timely way, in planning, review, and improvement of programs under this part, including the planning , review, and improvement of the school-level parent and family engagement policy and the joint development of the schoolwide program plan under section 1114 (b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;

3. The school 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. involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
  - b. may provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training;
  - c. train parents to enhance the involvement of others parents.
4. The school 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. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or others educators, who work directly with participating children, with parents who are unable to attend to attend such conferences at school, in order to maximize parental involvement and participation
  - b. May develop appropriate roles for community – based organizations and business in parent involvement activities; and
  - c. shall provide such other reasonable support for parental involvement activities under this section as parents may request
5. The school will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this school-level 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 will use the findings of the evaluation about its school-level 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. Shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as

challenging State academic standards. State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children.

- b. Provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training.
  - c. Shall ensure that information related to school and parent programs, meeting, 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.
6. 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, Part A schools, provide assistance to parents of children served by the school 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) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed at the compact relates to the individual Child's achievement
      - (b) frequent reports to parents on their children's progress
      - (c) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and

- (d) ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
- b. The school 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) Shall provide materials and training to help parents to work with their children to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement.
- c. The school 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) may establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section.
  - (2) may involve parents in the development of training for teachers , principals, and others educators to improve the effectiveness of such training.
  - (3) May adopt and implement model approaches to improving parental involvement;
- d. 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, 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) Shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to

monitor a child's progress and work with educators to improve the achievement of their children;

(2) May pay reasonable and necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training;

(3) shall provide such other reasonable support for parental involvement activities under this section as parents may request.

e. The school 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) Districtwide / school base parent advisory council to provide advice on all matters related to parental involvement in programs;

(2) Develop appropriate roles for community – based organizations and business in parent involvement activities;

(3) 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, in order to maximize parental involvement and participation.

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

1. The District-Wide Parent and School-Level Family Engagement Policy may include additional paragraphs listing and describing other discretionary activities that the school, 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 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;
- e. In order to maximize parent and family engagement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- f. Adopting and implementing model approaches to improving parent and family engagement;
- g. Establishing 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. Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities; and
- i. Providing other reasonable support for parent and family engagement activities under Section 1116 as parents may request.

#### D. Adoption

This Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the Superintendent of Schools or designee. 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 one year and will be updated as needed on an annual basis. The school will distribute this Policy to all parents of participating Title I, Part A children on or before October 1 of each school year.

#### E. Accessibility

In carrying out the parent and family engagement requirements of this part, districts and schools, to the extent practicable, shall provide 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.

(List actions)



Elementary and Secondary Education Act, Title I, Section 1116(a)(2)

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