

# **POLICY**

## **Evesham Township Board of Education**

Section: Program

2415.04. TITLE I - DISTRICT-WIDE PARENTAL INVOLVEMENT (M)

Date Created: September, 2004

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### **GENERAL EXPECTATIONS**

The school district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.

Consistent with Section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with Section 1118(d) of the ESEA.

The school district will incorporate this District-Wide Parental Involvement Policy into its school district's plan developed under Section 1112 of the ESEA.

In carrying out the Title I, Part A parental involvement 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, including alternative formats upon request, and to the extent practicable, in a language parents understand.

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 when the school district submits the plan to the New Jersey Department of Education.

In the event the school district is required to reserve and spend at least one percent of the district's Title I, Part A allocation, the school district will involve the parents of children served in Title I, Part A schools in decisions about how these funds will be spent and will ensure that not less than ninety-five percent of the one percent reserved goes directly to the schools.

The school district will be governed by the following statutory definition of parental

involvement, and expects Title I schools in the district will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving pupil academic learning and other school activities, including ensuring-

1. That parents play an integral role in assisting their child's learning;
2. That parents are encouraged to be actively involved in their child's education at school;
3. 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
4. The carrying out of other activities, such as those described in Section 1118 of the ESEA.

In the event the State of New Jersey or the New Jersey Department of Education has a Parental Information and Resource Center, the school district will inform parents and parental organizations of its purpose and existence.

#### DESCRIPTION OF HOW THE SCHOOL DISTRICT WILL IMPLEMENT REQUIRED DISTRICT-WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

Below is a description of how the district will implement or accomplish each of the following components outlined below (Section 1118(a)(2), ESEA):

1. The district will take the following actions to involve parents in the joint development of its district-wide parental involvement plan under Section 1112 of the ESEA:
  - a. Form a Parent Involvement Committee to convene at least one time annually that will develop and review a School-Family Compact (see attached);
  - b. Conduct an annual survey of all parents involved in Title I programs in order to ascertain the quality and impact of the program and parental involvement.
2. The district will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA:
  - a. Form a Parent Involvement Committee to convene at least one time annually that will review and amend as appropriate the School-Family Compact;
  - b. Conduct an annual survey of all parents involved in Title I programs in order to ascertain the quality and impact of the program and parental involvement.

3. The district will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve pupil academic achievement and school performance:
  - a. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards;
  - b. Distribute the School-Family Compact and affirm via staff and family signatures;
  - c. Hold parent-teacher conferences (at least annually in elementary schools) during which parental involvement will be discussed as it relates to the individual child's achievement;
  - d. Provide parents with frequent reports on their children's progress;
  - e. Provide parents reasonable access to staff;
  - f. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.
  
4. The school district will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: (Insert programs, such as: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs), by:
  - a. Assuring that Reading Recovery and Balanced Literacy strategies are aligned so that involvement between families and school staff is effective and supportive for students;
  - b. Distribute the School-Family Compact and affirm via staff and family signatures;
  - c. Holding one-on-one parent conferences upon entrance and exit to Reading Recovery to discuss strategies and progress;
  - d. Holding a parental information meeting regarding the Reading Recovery program in order to communicate program specifics and strategies parents can utilize to be involved with their students' learning;
  - e. Inviting parents to observe lessons and debriefing on strategies utilized and support to be offered at home
  - f. Coordinating parent-teacher conferences with Reading Recovery and General Education staff to coordinate and communicate regarding parental strategies;
  
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 Parental Involvement Policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation

by parents in parental involvement 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 Parental Involvement Policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

- a. Conduct an annual survey of all parents involved in Title I programs in order to ascertain the quality and impact of the program and parental involvement.
- b. Hold one-on-one parent conferences upon exit from Reading Recovery that will include a review and evaluation of parent involvement.
- c. Require building reports from each Title I, Part A school listing progress and goals and outcomes related to increased parent involvement.
- d. Convene Parent Involvement Committee to review and amend policy as needed.

The school district will build the school's and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve pupil academic achievement, through the following activities specifically described below:

1. 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 below:
  - New Jersey's academic content standards;
  - New Jersey's pupil academic achievement standards;
  - The New Jersey and local academic assessments including alternate assessments;
  - The requirements of Part A;
  - How to monitor their child's progress; and
  - How to work with educators.
  - a. Convene Parent Involvement Committee at least one time annually to develop and review the School-Parent Compact;
  - b. Distribute the School-Family Compact and affirm via staff and family signatures;
  - c. Facilitate a parental information meeting regarding the Reading Recovery program in order to communicate program specifics and strategies parents can utilize to be involved with their students' learning;
  - d. Invite parents to observe Reading Recovery lessons and debrief on strategies utilized and support to be offered at home;
  - e. Hold one-on-one parent conferences upon entrance and exit to Reading

Recovery to discuss assessments and their implications;

2. 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 parental involvement, by:
  - a. Facilitating a parental orientation meeting regarding the Reading Recovery program in order to communicate program specifics and strategies parents can utilize to be involved with their students' learning;
  - b. Inviting parents to observe Reading Recovery lessons and debriefing on strategies utilized and support to be offered at home;
  - c. Providing a daily take-home book bag with all materials and directions needed to work with students at home;
  - d. Providing daily Family Feedback Form regarding outcomes of at-home reading.
  
3. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, Principals 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:
  - a. Convening department meetings, at least twice annually that include discussion regarding parental involvement goals, outcomes, and strategies;
  - b. Providing translation services of documents into home languages, when necessary;
  - c. Convening ongoing Reading Recovery training, six times annually, that includes discussion regarding parental involvement goals, outcomes, and strategies;
  - d. Requiring teacher representation on all committees regarding parent involvement and turnkey training, where necessary.
  
4. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even 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 fully participating in the education of their children, by:
  - a. Coordinating curricula amongst preschool, kindergarten and grade school that shares philosophy and literacy strategies;
  - b. Articulating amongst preschool, kindergarten and grade school departments parental involvement strategies;

- c. Requiring all departments convene back-to-school nights, conferences, open houses, periods of observation, parent training events, etc. to encourage and support parent involvement.
5. 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 by:
  - a. Requiring multiple forms of parent communication including written, electronic, verbal, etc. on an ongoing basis;
  - b. Providing district support in composing, posting, and mailing information regarding opportunities for parent involvement;
  - c. Providing translation services of documents into home languages, when necessary.

#### ADOPTION

This District-Wide Parental Involvement Policy has been developed jointly, and agreed on with parents of children participating in Title I, Part A programs. This Policy will be distributed to all parents of participating Title I, Part A children in an understandable and uniform format and, to the extent practicable, in a language the parents understand, at the beginning of each school year or when the child is determined eligible and begins participating in Title I, Part A programs.

United States Department of Education Non-Regulatory Guidance – Appendix D- District-Wide Parental Involvement Policy

Adopted: 14 September 2004

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