

ESSEX COUNTY VOCATIONAL TECHNICAL SCHOOLS
District Wide Parental Involvement Policy
2017-18

PART I.

Pursuant to Title 1, Part A funds and federal law, the Essex County Vocational Technical Schools (District Wide) agrees to distribute to, parents of participating children a written District Wide Parental Involvement Policy in accordance to required information in Section 1118 (a) (2) of the Elementary and Secondary Education Act (ESEA) (District Wide Parental Involvement Policy). The policy establishes the LEA's expectation for parental involvement and describes how the LEA will implement a number of specific parental involvement activities and is incorporated into the LEA's plan submitted to State educational agency (SEA).

The district believes that parental involvement and support of the schools are critical to the success of our schools. The schools will operate better when there is a close relationship among all stakeholders: students, parents, teachers, support staff, administrators and member of the community. To this end, the district will initiate a comprehensive program to increase parental involvement and establish school-home-community partnerships in every school. It shall therefore be the policy of the district to support parent involvement by providing a continuum of parent involvement programs and activities.

The **Essex County Vocational Technical Schools** agrees to implement the following statutory requirements:

- 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 LEA 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 and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

- If the LEA 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 State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 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 that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in meaningful communication involving student academic learning and other school activities, ensuring that they:

 - (A) play an integral role in assisting their child's learning;*
 - (B) are encouraged to be actively involved in their child's education at school;*
 - (C) 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;*
 - (D) carryout of other activities, such as those described in section 1118 of the ESEA.*
- The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

PART II. **DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

[NOTE: The District wide Parental Involvement Policy must include a description of how the district will implement or accomplish each of the following components. *[Section 1118(a)(2), ESEA.]*

1. The **Essex County Vocational Technical Schools** 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. Establish a District-wide Parental Involvement Committee (consisting of a representative from each school in the district).*
 - b. Communicate with parents in implementing the District-wide Parental Involvement Policy and provide parents with opportunity to be involved in relevant and school activities.*
 - c. Collaborate with parents to ensure that Section 1118 (a) (2) is implemented in the District-wide Parental Involvement Policy and School Compact*
2. The **Essex County Vocational Technical Schools** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - a. Parents and stakeholders will be notified by individual school through letter or telephone if there are any actions to be taking with school review and improvement under section 1116 of the ESEA.*

- b. Parents and stakeholders will be involved in initiating corrective action plan along with school staff, the district and outside experts.*
 - c. Parents and stakeholders will be notified once school review and improvement has been processed upon approval by the district.*
- 3. The **Essex County Vocational Technical Schools** 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 student academic achievement and school performance such as:
 - a. Parent and stakeholders will be provided with training in various topics ex. Power School, Moodle, WIDA and Common Core and State Standards. These trainings will better assist parents in helping students with their academic performance.*
 - b. Parents and stakeholders will have one on one parent-teacher conference.*
 - c. Staff In-service for Parents*
 - d. Personal contact by phone, letters and e-mail.*
 - e. Annual Parent Meetings.*
- 4. The **Essex County Vocational Technical Schools** will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: [Parent Workshops/ESL Materials, Educational Brochures, Parent Resources materials, Technology Training, Power School Training (School Database), PTA Meetings, Parent-Teachers Conference, School Policies and Dress Code Policy], by:
 - a. Freshmen Orientation*
 - b. Annual Parent Meeting*
 - c. Sophomore, Junior, and Senior Class Parent Meetings*
 - d. District-wide School Fair*
 - e. District Parent Advisory Council (DPAC)*
 - f. Providing Monthly Parent Workshops/ESL Materials*

5. The **Essex County Vocational Technical Schools** 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. *Parents, Teachers, Students, District Parent Coordinator, ESL Supervisor, and Administrator along with a community member will serve on a District-wide Parent Advisory Council (DPAC).*
 - b. *The District Parent Coordinator will facilitate the selections of all parents and community members who will serve on the DPAC.*
 - c. *The DPAC will review all necessary materials as they relate to parents who are economically disadvantaged, disabled, limited English proficient or any other accommodations.*
 - d. *One committee member will be chosen from each school PTA Executive Board to serve for a period of one school year.*
 - e. *The committee member of PTA and selected school representative will be responsible for assuring that all parents' activities meet the requirement of Title I, Part A schools.*
 - f. *The District Parent Advisory Council (DPAC) will evaluate all materials in assuring that all parental involvement materials represent all parents and students.*
 - g. *District Parent Coordinator will ensure that all activities and parental involvement policies are implemented and parents are a part of all and any planning stages of involvement.*
 - h. *The Parents role on this committee will serve in the capacity of a liaison between the DPAC committee to ensure that information on parental involvement policies and parental involvement activities are implemented.*
 - i. *The District Parent Advisory Council (DPAC) will meet twice a year.*
6. The **Essex County Vocational Technical Schools** will build the schools' and parents' 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 student academic achievement through the following activities 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
- the State's academic content standards,
 - the State's student academic achievement standards,
 - the State 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. *Annual Parent Meeting (Back to School Parent Package: includes Attendance Policy, District-wide Parental Involvement Policy, School-Parent Compact, Common Core State Standards, School Policies, Title 111 Parent Policy, PTA Meeting Calendar, School Calendar, Dress Code, HIB Policy, Internet Safety Policy, etc.)*
- b. *Bullying /Internet Safety Workshop*
- c. *Power School Parent Portal Workshop*
- d. *Common Core and State Curricular Standards (For Parents)*
- e. *Financial Aid Workshop*
- f. *NJ PTA Conference*
- g. *National PTA Conference*
- h. *State Wide Parent Advocacy Network (SPAN) Conference and Workshop*
- i. *LEA State and local Assessment policies*
- j. *Parents-Teachers conferences*

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 parental involvement, by using the following activities:

- a. *Training on using Power School Parent Portal*
- b. *Training on Common Core and State Curricular Content Standards*
- c. *Training on Assessments for ESL students*
- d. *Providing materials in English/Spanish to parents*
- e. *Providing One to One Parent/Teachers Conferences*
- f. *Facilitating Classroom visitations*
- g. *Facilitating Grade level meetings*
- h. *Providing training on using Technology to improve learning*

C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff on 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 the following activities:

- a. *The school and parents of participating students jointly develop school-parent compact, which defines the shared responsibility of improving student's academic achievement.*
- b. *Parents are notified at the beginning of the school year of their right to know the qualifications of their child's teachers and paraprofessionals.*
- c. *Parent of limited English proficient children placed in a language instruction educational program must be notified no later than 30 days after the start of school year, of reason for child's placement and the child's level of proficiency.*
- d. *Parents of students enrolled in a Title 1 Targeted Assistance school must be notified that their child has been identified as eligible to receive Title 1 service based on specific entrance criteria.*

- e. *The school will provide information that builds ties between parents and school through the Annual Parent Meeting and Monthly PTA Meetings.*
- f. *District Wide Parental Involvement Policy, Parental Involvement Policy, and School-Parent Compact issue to all Parents of Title I, Part A students.*

D. 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 more fully participating in the education of their children, by:

- a. *Annual Parent Conference*
- b. *District Wide Parent Advisory Council (DPAC)*
- c. *PTA Monthly Meetings*
- d. *District Wide School Fair*
- e. *PTA Monthly Calendar (hand out & school website)*
- f. *School Calendar (hand out & school website)*
- g. *Grade level meeting individual Programs*
- h. *Power School Parent Portal*
- i. *School Website*

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:

- a. *Monthly mailing of all meeting and activities (English & Spanish)*
- b. *Robo Call (Telephone) (English and Spanish)*
- c. *Email*
- d. *Text Messaging (Upon parent request)*
- e. *Power School Parent Portal*
- f. *School website, Google+*

PART III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The District wide Parental Involvement 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 1118(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- 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;

- paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- in order to maximize parental involvement 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;
- adopting and implementing model approaches to improving parental involvement;
- establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- providing other reasonable support for parental involvement activities under section 1118 as parents may request.]

PART IV ADOPTION

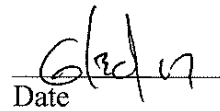
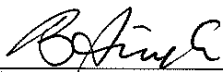
This District wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by Ms Wallace, Parent Coordinator.

This policy was adopted by the **Essex County Vocational Technical Schools** on July 17, 2017 and will be in effect for the period July 1, 2017 - June 30, 2018. The school district will distribute this policy to all parents of participating Title I, Part A children on or before September 30, 2017.

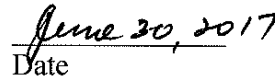
Signature of Authorized Officials



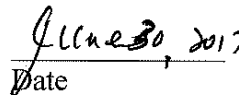
Dr James M. Pedersen
Superintendent


Date

Bickram Singh
Supervisor of Program Accountability


Date

Ms Dolores Wallace
Parent Coordinator


Date