

**ESSEX COUNTY SCHOOLS OF TECHNOLOGY**  
**60 NELSON PL, 1N**  
**NEWARK, NJ 07102**

**TITLE I – DISTRICT-WIDE PARENT AND FAMILY ENGAGEMENT POLICY**

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 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 district 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, 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 district will work with its schools 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 district will incorporate this district-wide parent and family engagement policy into its school district'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 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.
  - e. 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 if requested by the New Jersey Department of Education (NJDOE).

- f. The school district 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 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. For states where a Parental Information and Resource Center is established, the school district 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 Family Engagement Policy Components**

1. The school district 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:
  - a. Establish a District-wide Parental Involvement Committee consisting of a representative from each school in the district.*
  - b. Develop and share draft of family engagement plan with and solicit feedback from parents*
  - c. Communicate the implementation plan of the District-wide Parental Involvement Policy and provide parents with opportunity to be involved in relevant school and district activities.*
  - d. Collaborate with parents to ensure that Section 1118 (a) (2) is implemented in the District-wide parental involvement policy, School-parent policy and school compact*
2. The school district will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA:
  - a. Periodically provide parents and stakeholders with information on progress of schools*
  - b. Notify parents if there are any actions to be taking with regards to school review and improvement under section 1116 of the ESEA.*
  - c. Involve parents, staff and stakeholders in initiating any corrective action plan that may be needed.*
  - d. Notify parents and other stakeholders that, if necessary, school review and improvement have been processed upon approval by the district.*
3. The school district 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. Provide training to parent and stakeholders on various topics ex. Schoology, Virtual Learning, Power School, WIDA and the New Jersey Student Learning Standards. These trainings will better assist parents in helping students with their academic performance.*
  - b. Conduct periodic stakeholder meetings to share information on progress of school and district.*
  - c. Conduct one-on-one parent-teacher conference on individual student performance.*
  - d. Facilitate in-service training for parents during flexible hours*
  - e. Facilitate frequent communication with parents using phone, letters, texts, robocall and e-mail.*
  - f. Conduct Annual Parent Meeting.*
4. The school district 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. Approve agency to provide Home Instruction for students*
- b. Conduct orientation meetings especially with parents of freshmen prior to the start of the school year*
- c. Provide training on assessment and curricular content to parents*
- d. Facilitate grade level parent meetings: Sophomore, Junior, and Senior Class*
- e. Provide monthly Parent Workshops/ESL Materials*
- f. Establish parent committee for EL students*

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 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 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. District administrator will conduct an analysis of school and district performance data and share with stakeholders*
- b. Review school and district performance reports to identify and address areas of deficiencies*
- c. District officials including parent coordinator will communicate information on school and district in a language parents can understand*
- d. Review performance data and relevant materials as they relate to parents who are economically disadvantaged, disabled, limited English proficient or with any other accommodations.*
- e. Develop strategies and an action plan to address any findings revealed on evaluating parent involvement policy*
- f. Parent coordinator will plan and disseminate parent involvement calendar of activities based on feedback from parents.*

6. The school district 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 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:

- (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. Conduct an Annual Parent Meeting as required by Title I, part A*
  - b. Disseminate information such as Attendance Policy, District-wide Parental Involvement Policy, School-Parent Compact, State Curricular Standards, School Policies, Title 111 Parent Policy, PTA Meeting Calendar, School Calendar, Dress Code, HIB Policy, Internet Safety Policy, District assessment calendar etc.)*
  - c. Facilitate training in various areas such as Bullying /Internet Safety, Student Information System, Schoology, Financial Aid, NJ Student Learning Standards*
  - d. Train parents and offer guidance on parents monitoring the progress of their children*
  - e. Conduct Parents-Teachers-Student 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 parent and family engagement, by:
  - a. Train parents on using Power School Parent Portal to monitor academic progress*
  - b. Provide training to parents on the NJ Student Learning Standards, including literacy*
  - c. Train parents on using various technology software to assist their children*
  - d. Provide parents with various performance reports of their children.*
  - e. Provide materials in language parents can understand ex. English, Spanish.*
  - f. Provide various parent engagement activities during the school year*
  - g. Facilitate classroom visitations, if appropriate*
  - h. Provide training on using Technology to improve learning.*
- c. The school district 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:
  - a. Conduct training on parental and community outreach*
  - b. The school and parents of participating students jointly develop school-parent policy, parent compact which defines the shared responsibility of improving student's academic achievement.*
  - c. Parents are notified at the beginning of the school year of their right to know the qualifications of their child's teachers and paraprofessionals.*
  - d. Parent of limited English proficient children placed in a language instruction educational program will 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.*
  - e. Parents of students are notified of supplemental support provided by Title I funds.*

- f. *The school will provide information that builds ties between parents and school through periodic meetings, including the Annual Parent Meeting and Monthly PTA Meetings.*
  - g. *Disseminate the District Parental Involvement Policy, School -Parent Involvement Policy, and School-Parent Compact to all Parents such the district is implementing Schoolwide programs.*
- d. The school district 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:
  - a. *Approve agency to provide Home Instruction for students*
  - b. *Provide parent resources at training meetings and on district website*
  - c. *Conduct orientation meetings especially with parents of freshmen prior to the start of the school year*
  - d. *Provide training on assessment and curricular content to parents*
  - e. *Facilitate grade level parent meetings: Sophomore, Junior, and Senior Class*
  - f. *Provide monthly Parent Workshops/ESL Materials*
  - g. *Establish parent committee for EL students*
- 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. *Provide monthly mailing of all meeting and activities in language parents can understand*
  - b. *Communicate with parents via robocall (English and Spanish)*
  - c. *Provide information and relevant documentation via email in several languages indicated in home language survey*
  - d. *Use text messaging when appropriate*
  - e. *Provides access and training on using the Power School Parent Portal*
  - f. *Provide relevant information and documents on district and school website*

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

1. The District-Wide 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 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 district 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.

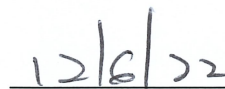
#### D. Adoption

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 district will distribute this Policy to all parents of participating Title I, Part A children on or before October 1 of each school year.

Signature of Authorized Officials



Dr James M. Pedersen  
Superintendent of Schools



Date



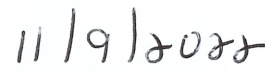
Bickram Singh  
Supervisor of Program Accountability



Date



Rosi Hermida  
Parent Coordinator



Date

Adopted: 17 October 2022