

**Essex County West Caldwell Tech
620 Passaic Ave
West Caldwell, NJ 07006**

Title I School Parent and Family Engagement Policy

Title I, Part A regulations require that each school served under Title I, Part A jointly develop with and distribute to parents of participating children, a written involvement policy agreed on by the parents that describes the requirements of the Elementary and Secondary Education Act (ESEA) section 1116. Parent and Family Engagement (c) through (f) as listed below:

A. Policy Involvement

Each school served under this part shall —

1. 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 parents to be involved;

An annual parent meeting will be held before September 30th of the school year. All stakeholders, including students will be invited to attend. Every effort will be made to have an in-person meeting in the evening at the school to facilitate them. However, if circumstances do not allow for in-person gathering, the meeting will be conducted remotely.

2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parent and family engagement;

With improved parental involvement a priority in our school, meetings with parents will be facilitated, giving them much flexibility in doing so. In-person meetings with parents may be scheduled before or after school, or during the school day in an effort to accommodate them. If necessary, a translator will be available for parents with limited English proficiency for more effective communication. In cases where in-person meetings are challenging, the school will facilitate meetings remotely.

3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy;

Throughout the year, parents will be engaged in school activities and provided with information on the academic progress of their children and that of the school using actions such as:

- a. Providing a schedule of monthly school activities*
- b. Maintaining two-way communication platform between school and community*
- c. Facilitating periodic meetings, either in-person or virtual*
- d. Providing training for parents on using various platforms, such as Power School, Schoology, WIDA and the New Jersey Student Learning Standards*

- e. Providing opportunity for parents to contribute in the planning and implementation of the School's Annual Plan*
 - f. Reviewing and revising school-parent policy*
4. Provide parents of participating children —
- (A) Timely information about programs under this part;
 - (B) A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels students are expected to meet regarding the challenging State academic standards; and
 - (C) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

The following actions may be taken:

- a. Conducting Freshmen Orientation meetings*
 - b. Facilitating an Annual Parent Meeting*
 - c. Facilitating parent-student conferences, in-person or virtual*
 - d. Conducting grade level meetings with parents*
 - e. Conducting a District-wide School Fair*
 - f. Creating a District Parent Advisory Council (DPAC)*
 - g. Facilitating Monthly Parent training*
 - h. Providing periodic reports and resources*
5. If the Annual School Plan (schoolwide program plan) is not satisfactory to the parents of participating children, submit any parent comments on the Annual School Plan (ASP) when the school makes the plan available to the local educational agency.

Parents will be engaged in the development of the Annual School Plan and provided with information on its implementation during the school year. Parents will be able to submit their comments on the plan either in person, email or via a survey.

B. Shared Responsibilities for High Student Academic Achievement-

As a component of the school-level parent and family engagement policy, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

Parents will be engaged in the development of the school-parent compact outlining the responsibilities of all stakeholders. Prior to adoption, a draft will be shared for them to submit comments. The final copy will be distributed to students and parents at orientation meetings and via email.

C. Building Capacity for Involvement-

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part —

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;

Throughout the year the school will provide training to parents and students on the above requirement using following actions:

- a. Conducting training on the State Student Learning Standards*
- b. Facilitating training on various topics such as Race and Equity, Student Financial Aid, Social Emotional Learning*
- c. Sharing local and state assessments schedules students may take*
- d. Providing training on technology platforms such as PowerSchool and Schoology for parents and students to monitor their progress*
- e. Facilitating conferences with school staff on the student progress*

2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent and family engagement;

The following actions may be taken:

- a. Training parents on using various technology platforms to enhance their knowledge and skills on curricular standards*
- b. Providing training and materials on NJ State graduation requirements for students*
- c. Facilitating training and providing materials on local and state assessments*
- d. Facilitating workshop on topics such as Financial Aid*
- e. Providing resources on parent portal of district website*
- f. Share relevant resources and documents via Student Information System*

3. Shall educate teachers, pupil services personnel, principals, other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;

The follow actions may be taken:

- a. Facilitating at least one back- to-school night with parents*
- b. Conducting grade level meetings with parents and teachers*
- c. Providing parents with frequently updates on the performance of their child and school.*
- d. Facilitating one to one conference with parents and students*
- e. Soliciting parent input in developing and implementing Annual School Plan*
- f. Inviting parents to plan and participate school events throughout the year*

4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, the 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;

The follow actions may be taken:

- a. Inviting parents to visit school facilities, including classrooms and media center*
- b. Involving parents to serve on school committees*
- c. Providing credentials for parents to monitor and support the progress of their children using online Student Information System*
- d. Establishing efficient and real-time communication with parents using various forums*

5. Shall ensure that information related to 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;

The school is committed in communicating frequently with parents on the progress of their children and that of the school.

- a. Information will be sent in a language parents can understand. The student information system automatically generates text based on the home language of the student.*
- b. The district will use an outside vendor for the translation of documents sent to parents.*
- c. In verbal communication, a translator will be available to provide information in a language parents can understand.*

6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
7. 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;
8. May pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
9. May train parents to enhance the involvement of other parents;
10. May 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 parent and family engagement and participation;
11. May adopt and implement model approaches to improving parent and family engagement;
12. May establish a district wide parent advisory council to provide advice on all matters related to parent and family engagement in programs supported under this section;

13. May develop appropriate roles for community-based organizations and businesses in parent and family engagement activities; and
14. Shall provide such other reasonable support for parent and family engagement activities under this section as parents may request.

The following actions may be taken for 6-14 above:

- a. Soliciting the input of parents on improving the services provided, including training*
- b. Conducting stakeholder meetings in which funding allocation and use of funds are discussed*
- c. Allocating funds for reasonable expenses incurred for parental involvement activities*
- d. Training parents to turn-key information to other stakeholders*
- e. Arranging meetings with parents during flexible hours, before, during and after school.*
- f. Conducting meetings virtually if in-person meetings are not practical*
- g. Adopting activities that enhance parental and community involvement*
- h. Establish district parent advisory committee with representatives from various schools*
- i. Engaging the community, businesses and other institutions in building partnerships with school*
- j. Providing ongoing support for parental and community outreach on improving the effectiveness of the school.*

D. Accessibility –

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

The following actions may be taken:

- a. Soliciting the input and support of parents on implementing the Annual School Plan*
- b. Communicating with parents in a language they can understand*
- c. Providing translation services of documents disseminated to parents*
- d. Providing parents of English Learners and students with disabilities with information on services their children are eligible for.*
- e. Establishing Special Education Parent Advisory Group and Parent Advisory Group of English Learners*
- f. Inviting participation of parents to school events*
- g. Conducting monthly meetings with parents of special needs students*

This school-parent policy has been developed jointly with and agreed upon with parents of children participating in Title I, Part A programs.

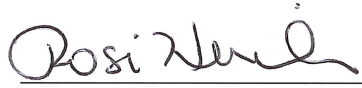
This policy was adopted by the **Essex County Schools of Technology** on August 15, 2022 and will be in effect for the school year. The school district will distribute this policy to all parents or guardians on or before September 30 of each school year.

Signature of Authorized Officials



Ayisha Robinson
Principal

11/9/2022
Date



Rosi Hermida
Parent Coordinator

11/9/2022
Date