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## District Policy

### 2415.56 - TITLE I - HOOVER SCHOOL PARENT AND FAMILY ENGAGEMENT (M)

Section: Program  
 Date Created: July 2022  
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#### M

##### A. District Expectations

1. In accordance with the requirements of Title I, Section 1116(a)(2), ESEA, the Board of Education 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. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
  - b. The school district will work with its schools to ensure the required school-level parent and family engagement policies meet the Title I, Part A requirements, and include, as a component, a school-parent compact.
  - c. The school district will incorporate this School Parent and Family Engagement Policy into its district plan.
  - 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 of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports 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 plan for Title I, Part A funds is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan upon request by the New Jersey Department of Education (NJDOE).
  - f. The school district will involve the parents of children served in Title I 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 reserved goes directly to the schools. (Only applicable for districts with Title I, Part A allocations greater than \$500,000.)
  - 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. The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in New Jersey.

##### B. School Parent and Family Engagement Policy Required Components

1. The school will take the following actions to involve parents in the joint development of its district/school parent and family engagement plan:
  - a. Convene annual evening and morning meetings in early September to which all parents of participating children shall be invited and encouraged to attend, to involve them in the joint development of the school's parent and family engagement plan.
  - b. Hoover school will discuss the parent and family engagement plan at its Back to School Night general meeting. During this time, any parent of participating children who were not able to participate in the early September meeting will have an opportunity to provide input into the parent and family engagement plan.
  - c. Provide home language and childcare support during each meeting to ensure parents are able to participate in the process of developing the school's parent and family engagement plan.

2. The school will 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 Title I, Part A, and to explain the requirements of this part and the right of the parents to be involved:

The annual meeting will be held on the same night as Back to School Night. Back to School Night is usually the third week of September. Combining the annual Title I, Part A meeting with Back to School Night, reduces parents having to schedule multiple meetings on different dates. The parents of participating children who attend will be offered childcare and translation will be provided. Parents who are unable to attend the scheduled meetings are encouraged to contact the building principal at any time. This can take place as a phone conference, email, personal meeting, or any other appropriate option.

3. The school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under Title I, Part A, transportation, child care, or home visits, as such services relate to parent and family engagement:

Flexibility will be provided upon request from parents of participating children. These requests may take place over the phone, survey feedback, email, personal meeting, or any other appropriate option.

4. The school will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance:

- a. Timely description and explanation of programs, activities, and the curriculum in use at the school; the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
- b. Programs and activities overviews in relation to school test scores presented at the October P.A. meeting
- c. New programs through Title I are included in the presentation of the district test scores at the annual October district Board of Education meeting.

5. 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 schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:
  - (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 to improve the achievement of their children.
    - (a) Formal presentation of school standardized test results by the annual October PA meeting.
    - (b) Annual district testing report at October Board of Education meeting, made available on the district website the following day
    - (c) Parent teacher conferences on a trimester base for all parents of participating children to share strategies for improving student achievement

6. The school will provide parents of participating children, 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 practically possible.

- a. The school will, with the assistance of its Title I schools, provide materials and training to help parents 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, by:
  - (1) Parents are provided with information on the new web-based programs and how to utilize them with their children to help increase achievement
  - (2) Biannual family literacy workshops
  - (3) Biannual family mathematics workshops
- b. The school will, with the assistance of its Title I 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 reach out to, communicate with, and work with parents as equal partners to implement and coordinate parent programs and build ties between parents and schools, by:
  - (1) Staff members are required to complete comprehensive grade reports, including progress reports, to accurately present student growth in a formal manner.
  - (2) Teachers must reach out to parents of students who are struggling, via phone or email, to discuss or arrange, when needed, a parent conference; teachers shall respond to parent calls and emails in a timely fashion. Teachers will

communicate in the parents' native language when the district-provided translator is available.

- (3) Teachers will be encouraged to participate with, and attend, parent association meetings to partner with parents on programs, assemblies, and field trips that support learning

c. 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, 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) Attendance at Title I parent meetings
- (2) Attendance at school PA meetings where Title programs are often discussed
- (3) Attendance at the public preschool parent advisory meetings

d. The school will take the following actions to ensure that Title I 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) Information pertaining to Title programs is posted on the school website, which can be translated instantly into a variety of different languages.
- (2) Announcement of meetings is posted on the website and is sent via Blackboard to all parents who are signed up to receive school alerts in the form of a phone call or email.

- May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
- 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;
- May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- May train parents to enhance the involvement of other parents;
- 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 parental involvement and participation;
- May adopt and implement model approaches to improving parental involvement;
- May establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;
- May develop appropriate roles for community-based organizations and businesses in parent involvement activities; and
- Shall provide such other reasonable support for parental involvement activities under this section as parents may request.

- (3) Formulate the EL parent advisory committee to help with parent outreach and provide translation services for parent conferences and PA meetings
- (4) Provide parents with resources and program information related to English Language Acquisition
- (5) Develop a mechanism for parent input for those who are unable to attend meetings

7. The school will coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies under the following programs: [Such as:

Head Start, Parents as Teachers, Home Instruction Programs for Preschool Youngsters, and state-operated preschool programs], by:

- a. Coordinate and integrate engagement strategies with the school's parents' association
- b. Coordinate and integrate engagement strategies with the school's public preschool program

8. The school 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 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. Convene annual evening and morning meetings in early May to which all parents of participating children shall be invited and encouraged to attend, to involve them in the joint evaluation of the school's parent and family engagement plan.
  - b. Hoover school will discuss the evaluation results of the parent and family engagement plan at the May parents' association meeting. During this time, any parent of participating children who were not able to participate in the early September meeting will have an opportunity to provide feedback on the parent and family engagement plan.
  - c. Provide home language and childcare support during each meeting to ensure parents are able to participate in the process of evaluating the school's parent and family engagement plan.
9. The school will take the following actions to involve parents in the process of school review and improvement:
  - a. Provide a translated as necessary survey to parents of participating children
  - b. Facilitate morning and evening meetings that provide parents of participating children with student academic growth data so that they may be better informed on school review and improvement.
10. If the Annual School Plan (school-wide 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:
  - a. Present the parent comments to the Board of Education at the June meeting, made available on the district website the following day.

C. Shared Responsibilities for High Student Academic Achievement

1. 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:
  - a. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.  
Specifically, these conferences will be held:
    - Fall – October 27th and 28<sup>th</sup>
 Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
    - Progress reports distributed throughout the year on the following dates:  
October 21  
February 3  
May 5
    - Report cards issued throughout the year on the following dates:  
December 16  
March 24  
June 22
    - Phone calls, e-mails, and written notes to individual parents when necessary
 Provide parents with reasonable access to staff.  
Specifically, staff will be available for consultation with parents as follows:
    - By appointment before and after school and during preparation periods
    - During scheduled conferences
    - Through website e-mail addresses of all staff
 Provide parents opportunities to volunteer and participate in their child's class and to observe activities:
    - Invitations to special class parties, events, plays, programs, concerts, chaperones for field trips
    - Membership in Hoover School Parent Association
    - Participation in HSPA sponsored school activities and events

learning in the following ways:

- Monitoring attendance and on-time arrival to school of my child
- Ensuring that homework is completed to the best of my child's ability
- Participating, as appropriate, in decisions relating to my child's education
- Staying informed about my child's education and communicating with the school by promptly reading all notices (received through my child, by mail, or electronically) from the school or the school district, and responding in a timely and appropriate manner
- Showing respect with my words and actions for my child, other children and their families, the staff, and the school
- Attending parent-teacher conferences to discuss my child's academic progress, behavior and ways I can help my child achieve his/her greatest potential
- Communicate with the school about any changes in address or phone numbers throughout the year

c. Student responsibilities for supporting their own learning:

- Do my homework every day and ask for help when I need it
- Give my parent/guardian all notices and information received by me from my school
- Take pride in my school
- Believe that I can and will learn
- Follow the school and classroom rules
- Respect myself and others
- Be responsible for my actions and behaviors every day
- Be a good citizen of Hoover School by following the Student Code of Conduct posted on the school website

D. Discretionary School Parent and Family Engagement Policy Components

1. The School 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:

- a. Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
- b. Provide necessary literacy training for parents from Title I, Part A funds received, if the school district has exhausted all other reasonably available sources of funding for such training.
- c. Pay reasonable and necessary expenses associated with parent and family engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
- d. Train parents to enhance the involvement of other parents.
- e. In order to maximize parent and family engagement and participation in their children's education, 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.
- f. Adopt and implement model approaches to improve parent and family engagement.
- g. Establish 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. Develop appropriate roles for community-based organizations and businesses in parent involvement activities.
- i. Provide other reasonable support for parent and family engagement activities under this section as parents may request:
  - (1) A section for Title I supports will be actively updated on the school's website
  - (2) Provide parents access to a district translator, when available, during all school related meetings

E. Accessibility

- 1. 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:

- a. All information is made accessible to parents, regardless of EL or Special Education enrollment. Information is made available to ELs through the website translation, and with the help of translators at meetings and conferences offered through the school.

F. Adoption

- 1. This School Parent and Family Engagement Policy has been developed jointly with, and agreed on, parents of children participating in Title I, Part A programs, as evidenced by meeting minutes.
- 2. 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 the school year. The school district will distribute this Policy to all parents of participating Title I children on or before October 1 of each school year.

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

Adopted: July 25, 2022

