

Adopted: May 4, 1998

District 77 Policy 612

Revised: June 3, 2002

March 1, 2004

April 3, 2006

November 20, 2017

612 DEVELOPMENT OF PARENT AND FAMILY ENGAGEMENT POLICIES FOR TITLE I PROGRAMS

I. PURPOSE

The purpose of this policy is to encourage and facilitate engagement by parents/family members of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed and timely parent/family members engagement about the Title I services within the school district. The engagement of parents/family members by the school district shall be directed toward both public or private school children whose parents/family members are school district residents or whose children attend school within the boundaries of the school district.

II. GENERAL STATEMENT OF POLICY

The school board affirmatively invites parent/family members engagement in all aspects of Title I LEA educational programming for the students of the community. The school board welcomes parent/family member engagement at all levels of the educational process. In keeping with this policy:

- A. The administration shall develop a plan to facilitate and encourage the involvement of parents/family members in educational processes.
- B. The administration shall review its plan for encouraging parent/family engagement in educational processes on an annual basis.
- C. The administration shall develop procedures for the engagement of parents/family members of participating public and private school children with regard to Title I LEA programs, including but not limited to, parent/family input into planning, design and implementation of the program. Such procedures must provide for:
 - 1. Meaningful consultation of parents/family members or participating children;
 - 2. Consultation which is organized, systematic, ongoing, informed and timely in relations to decisions about the program; and

3. Activities and procedures for the engagement of parents/family members sufficient in scope and quality to give reasonable promise of substantial progress toward achieving the goals under Section D below.
- D. The procedures developed by the administration for the engagement of parents/family members in Title I LEA programs shall have the following goals:
1. To inform parents/family members of the reasons for their child's participation and specific instructional objectives of the program;
 2. To support the efforts of parents/family members, including the training of parents/family members as practicable, to work with their children in the home to obtain instructional objectives and to understand the program requirements;
 3. To train parents/family members, teachers and principals to build a partnership between home and school;
 4. To train teachers, principals and other staff members involved in the program to work effectively with the parents/family members of participating children;
 5. To consult with parents/family members on an ongoing basis concerning the manner in which the school and parents/family members can work better together to achieve the program's objectives;
 6. To provide a comprehensive range of opportunities for parents/family members to become timely informed about the program, its operation, evaluations and achievements; and
 7. To provide opportunities for the full participation of parents/family members who lack literacy skills or whose native language is not English.
- E. Specifically, administration shall develop procedures for Title I LEA programs which include the following:
1. Written guidelines after consultation with parents/family members to ensure parent/family member engagement in the program and provide for timely responses to parent/family member recommendations. The guidelines shall be available to parents/family members of participating children;
 2. An annual meeting to which all parents/family members of participating children must be invited at which the programs and activities provided in the program shall be explained;

3. Provision for parents/family members of participating children to receive reports on their children's progress by allowing opportunities for conferences, by making educational personnel readily accessible to parents/family members, and by permitting parents/family members of participating children to observe Title I LEA program activities;
 4. Opportunities for regular parent/family member meetings to formulate input into the program if the parents/family members so desire;
 5. Provision to parents/family members of participating children of timely information about the program;
 6. Steps to make parents/family members aware of the requirements to involve them in other relevant program provisions;
 7. Reasonable support for parent/family member engagement activities such as parents/family members may request;
 8. Coordination, to the extent possible, of parent/family member engagement activities funded under the Federal Adult Education Act; and
 9. To the extent practicable, provision of information, programs and activities for parents/family members subject to this section in a language and form that the parents/family members understand.
- F. The administration shall develop a system by which the school district shall regularly assess, through consultation with the parents/family members, the effectiveness of the parent/family member engagement program and determine what action needs to be taken, if any, to increase parent/family member engagement.
- G. The policies will be updated periodically to meet the changing needs of parents/family members and the school.

III. DISTRICT AND SCHOOL LEVEL COMPONENTS OF TITLE I PLANS

The school district will:

- A. Involve parents/family members in the joint development of the school district's Title I plan and the development of support and improvement plans;
- B. Provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parent/family member engagement;
- C. Coordinate and integrate parent/family member engagement strategies with similar strategies under other programs;

- D. Conduct, with the engagement of parents/family members, a regular evaluation of the content and effectiveness of the parent/family engagement policy; and,
- E. Use the findings of the evaluations to design strategies for improving and revising, if necessary, the district-level and school-level parent/family members policies.

IV. PARENT ENGAGEMENT PROCEDURES

- A. The Title I Program will:
 - 1. Convene an annual meeting at a convenient time to explain to parents/family members of participating children the program, its requirements, and their right to be engaged;
 - 2. As appropriate, offer a flexible number of meetings, transportation, or child care as such services relate to parent/family member engagement;
 - 3. Involve parents/family members in the planning, review, and improvement of the parent/family member programs, including the school parent/family member policy and the joint development of the school-wide program plan, unless the school already has a program for engaging parents/family members in the planning and design of its programs that would adequately involve parents/family members of participating children;
 - 4. Provide parents/family members of participating children with: timely information about Title I programs; if requested by parents/family members, opportunities for regular meetings to formulate suggestions, share experiences with other parents/family members and to participate as appropriate in decisions relating to their child's education; and to respond to any such suggestions as soon as practicably possible; and
 - 5. If the school-wide program plan is not satisfactory to the parents/family members of participating children, submit any parent's/family members comments on the plan when it is submitted to the school district.
- B. As a component of this policy, each school shall jointly develop with parents/family members a school/parent/family member compact which outlines how parents/family members, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents/family members will build and develop a partnership to help children achieve the state's high standards. The compact shall:
 - 1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that

enables participating students to meet state student academic achievement standards;

2. Address the importance of communication between teachers and parents/family members on an on-going basis through the use of:
 - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
 - b. Frequent progress reports to the parents/family members; and
 - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
- C. To ensure effective engagement of parents/family members and to support a partnership among the school, parents/family members, and community to improve student academic achievement, each school and the school district will:
1. Provide assistance to participating parents/family members in understanding such topics as the state academic content standards and state academic achievement standards, state and local academic assessment, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
 2. Provide materials and training to assist parents/family members in working with their children to improve their children's achievement, including coordinating necessary literacy training and using technology, as appropriate, to foster parent/family member engagement;
 3. Educate school staff, with the assistance of parents/family members, in the value and utility of contributions of parents/family members and in how to reach out to, communicate with, and work with parents/family members as equal partners, implement and coordinate parent/family member programs, and build ties between parents/family members and school;
 4. Ensure, to the extent practicable, that information about school and parent/family member meetings, programs, and activities is sent home in a format and in a language the parents/family members can understand;
 5. Promote family literacy and parenting skills; and
 6. Arrange meetings at a variety of times in order to maximize parent/family member engagement for involvement and participation in school-related activities.

Legal References: 20 U.S.C. § 1118 (Parental Involvement)

Cross References: