

# POLICY GUIDE

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John Marshall Elementary School Title I – School Parent  
and Family Engagement

Apr 22

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[See POLICY ALERT No. 227]

## 2415.55 JOHN MARSHALL ELEMENTARY SCHOOL TITLE I – SCHOOL PARENT AND FAMILY ENGAGEMENT

### 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



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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;



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- (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:  
*(List actions)*
    - a. Encourage parents of participating students to attend the Title 1 Annual Parent Meeting to inform parents of their school’s participation and the requirements of the Policy and the rights of parents to be involved; and
    - b. Offer a flexible number of meetings, such as meetings in the morning or evening or virtual, and may provide, with funds provided under Title I, Part A child care that can be offered at the school during certain meetings, as such services relate to parent involvement.
  - 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:



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The meeting will be held at John Marshall School 15 Cornell St. Edison NJ 08817 prior to the start of Back to School Night in September.

3. The school will offer a flexible number of meetings, such as meetings in the morning or evening or virtual, and may provide, with funds provided under Title I, Part A, child care can be offered at the school during certain meetings, as such services relate to relate to parent and family engagement:  
*(Describe how flexibility is provided.)*
  - a. Arrange flexible school meeting times or conduct virtual conferences with teachers who work directly with participating children and parents who are unable to attend conferences at school to maximize parental involvement and participation;
  - b. May establish a school-wide parent advisory committee to provide input related to improving parental involvement in Title 1 programs.
  
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. Providing parents with information to help them understand topics e.g. state academic standards, grade level expectations and assessments;
  - b. Providing materials and training to help parents work with their children to improve their children’s achievement e.g. math and using technology to foster parental involvement; and



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- c. Educating all staff regarding how to communicate with and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
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.  
*(List activities, such as workshops, conferences, classes, both in-state and out-of-state, including any equipment or other materials that may be necessary to ensure success.)*



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- (a) Receiving a description and explanation of the curriculum, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
  - (b) Offering opportunities for parents to request regular meetings to create an open dialogue related to decisions relating to the education of their children.
  - (c) Offering a multitude of forms of communication for parents to communicate with school staff, such as digital platforms e.g. DoJo, Remind, etc., phone conversations, in-person meetings, and set times when translators are available for parents who prefer to communicate in their primary language.
  - (d) Offering Parent universities and workshops.
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:  
*(List activities)*



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- (1) Providing family workshops to support families in how to engage children in academic activities at home;
  - (2) Providing Parent Workshops/ Universities e.g. mathematical understandings and technology; and
  - (3) Providing resources and materials for parents to use at home with their children.
- 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:
- (List activities)*
- (1) Providing professional development to teachers and staff members e.g. social and emotional learning (SEL);
  - (2) Providing assistance to parents of participating students in understanding such topics as the State’s academic content standards, grade level expectations and achievement standards, and how to monitor a student’s progress and work with educators to improve their children’s achievement;
  - (3) Providing materials and training to help parents work with their children to improve their children’s achievement e.g. mathematical understandings and using technology to foster parental involvement; and



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- (4) Educating all staff regarding how to communicate with and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
- 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:  
*(List activities)*
- (1) Providing Math/STEM Family Nights
  - (2) Providing SEL Family Nights
  - (3) Providing Parent Workshops/Universities
- 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 by:  
*(List actions)*
- (1) Offering a multitude of forms of communication for parents to communicate with school staff, such as digital platforms e.g. DoJo, Remind, etc., phone conversations, in-person meetings, and set times when translators are available for parents who prefer to communicate in their primary language;





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- (2) Maintaining current Title 1 information on the school’s website which can be translated, if necessary, related to the school and parent programs, meetings, and other activities; and
  - (3) Communicating Title 1 information via email and/or paper copy in English and any other requested languages.
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:  
*(List activities)*
  - a. Working with the Edison Municipal Alliance to engage families in activities e.g. Family Unity Nights that promote family engagement.
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:  
*(List actions, such as describing how the evaluation will be conducted, identifying who will be responsible for conducting it, and explaining what role parents will play.)*



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- a. Title 1 Annual School Plan Committee will conduct an annual survey of parents about the content and effectiveness of the parent and family engagement policy;
  - b. May provide, with funds provided under Title I, Part A child care that can be offered at the school to enable parents to participate in a meeting related to the annual evaluation of the content and effectiveness of this parent and family engagement policy.
  - c. May provide translators or translation devices.
9. The school will take the following actions to involve parents in the process of school review and improvement:  
*(List activities)*
- a. Invite parents to be involved in the process of the school review and improvement through meetings and/or surveys;
  - c. If requested by parents, provide 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.
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:  
*(List actions)*
- a. The Annual School Plan (ASP) Committee will review feedback.
  - b. The ASP Committee will share its findings with parents and identify, if deemed appropriate to incorporate feedback into the plan.



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## 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:  
*(List actions)*

- a. At the Annual Title 1 Parent meeting jointly developing the staff's shared responsibilities for improving academic achievement e.g. working cooperatively with parents to provide their children with high quality curriculum and instruction, providing the help needed to meet/exceed the state performance standards, explaining the curriculum, providing teacher-parent meetings, progress reports and workshops/training for parents;
- b. At the Annual Title 1 Parent meeting jointly developing the parents' shared responsibilities for improving academic achievement e.g. monitoring their child's attendance, checking homework completion, encouraging a positive attitude, communicating with teachers, attending conferences and meetings and participating in school events; and
- c. At the Annual Title 1 Parent meeting jointly developing the students' responsibilities for improving academic achievement e.g. believing in their potential to learn, showing respect for themselves, others and their school, trying to do their best work and coming to school prepared.

## D. Discretionary School Parent and Family Engagement Policy Components



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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.



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- 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:  
*(List actions)*
  - (1) Notify parents of upcoming Title 1 events and activities by sending home paper copies and/or send notifications electronically;
  - (2) Provide parent information sessions about Title 1 events and activities; and
  - (3) Provide Title 1 notifications and information in parents' native language.

## 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:  
*(List actions)*
  - a. Providing translating devices when meeting with parents of limited English proficiency to support communication;
  - b. Providing translation services for parents when meeting with parents of limited English proficiency;
  - c. Providing information and school reports in a language that parents of limited English proficiency can understand.



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- d. Providing childcare with funds provided under Title I, Part A that can be offered at the school during certain meetings.

## 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:

