

Regulation

COMMUNITY RELATIONS

1200.4

PARENT AND FAMILY ENGAGEMENT PLAN

I. Scope of Regulation

This Regulation implements Board Policy 1200, Parent and Family Engagement in Title I Programs (referred to in this Regulation as “the Policy”). It sets forth the action steps that District Administration will take in a given school year to achieve certain goals set by Board Policy and to comply with the Districts obligations under Title I. The Policy applies to all parents and family members in all schools of the District.

II. District Annual Title I Meeting (Policy Part III-A-1 and Part V)

- A. The date and location of the District’s Annual Title I Meeting will be set by the Superintendent after consultation with the Board.
- B. The date and location of the District’s Annual Title I Meeting will be communicated to parents and families as follows:
 - 1. District Webpage
 - 2. District Calendar
 - 3. School Newsletters
 - 4. Electronic messaging boards
- C. Parent involvement will be documented by creating and retaining notification letters and emails, sign-in sheets with names and positions, meeting agendas, and, when practical, meeting minutes or summaries.

III. Notice of Educator Credentials (Policy Part III-A-2)

Parental notice of educator credentials will be provided to parents and families as follows:

In accordance with Superintendent’s Regulation 1200.1, and under Federal Law, parents may request that the District provide educator credentials. This process to request this information will be communicated at the annual Title I meeting and placed on the District website.

IV. Local Educational Agency Plan (Policy Part III-A-3-a)

- A. Parents and families will be engaged in the development of the District’s Local Educational Agency Plan as follows:
 - 1. Parents and families will be invited and encouraged to attend planned work sessions at PTO/PTA meetings to provide input on Title I programs

REGULATION

COMMUNITY RELATIONS

1200.4

PARENT AND FAMILY ENGAGEMENT PLAN

during the time that Title I information is shared. Discussions regarding Title I programs and priorities will be included as an agenda item at specific PTO/PTA meetings.

2. Building principals will disseminate any updates in regards to Title I to the school community.
3. Parental suggestions will be discussed and considered if they are beneficial for all students, are in congruence with Title I funding rules, and adhere to BOE policies and regulations.

- B. Parent involvement will be documented by creating and retaining notification letters and emails, sign-in sheets with names and positions, meeting agendas, and, when practical, meeting minutes or summaries.

V. School-Level Support, Coordination, and Technical Assistance (Policy Part III-A-4)

- A. District level administrators work with building level administrators and other building level staff to create effective parent involvement activities to improve student academic achievement and school performance.

- B. Specific actions taken to support school-level parent and family engagement activities will be:

1. Each school will provide parents of students attending Title I schools with access to the curriculum used at each grade level.
2. Administrators will demonstrate how to access assessments and instructional materials that will be used to measure student progress.
3. Administrators will provide assistance to parents by explaining proficiency levels and growth related to their child's performance in a plain language format.

- C. Documentation of these activities shall be created and maintained as follows:

1. Attendance sheets
2. Meeting minutes and agendas
3. Materials utilized and distributed
4. Promoted on District calendar/Website

VI. Actions to Build School and Parent Capacity (Policy Part III-A-5)

- A. The purpose of this initiative is to help the parent community and the school staff develop increased skills at identifying needs and planning the kinds of activities listed in Section V, above.

- B. Specific actions taken to achieve this goal will be:

REGULATION

COMMUNITY RELATIONS

1200.4

PARENT AND FAMILY ENGAGEMENT PLAN

1. Use Title-I funds to provide literacy training if the District has exhausted all other reasonably available funding for that purpose.
2. Provide training to families to enhance the involvement of other families.
3. Develop and implement strategies to improve family engagement.
4. Develop appropriate roles for community-based organizations and businesses in family engagement activities.

C. Documentation of these activities shall be created and maintained as follows:

1. Publicize and send invitations to families about events and meetings
2. Agendas for events and meetings
3. Sign-in sheets from events and meetings, trainings; include name and position
4. Minutes of meetings and events
5. Letters, newsletters, other printed material
6. Record of home visits

VII. Program Coordination

Actions will be taken to coordinate with other Federal, State, and locally funded programs, such as:

- Headstart
- Pre-school or UPK providers
- CPSE (Committee on Pre-School Special Education)
- United Cerebral Palsy
- Oneida County Early Intervention

VIII. Annual Policy and Plan Evaluation

A. The annual evaluation of the content and effectiveness of the Policy and this Plan will be coordinated by the Director of Pupil Personnel Services.

B. Meaningful involvement of families in the evaluation process will be sought in the following ways:

1. Parent Teacher Conferences
2. ENL Parent Night
3. Open House/Back to School Night
4. Incoming Kindergarten Workshops
5. Parent Curriculum Events

C. Documentation of the evaluation activities shall be created and maintained as follows:

REGULATION

COMMUNITY RELATIONS

1200.4

PARENT AND FAMILY ENGAGEMENT PLAN

1. Publicize and send invitations to families about events and meetings
2. Agendas for events and meetings
3. Sign-in sheets from events and meetings, trainings; include name and position
4. Minutes of meetings and events
5. Letters, newsletters, other printed material

IX. Building Capacity for Involvement

- A. Parents will be provided with assistance in understanding such topics as the challenging State academic standards, State and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children in the following ways:
1. Parent teacher conferences
 2. Early literacy workshops
 3. Back to school night presentations
 4. Open houses
 5. Incoming kindergarten workshops
 6. Website information describing skills and concepts taught at school
 7. Parent training on using Parent Portal
 8. Quarterly report cards and progress reports
- B. Parents will be provided with materials and training to help them work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy) in the following ways:
1. ENL Parent Night
 2. Parent/teacher conferences
 3. Open Houses
 4. Distribution of ESSA materials
 5. Website materials
 6. Annual Title I Meeting
 7. Information sharing at PTO/PTA meetings
- C. Teachers, specialized instructional support personnel, principals and other leaders, and other staff will be given information about the value and utility of parental contributions to education, so that they may develop skills to reach out to parents, communicate and work with parents as equal partners, and so that they may implement and coordinate parent programs and work to build ties between parents and the school, in the following ways:

REGULATION

COMMUNITY RELATIONS

1200.4

PARENT AND FAMILY ENGAGEMENT PLAN

1. Presentations on Superintendent Conference Days
 2. Encourage staff members choose professional development coursework on communicating and working collaboratively with parents
 3. Provide information at building level staff meetings
- D. The following actions will be taken to coordinate and integrate, to the extent feasible and appropriate, parent and family involvement programs and activities with other Federal, State and local programs, including public preschool programs:
1. Develop appropriate roles for community-based organizations and businesses in family engagement activities.
 2. District will continue to collaborate with preventative programs such as the Initial Response Team which addresses student attendance, discipline, and academics.
 3. Communicate effectively with local agencies to work with at-risk students and families who are in need of services.
- E. The following actions will be taken to 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:
1. Building principals will identify by BEDS day whether a substantial number of households represented in the school have a language other than English, and reasonable efforts will be made to offer parental communications in those languages.
 2. Parent communications prepared to implement this Regulation will be vetted prior to being sent home.

Whitesboro Central School District
Approved by the Superintendent: 10/24/19