

## Policy 1900 PARENT AND FAMILY ENGAGEMENT

### **(X) Required**

( ) Local

( ) Notice

The Board of Education believes that positive parent and family engagement is essential to student achievement, and thus encourages such involvement in school educational planning and operations. Parent and family engagement may take place either in the classroom or during extra-curricular activities. However, the Board also encourages parent and family engagement at home (e.g., planned home reading time, informal learning activities, and/or homework "contracts" between parents, family members and children). The Board directs the Superintendent of Schools to develop a home-school communications program in an effort to encourage all forms of parent and family engagement. The following policies will be applicable upon eligibility for Title I funding:

### Title I Parent and Family Engagement - District Level Policy

Consistent with the parent and family engagement goals of Title I, Part A of the federal No Child Left Behind Act of 2001 (NCLB) and its reauthorization in the Every Student Succeeds Act (ESSA), the Board of Education will develop and implement programs, activities and procedures that encourage and support the participation of parents and family members of students eligible for Title I services in all aspects of their child's education. The Board also will ensure that all of its schools receiving Title I, Part A funds develop and implement school level parent and family engagement procedures, as further required by federal law.

For purposes of this policy, parental involvement refers to the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities.

At a minimum, parent and family engagement programs, activities and procedures at both the district and individual school level must ensure that parents and family members:

- Play an integral role in assisting their child's learning;
- Are encouraged to be actively involved in their child's education at school; and
- 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.

The federal definition of the term "parents" refers to a natural parent, legal guardian or other person standing in *loco parentis* (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

District and school level Title I parent and family engagement programs, activities and procedures will provide opportunities for the informed participation of parents and family members including those who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children.

As further required by federal law, parents and family members of students eligible for Title I services will be provided an opportunity to participate in the development of the district's Title I plan, and to submit comments regarding any aspect of the plan that is not satisfactory to them. Their comments will be forwarded with the plan to the State Education Department.

Parents and family members also will participate in the process for developing either a comprehensive or targeted "support and improvement plan" when the school their child attends is identified by the State as needing this plan.

## Parent and family member participation in development of district wide parental involvement plan

The Board, along with its superintendent of schools and other appropriate district staff will undertake the following actions to ensure parent and family member in the development of the district wide parental involvement plan:

- Hold meetings at flexible times and/or in highly accessible places
- Survey parents by phone, mail, or e-mail

## Review of district wide parental involvement plan

The Board, along with its superintendent of schools and other appropriate district staff will undertake the following actions to ensure parent and family member involvement in the development of the district wide Title I plan: ,

## Development of school level parent and family engagement approaches

The superintendent of schools will ensure that all district schools receiving federal financial assistance under Title I, Part A are provided coordination, technical assistance and all other support necessary to assist them in planning and implementing effective parent and family engagement programs and activities that improve student achievement and school performance.

- Hold meetings at flexible times and/or in highly accessible places
- Survey parents by phone, mail, or e-mail
- Consult with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education

## Building capacity for parental involvement

To build parent capacity for strong parental involvement to improve their child's academic achievement, the district and its Title I, Part A schools will, at a minimum:

1. Assist parents in understanding such topics as the state's academic content challenging academic standards, state and local academic assessments, Title I requirements, how to monitor their child's progress and how to work with educators to improve the achievement of their child.
  - Host workshops and conferences
  - Distribute training materials, and/or train parents to help other parents understand the role they can play in helping their child
2. Provide materials and training to help parents work to improve their child's academic achievement such as literacy training and using technology (including education about the harms of copyright piracy).
  - Provide literacy programs that bond families around reading and using the public library
  - Provide information about the essential components of reading or math instruction to enable parents to support the instructional practices used by the teacher, or training parents in the use of the Internet to enable them to access their children's homework; communicate with the teachers; and review information posted about schools in improvement, supplemental educational services, and other opportunities to promote student achievement
3. Educate its teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in understanding the value and utility of a parent's contributions and on 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 schools.
4. Ensure that information related to school and parent-related programs, meetings and other activities is sent to the parents of children participating in Title I programs in an understandable and uniform format, including alternative formats, upon request, and to the extent practicable, in a language the parents can understand.

#### Coordination of parental involvement strategies

The district will coordinate and integrate strategies adopted to comply with the Title I, Part A parental involvement requirements with parental involvement strategies adopted in connection with other Federal, State, and local programs, including public preschool programs.

It will do this by:

Providing assistance to parents of children served by the School District or school, in understanding:

State academic content standards and State student academic achievement 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.

The School District will host conferences during the school year at each of its schools to provide this information to parents, students and staff;

Invitations to programs, meetings and other activities will be posted on the district website, school websites, and/or sent home with each student. These invitations will be in an understandable and uniform format, and to the extent practicable, in a language that the parents can understand

Providing information related to school and parent-related programs, meetings and other activities to the parents of children participating in Title I programs in an understandable and uniform format, including alternative formats, upon request, and to the extent practicable, in a language the parents can understand.

School District and school level Title, I parental involvement and engagement programs, activities and procedures will provide full participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.

Coordinating with public libraries regarding curriculum-based materials and use of school libraries to engage parents in workshops connected with academic achievement.

Providing professional development, materials and training by teachers funded by Title I to help parents work with their children to improve their children's achievement, such as including, but not limited to, extending invitations to parents to attend conferences geared to reviewing literature content to enable parents to assist their children, if they choose, at home.

Parent Teacher Conference dates scheduled twice a year and scheduled on the district calendar and website. Parents can request additional individual conferences at any time through the website, email or call numbers provided on the district website

Collaborating with Parent Teacher organizations and volunteers

Comprehensive school website featuring instructional information, announcements, and e-mail access to all teaching staff.

Through the comprehensive District website, District and school newsletters and weekly notes provided online, parents will be provided information to improve their children's achievement.

Annually published school calendar highlighting NYS learning standards and assessment dates.

Through Parent Teacher and District organizations, the District will provide regular school-wide forums held throughout the school year on topics related to teaching and learning, literacy training and using technology, as appropriate; to foster parental involvement.

Provide a Multi-Tiered System of Support in reading, mathematics, and social-emotional learning to all students.

Parent information meetings on NYS assessments, learning standards, school curricula and student safety.

#### Review of District wide parent and family engagement policy.

The Board, along with its superintendent of schools and other appropriate staff will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of Title I schools, including the identification of barriers to greater participation by parents in activities under this policy, and the revision of parent and family engagement policies necessary for more effective involvement.

To facilitate this review, the district will conduct the following activities:

Appropriate staff will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental engagement policy in improving the academic quality of the Title I schools.

Parents will be notified through postings in District Office, District calendars, District website, emails, and phone calls as to the date, location, and process for the review of the parent and family engagement policy, and an explanation of how they will participate, including parents with limited English proficiency, parents with disabilities, and parents of migratory children.

The evaluation shall include identifying barriers to greater participation by parents in activities under the policy and use the findings of the evaluation to design strategies for more effective parental involvement and, to revise, if necessary, the parental engagement policy at the administration and school levels surveying parents of participating students during the fall meeting.

Involve parents in the activities of the schools served under this part, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the District to adequately represent the needs of the population served by the District for the purposes of developing, revising, and reviewing the parent and family engagement policy.

Identify the needs of parents/families to assist with the education of their children and support successful school and family interactions

The district-wide parent and family engagement plan will be discussed, and amendments made, if any, during the District Shared Decision-Making committee meeting, regularly scheduled in June of the school year.

The results of the annual evaluations on the effectiveness of parent and family engagement will be used during discussion of the plan. The district-wide parent and family engagement plan will also be presented during any other district-wide meetings involving parents in order to obtain any additional parent input on the plan.

Upon finalization of changes/additions to the plan, if any, the district will post the finalized plan on the district website.

Ref:

[20 USC §6318](#)(a)(2), Every Student Succeeds Act (§1116 of the Elementary and Secondary Education Act)

U.S. Department of Education, Parental Involvement, Title I, Part A, *Non-Regulatory Guidance*, April 23, 2004

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Cold Spring Harbor Central School District