

# POLICY

## PATERSON BOARD OF EDUCATION

PROGRAM  
2415.69/Page 1 of 15  
(Public School No. 19) Title I  
School Parent and Family Engagement  
**M**

### 2415.69 (Public School No. 19) 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 alternative formats upon request, and,



# POLICY

## PATERSON BOARD OF EDUCATION

PROGRAM  
2415.69/Page 2 of 15  
(Public School No. 19) Title I  
School Parent and Family Engagement  
**M**

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;



# POLICY

## PATERSON BOARD OF EDUCATION

PROGRAM  
2415.69/Page 3 of 15  
(Public School No. 19) Title I  
School Parent and Family Engagement  
**M**

(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. Parents will be invited in advance to participate in parent meetings.

b. Flyers and Robocalls will be made by the school to inform parents of meeting dates and topics that will be covered.

c. Parents along with the PTO members will be encouraged to provide their opinions via the completion of surveys and sharing suggestions at the parent meetings.

2. The school will convene an annual meeting, at a convenient time, to which all parents of participating



# POLICY

## PATERSON BOARD OF EDUCATION

PROGRAM  
2415.69/Page 4 of 15  
(Public School No. 19) Title I  
School Parent and Family Engagement  
**M**

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:  
*(Describe when and where the annual meeting will be held.)*

The annual parent meetings will be held virtually and in person. The first virtual meeting will be held during the 2<sup>nd</sup> week of September in the evening. The second meeting will be in person on the Back-to-School Night.

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:  
*(Describe how flexibility is provided.)*

Parent meetings will be held every other month virtually and in person. The school's administrators in collaboration with the PTO leadership will turkey for parents who cannot attend the virtual and in-person meetings.

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:  
*(List activities)*

Provide parents of participating children:

- a. timely information about programs under this part;



# POLICY

## PATERSON BOARD OF EDUCATION

PROGRAM  
2415.69/Page 5 of 15  
(Public School No. 19) Title I  
School Parent and Family Engagement  
**M**

- b. a description and explanation of 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; and
  - c. 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 practicably possible.
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



# POLICY

## PATERSON BOARD OF EDUCATION

PROGRAM  
2415.69/Page 6 of 15  
(Public School No. 19) Title I  
School Parent and Family Engagement  
**M**

- (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.)*
  - (a) The school will provide trainings/ information for parents regarding State mandates, assessments, standards, and policies.
  - (b) The school will also provide opportunities for parents to be involved in their children's learning at home, during parent-teacher conferences, IEP meetings, home/school visits and parent-teacher-student meetings.
- 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)*
    - (1) The school will provide trainings for parents regarding Infinite Campus, parent portal,



# POLICY

## PATERSON BOARD OF EDUCATION

PROGRAM  
2415.69/Page 7 of 15  
(Public School No. 19) Title I  
School Parent and Family Engagement  
**M**

technology use and they will receive support and feedback about their children's learning.

- (2) The school will also conduct different workshops in various content areas during the school year to enhance parental knowledge and understanding so they can better help their children at home.
- 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) To accomplish this goal, the school will provide professional development activities for staff about how to reach out to, communicate with, and work with parents as equal partners and to build positive connections with parents and the school.
  - (2) Parents, and other relevant community members will be allowed to provide input to appropriate school personnel regarding academic and non-academic support services, school policies and community resources.
- c. The school will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with



# POLICY

## PATERSON BOARD OF EDUCATION

PROGRAM  
2415.69/Page 8 of 15  
(Public School No. 19) Title I  
School Parent and Family Engagement  
**M**

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) Parents will be encouraged to and given opportunities to be involved in supporting learning at school by volunteering and assisting in school activities and functions.
- (2) They will also be allowed to help set academic goals each year for their children.

- 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:

*(List actions)*

- (1) The school will ensure that information and matters that relate to the school, parent matters, meetings and other activities are sent to the parents of our students in an understanding and uniform way.
- (2) All information will be done by way of Robo Calls, e-mails, letters, phone calls, one-on-one contacts, and to the extent possible, in a language the parents can understand.





# POLICY

## PATERSON BOARD OF EDUCATION

PROGRAM  
2415.69/Page 9 of 15  
(Public School No. 19) Title I  
School Parent and Family Engagement  
**M**

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. N/A
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.)*
  - a. To the extent practicable, the school will provide full opportunities for the participation of parents of children with disabilities, limited English proficiency and migratory children in the educational process of their children.



# POLICY

## PATERSON BOARD OF EDUCATION

PROGRAM  
2415.69/Page 10 of 15  
(Public School No. 19) Title I  
School Parent and Family Engagement  
**M**

- b. This includes curriculum, and assessments.
  - c. This also includes providing information and school reports in an understandable and uniform way and in a language known to parents.
9. The school will take the following actions to involve parents in the process of school review and improvement:  
*(List activities)*
- a. Parents will participate in decision making regarding the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
  - b. Opportunities will be provided for all parents to participate in school meetings.
  - c. Meetings will be conducted virtually, and in-person at convenient times in the evenings to accommodate our parents.
  - d. Where necessary, parents who cannot attend these meetings, the principal and representatives from the PTO will meet with these parents at times convenient to them. Parents will also participate in conferences at school with educators.
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)*



# POLICY

## PATERSON BOARD OF EDUCATION

PROGRAM  
2415.69/Page 11 of 15  
(Public School No. 19) Title I  
School Parent and Family Engagement  
**M**

- a. If the school-wide program is not satisfactory to the parents of participating children, the school district will submit any comments made by parents to the New Jersey Department of Education, if requested.
- 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. The school will share the school-parents, first during the parent meetings in September, and during parent visits to the school.
- 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.



# POLICY

## PATERSON BOARD OF EDUCATION

PROGRAM  
2415.69/Page 12 of 15  
(Public School No. 19) Title I  
School Parent and Family Engagement  
**M**

- 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:  
(List actions)



# POLICY

## PATERSON BOARD OF EDUCATION

PROGRAM  
2415.69/Page 13 of 15  
(Public School No. 19) Title I  
School Parent and Family Engagement  
**M**

- (1) If approved by the district, 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 be approved.
- (2) If funds are available, with District authorization necessary expenses associated with local parental involvement activities including transportation and childcare costs may be paid to enable parents to participate in school-related meetings and training sessions.
- (3) Where possible, funds will be provided to train parent leaders, so they are fully equipped to train other parents to be fully engaged in school activities and functions.
- (4) In every legally possible way, parents will be allowed to be involved in the activities and functions of the school.
- (5) The school's advisory council that provides advice on all matters that align with parental involvement should be affiliated with a districtwide parent advisory council, so the entire district has the same agenda/objective.
- (6) If necessary to facilitate parental and family engagement, community-based organizations and businesses will be asked to assist in providing relevant training, housing assistance and employment



# POLICY

## PATERSON BOARD OF EDUCATION

PROGRAM  
2415.69/Page 14 of 15  
(Public School No. 19) Title I  
School Parent and Family Engagement  
**M**

opportunities for parents and other family members.

- (7) Where possible to facilitate parental and family engagement in school activities and functions, provide parents with the opportunity to express when and where parent meetings should be held in order to make it more accessible to them.

### 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. Parents will have access to workshops, flyers, and robocalls in their native language.
  - b. Workshops will also be available to parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children on how to support their children academically at home.

### F. Adoption

1. This School Parent and Family Engagement Policy has been developed jointly with, and agreed on, parents of



# POLICY

## PATERSON BOARD OF EDUCATION

PROGRAM  
2415.69/Page 15 of 15  
(Public School No. 19) Title I  
School Parent and Family Engagement  
**M**

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: 18 October 2023

