Title I – Parents' Right-to-Know
Sample Letter

(To be sent each September to all parents of students who attend a Title I school.)

Dear Parent/Guardian:

The *Every Student Succeeds Act (ESSA)*, enacted on December 10, 2015, replaces the *No Child Left Behind Act (NCLB)* and is the latest reauthorization of the *Elementary and Secondary Education Act (ESEA)*.

Although *NCLB* was designed to make changes in teaching and learning to increase students' academic achievement, the Highly Qualified Teacher (HQT) provision under *NCLB was* eliminated from the *ESSA*. Despite this fact, all educators in New Jersey still are required to hold the appropriate state certificate/license for their given position.

Under the *ESSA*, all schools receiving Title I funds must inform parents of their right to ask schools about the professional qualifications of their child's teachers and paraprofessionals. Our school receives Title I funding and we are happy to share this information with you upon your request. Additionally, schools are required to provide timely notice that a student has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements.

New Jersey has some of the most qualified teachers in the country, and we are extremely proud of the quality of the teaching staff in the (enter district name) School District. All our teachers have college degrees, and many have advanced degrees. In addition, every teacher continues learning through professional development activities and our teachers are evaluated each year to make sure their teaching skills remain at the highest possible level.

I encourage you to support your child's education and communicate with your child's teacher(s) on a regular basis. For more information on *ESSA*, and the role of parents, please visit the United States Department of Education's (USDE) website at http://www.ed.gov/essa. Questions regarding this notification should be sent to the district at (enter district contact information.)

By partnering, families and educators can ensure the best education possible is provided to your child.

Sincerely,

Mr. Derrick Smith
Principal

PATERSON PUBLIC SCHOOLS

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NEW JERSEY DEPARTMENT OF EDUCATION
Title I School-Parent Compact

Dr. Frank Napier School of Technology, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the challenging State academic standards.

This school-parent compact is in effect during school year 2026-2027.

Required School-Parent Compact Provisions

School Responsibilities

Dr. Frank Napier School of Technology will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the challenging State academic standards as follows;
   (Certified teachers will provide high-quality curriculum and instruction that support an effective learning environment.)

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held;
   (Parent-teacher conferences are held three times a year)

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows;
   (Progress reports are uploaded four times a year in Infinite Campus)

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows;
   (Parents can email staff call the Main Office to make an appointment)

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows;

(Parents can volunteer, participate and observe classroom activities by joining the school's PTO)

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure homework is completed when assigned.
- Monitoring amount of television watched by my children.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district, either received by my child or by mail, and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

Student Responsibilities (revise as appropriate to grade level)

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Do my homework every day and ask for help when I need to.
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.]

Additional Required School Responsibilities

(Optional requirements for the school-parent compact)

Dr. Frank Napier School of Technology will:

1. Involve parents in the planning, review, and improvement of the school's parent and family engagement policy, in an organized, ongoing, and timely way.

2. Involve parents in the joint development of any schoolwide program plan, in an organized, ongoing, and timely way.

3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents and will offer a flexible number of additional parent and family engagement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.

4. Provide information to parents about participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to an extent practicable, in a language that parents can understand.

5. Provide parents with participating in children's information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.

6. At the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.

7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts, and reading.

Optional School Responsibilities

To help build and develop a partnership with parents to help their children achieve the challenging State academic standards, Dr. Frank Napier School of Technology will:

1. Recommend to the local educational agency (LEA), the names of parents of participating children of Title I, Part A programs who are interested in serving on the State's Committee of Practitioners and School Support Teams.

2. Notify parents of the school's participation in Family Literacy Programs operating within the school, the district and the contact information.

3. Work with the LEA in addressing problems, if any, in implementing parent and family engagement activities in section 1116 of Title I, Part A.

4. Work with the LEA to ensure that a copy of the State educational agency's (SEA's) written complaint procedures for resolving any issue of violation(s) of a federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate nonpublic school officials or representatives.

Signatures

School: _____ Date: _____

Parent: _____ Date: _____

Student: _____ Date: _____

Please note that signatures are not required

*This sample template of a School-Parent Compact is not an official U.S. Department of Education document. It is provided as an example, only.