

## TITLE I – DISTRICT-SCHOOL PARENT AND FAMILY ENGAGEMENT (M)

### 2415.04 TITLE I – DISTRICT-SCHOOL PARENT AND FAMILY ENGAGEMENT (M)

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##### Part I. District Expectations

Each district must establish the district's expectations for parent and family engagement. *[Section 1118(a)(2), ESEA.]*

The Upper Saddle River School District (Reynolds, Bogert, and Cavallini Schools) agree to implement the following statutory requirements:

- The Upper Saddle River 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.
- The Upper Saddle River 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.
- The Upper Saddle River School District will incorporate this district wide parent and family engagement policy into its district plan.
- 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, to the extent practicable, in a language parents understand
- 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).



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- 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:

*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;*

*(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. The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in New Jersey*

### Part II. District/School Parent and Family Engagement Policy Required Components

1. The Upper Saddle River School District (Reynolds, Bogert, and Cavallini School) will take the following actions to involve parents in the joint development of its district/school parent and family engagement plan;
  - Information is provided to parents concerning program policies and evaluations, and suggestions are solicited annually from parents for improvement. Policies are revised, as necessary.
  - Parent compacts are created with parents. Teachers, administrators, and parents participate in meetings and discussion forums, serving in an advisory capacity.
  - The Parent Involvement Policy is disseminated annually to parents. Parents are given an opportunity to give suggestions and feedback on the policy.
  - Parent support services and resources are shared at the annual Title I meeting.
  - All schools maintain a written copy of this Parental Involvement Policy.
2. The Upper Saddle River School District will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and



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encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved;

- An annual Title I meeting will be held each year. All parents of participating children will be invited and encouraged to attend. The meeting will be held the third week in September at Bogert Elementary School.
- A local advisory committee is established at the building level which has representation from parents of Title I students enrolled in that school and meets are held where recommendations are considered.
- A survey and/or focus groups are provided annually for feedback for school improvement.
- Parent- teacher meetings are held to promote home/school collaboration.
- The Right to Know letter is disseminated annually to families.

3. The Upper Saddle River School District will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parent and family engagement.

- The district will offer virtual and in person meetings in the morning, afternoon, and evening.

4. Upper Saddle River District 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;

- Parent Teacher meetings are held to promote home/school collaboration.
- Parent workshops and trainings are held annually.
- *Superintendent forums are scheduled regularly*
- *Parent Advisory Committees are assembled.*
- Technology assistance is offered.
- Student reports are provided and explained; data analysis support is provided.

5. The Upper Saddle River School District 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



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community to improve student academic achievement, through the following activities specifically described below:

- Parent representation on advisory panels (SEPAC, DEAC, Wellness Committee, STEM Steering Committee)
- Teachers will work with and support parent sponsored events (PTO and Education Foundation)
- Parent read alouds
- Parent volunteer opportunities
- Parent classroom visits
- Parent/Administrator Discussions (Breakfast with the Principal, Superintendent Forum)
- Parent Education Sessions (Wellness Parent Series, Assemblies, Curriculum Events)
- Participate and collaborate in the planning and facilitation of district sponsored events (Literacy Events, Community Technology Night, Digital Citizenship Night)

A. The school/district 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:

- The challenging, State academic standards;
- The state and local academic assessments including alternate assessments;
- The requirements of Title I, Part A;
- How to monitor their child's progress, and
- How to work with educators to improve the achievement of their children.
- The state's academic content standards,
- The state's student academic achievement standards,
- The state and local academic assessments including alternate assessments,
- The requirements of Title I,
- How to monitor their child's progress, and
- How to work with educators

It will do so by undertaking the actions and events similar to those described below

### **Parent Workshops and Information Sessions**



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- Curriculum evenings
- Community Technology Night
- Parent workshops
- Title I Meeting/Parent Compact Development
- Literacy Nights
- Wellness Events
- Special Education Meetings
- Literacy Celebrations and classroom events
- Open house/classroom visitations
- Technology Workshops

6. The Upper Saddle River School District 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/district will, with the assistance of its Title I schools, provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by hosting;

- Technology Events
- Parent Institutes
- Curriculum Evenings
- Classroom Visitations
- Parent Volunteer Opportunities
- Classroom celebrations
- Assemblies
- Parent/teacher conferences
- parent focus groups

B. The school/district will, with the assistance of its Title I schools and parents, educate its teachers, pupil services personnel, principals, 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 implement and coordinate parent programs and build ties between parents and schools, by hosting:

- Technology Events
- Curriculum Evenings
- Classroom Visitations



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- Parent Volunteer Opportunities
- Classroom celebrations
- Assemblies
- Parent/teacher conferences
- Parent focus groups

C. The school/district will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with Head Start, the Home Instruction Programs for Preschool Youngsters, the 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;

- Providing resources on district website
- Providing parent resources at Annual Title I meeting

D. The school/district 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;

- Parental involvement policies will be disseminated annually
- Parent compacts will be collaboratively formed and revisited
- Annual Title I meeting will be held
- Translated documents provided, as needed.

7. The Upper Saddle River School District will coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies under the following programs: Head Start, Parents as Teachers, Home Instruction Programs for Preschool Youngsters, and state-operated preschool programs, etc. ], by

- Being available for ongoing communication and coordination, as needed.
- Supporting successful strategies for students.

8. The Upper Saddle River School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or



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are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise if necessary (and with the involvement of parents) its parental involvement policies.

- Seek parent and family engagement on an ongoing basis
- Provide families an opportunity to give feedback through surveys, focus groups, workshops, and other meetings.

9. The Upper Saddle River School District will take the following actions to involve parents in the process of school review and improvement:

- *Parent representation on District and School Committees:*
  - *DEAC*
  - *SEPAC*
  - *Wellness Committee*
  - *Education Committee*
  - *Strategic Planning*
  - *STEM Steering Committees*

### PART III. Shared Responsibilities For High Student Academic Achievement

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.

- Parents will be involved in developing and assessing a Parent School Compact.
- The school will establish dates on the district and school calendar for parent teacher conferences.
- The school will share formal and informal reports of student progress.
- Information on how to access course proficiencies and state standards are made available on the district website.
- School and individual teacher websites will provide daily schedules, learning goals, homework, school events, supply lists, contact information, classroom snapshots, newsletters, and other helpful information for parents.
- Specific days, designated on the district/school calendar, are designated for teacher/parent conferences.



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### Part IV. Discretionary District/School Parent and Family Engagement Policy Components

The District/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:

- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
- 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.
- 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.
- Train parents to enhance the involvement of other parents.
- 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.
- Adopt and implement model approaches to improve parent and family engagement;
- Establish a districtwide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
- Develop appropriate roles for community-based organizations and businesses in parent involvement activities.
- Provide other reasonable support for parent and family engagement activities under this section as parents may request

### PART V. Accessibility

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





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required in a format and, to the extent practicable, in a language such parents can understand.

- providing information and school reports required in a format and, to the extent practicable, in a language such parents can understand.
- secure translators, as needed

### Part VI. Adoption

This District/School Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by meeting minutes.

This policy was adopted by the Upper Saddle River School District on September 12, 2022 and will be in effect for 2022-23 school year. The school district will distribute this policy to all parents of participating Title I children on or before September 15, 2022.

Adopted: 12 September 2022

Adopted: 19 May 2008

Revised: 28 March 2011

Revised: 8 February 2016

Revised: 12 September 2022

