

# **Memo from the desk of Maureen Guilfoyle**

**To: Diane Cappiello**

**Re: Union Title I School Parent and Family  
Engagement Policy**

**Date: December 1, 2020**

**Please include a Board resolution for the December board meeting to approve the Township of Union Title I School Parent and Family Engagement Policies for Franklin, Connecticut Farms, Jefferson, Burnet and UHS.**

**Please send me the signed copies after the December board meeting.**

**Thanks  
Maureen**



# Title I School Parent and Family Engagement Policy

## Connecticut Farms Elementary School

### A. Policy Involvement

Each school served under this part shall —

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and 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;

*December meeting Virtually. The AM session will be 9:40-10:40 am and the PM session will be 6:30-7:30. Zoom links will be shared with families of qualifying students.*

2. 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;

*December meeting Virtually. The AM session will be 9:40-10:40 am and the PM session will be 6:30-7:30. Zoom links will be shared with families of qualifying students.*

3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy;

- *Connecticut Farms Elementary School invites parents to attend our Annual Parent Meeting to discuss the parental involvement policy, school-parent compact, and the parental involvement budget.*
- *Parents can give feedback during several parent meetings and activities that take place throughout the duration of the program.*
- *Parental feedback is collected at all events, meetings, and activities that take place throughout the duration of the program.*

4. Provide parents of participating children —

(A) Timely information about programs under this part;

(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 achievement levels students are expected to meet regarding the challenging State academic standards; 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.

- *Connecticut Farms will ensure that all information related to the school and parent programs, meetings, and other activities is posted on the Class Dojo school stream, school website, and through flyers.*
- *Information regarding the school's academic standards and assessments as well as ways that parents can monitor their child's progress and with educators will be shared during parent teacher conferences, Open House, and throughout various forms of parent-teacher communication such as email, Class Dojo and Google Classroom*
- *We will communicate with all families and the community on a regular basis regarding school wide events and activities through phone messages, the Class Dojo school story, and flyers.*
- *We will work with our parents and listen to their feedback through surveys, PTA meetings, parent-teacher conferences, and other parent attended activities in order to develop relevant training and helpful professional development to educate our staff on the importance of parental involvement.*

5. If the Annual School Plan (schoolwide 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.

*NA*

## **B. 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.

*As a part of this plan, Connecticut Farms Elementary School and our families will develop a school-parent compact, which is an agreement that parents, teachers, and students will develop that explains how parents and teachers will work*

*together to make sure all students reach grade level standards. The compacts will be reviewed and updated annually based on feedback from parents, students, and teachers.*

### **C. Building Capacity for Involvement-**

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part —

1. Shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the challenging State academic 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;

*Connecticut Farms will host the following events to build a capacity for strong parental involvement to support a partnership among the school, parents, and the community to improve student academic achievement:*

- *Annual Title 1 Meeting*
- *Virtual Back to School Night*
- *Tech support sessions throughout the school year*
- *Family Literacy and Family STEM night*

2. Shall 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 parent and family engagement;

*Connecticut Farms Elementary School will provide necessary materials and resources for parents at conferences, meetings, and activities to help parents work with their child to improve their child's achievement.*

3. Shall educate teachers, pupil services personnel, principals, other school leaders, and other staff, with the assistance of parents, 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, implement and coordinate parent programs, and build ties between parents and the school;

*Connecticut Farms Elementary School will work without parents and listen to their feedback through surveys, PTA, meetings, parent-teacher conferences, and other parent attended activities in order to develop relevant trainings and helpful professional development to educate our staff on the important of parental involvement.*

4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement 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;

- *Workshops (virtual if needed) will be offered at various times to accommodate parent schedules.*
- *Parents are encouraged to communicate often with their child's teacher through various resources such as email, Class Dojo, and Google Classroom.*
- *Parents are encouraged to join the PTA, attend monthly meetings, and get involved with the planned activities throughout the school year.*

5. Shall 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;

*Connecticut Farms Elementary School will ensure that all information related to school and parent programs, meetings, and other activities is posted on the school website, Class Dojo school stream, phone messages, and flyers.*

6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
7. May provide 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;
8. May pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
9. May train parents to enhance the involvement of other parents;
10. May 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, in order to maximize parent and family engagement and participation;
11. May adopt and implement model approaches to improving parent and family engagement;
12. May establish a district wide parent advisory council to provide advice on all matters related to parent and family engagement in programs supported under this section;
13. May develop appropriate roles for community-based organizations and businesses in parent and family engagement activities; and

14. Shall provide such other reasonable support for parent and family engagement activities under this section as parents may request.

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

*All students participating in the Title 1, Part A program and their families are encouraged and invited to fully participate in the opportunities described in this plan. Connecticut Farms Elementary School will provide full opportunities for the participation of parents with limited English proficiency, parents of children with disabilities, and parents of migratory children. Information will be provided in multiple forms, such as emails, Class Dojo posts, phone calls, websites, and flyers.*

#### **E. Adoption**

This School- Parental 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 **Mr. Gregory Tatum**. This policy was adopted by the Township of Union Schools on **12/15/2020** and will be in effect for the period of one year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before **December 16<sup>th</sup>, 2020**

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*(Signature of Authorized Official)*





# New Jersey Department of Education

## Title I School Parent and Family Engagement Policy

### Franklin Elementary School

#### A. Policy Involvement

Each school served under this part shall —

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and 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;

*October 1, 2020 -Virtual Zoom Meeting*

2. 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;

*Essential meetings are held twice a day, AM session and PM session. Childcare is made available while the meeting is in session.*

3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy;
- ✓ *Franklin Elementary School invites all parents to attend our annual Townhall. Talk to review and revise this parental involvement policy, as well as our school-parent compact and the parental involvement budget. The plan is posted on our school Website for parents to view and submit feedback throughout the year. All parent feedback received during the year will be used to revise the plan for the next school year.*
  - ✓ *We also distribute an annual survey online and by email to ask parents for their suggestions on the plan and the use of funds for parental involvement.*
  - ✓ *Parents can also give feedback during several parent meetings and activities during the school.*
  - ✓ *We collect feedback from parents at all events, place input card around the building and post suggestion forms on the school website in order to respond to parents' requests for additional support for parental involvement activities*

4. Provide parents of participating children —

(A) Timely information about programs under this part;

(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 achievement levels students are expected to meet regarding the challenging State academic standards; 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.

- ✓ *Franklin Elementary School will ensure that all information related to school and parent programs, meetings, and other activities is posted on the school Website, and included in the monthly school newsletter for all parents.*
- ✓ *We will share information in the school newsletter for parents to understand the school's academic standards and assessments as well as the ways parents can monitor their child's progress and work with educators.*
- ✓ *We will communicate with all families and the community on a regular basis regarding school wide events and activities, through email, phone messages, social media, and flyers.*
- ✓ *We will work with our parents to develop relevant training and helpful presentations to educate our staff on the importance of parental involvement.*

5. If the Annual School Plan (schoolwide 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.

*At the beginning of the year, the plan is included in the student handbook and posted on the school's website, which every parent must view. In addition, parents can also retrieve a copy of the plan in the school's main office. The plan is also posted on our school Website for parents to view and submit feedback throughout the year. All parent feedback received during the year will be used to revise the plan for the next school year.*

## **B. 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.

*As part of this plan, Franklin Elementary and our families will develop a school-parent compact, which is an agreement that parents, teachers, and students will develop that explains how parents and teachers will work together to make sure all our students reach grade-level standards. The compacts*

*will be reviewed and updated annually based on feedback from parents, students and teachers during our Annual School Forum.*

### **C. Building Capacity for Involvement-**

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part —

1. Shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the challenging State academic 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;

***Franklin Elementary will host the following events to build the capacity for strong parental involvement to support a partnership among the school, parents, and the community to improve student academic achievement.***

- ✓ ***Annual Title I Meeting*** -We invite you to an evening of learning and sharing about our Title I program, including our parental involvement policy, the school-parent compacts, and parents' requirements. Invitations will be distributed via email and posted on the school's website.
- ✓ ***"Meals Matter"*** Workshop for families and caregivers on the importance of nutritious meals and student wellness as well as information on how to complete the free/reduced online lunch application.
- ✓ ***"Parent Portal Participation"*** Workshop for families and caregivers to explain and review how to use the Genesis parent portal to review students' grades and report cards. As well as how to read, acknowledge and sign off on required documents.
- ✓ ***Family Literacy Night*** -An event held for families, caregivers, and students to engage families around student literacy. We work on fun literacy activities together and it allows for parents to feel connected to the learning.
- ✓ ***"Goal Getters"*** -Workshop for families and caregivers to explain and review the benefits of setting specific, measurable, attainable, and timely goals for student achievement and success.
- ✓ ***Family Math Night-*** An event held for families, caregivers, and students to foster the home-school connection. Our Family Math Night events and Take-Home kits are excellent opportunities for parents and caregivers to work with their child on important math concepts that reinforce classroom learning.
- ✓ ***"Student Success & Study Skills"***- Workshop for families and caregivers to have the opportunity to learn strategies they can implement at home with their children to further strengthen reading, writing, and math skills.

- ✓ **Family Steam Day** -An event held for families, caregivers, and students to nurture students' interest in STEM while increasing interest and motivation in learning math/science.
  - ✓ **"Mindset Matters"**-An event held for families, caregivers, and students to get parents involved in their child's social-emotional learning.
  - ✓ **Family Literacy Day- Read Across America** -An opportunity for families and caregivers to take the time to read to children, so that children get the message that reading is important.
  - ✓ **"Testing Tips"** Workshop for families and caregivers to provide a range of information, including dates and explanation of tests; test-taking tips; strategies for improving scores in language arts, math and science.
  - ✓ **"Career Cafe"** - An event held for families, caregivers, and students to celebrate students' work on various entrepreneurship PBL activities.
  - ✓ **"Townhall Talks"** – A forum for parents to participate in roundtable discussions with the principal and staff regarding the school wide plan, parental involvement policy, school-parent compacts and the parental involvement budget.
2. Shall 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 parent and family engagement;

**Franklin Elementary School will provide necessary materials and handouts for parents at conferences, meetings, and activities to help parents work with their child to improve their child's achievement.**

3. Shall educate teachers, pupil services personnel, principals, other school leaders, and other staff, with the assistance of parents, 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, implement and coordinate parent programs, and build ties between parents and the school;

**Franklin Elementary School will work with our parents to develop relevant training and helpful presentations to educate our staff on the importance of parental involvement.**

4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement 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;
- ✓ **We will offer workshops at the schools at various times to accommodate parent schedules**
  - ✓ **Parents will be asked to select an appointed time once a year where they will read to their child's Kindergarten class**

✓ *Parents are encouraged to visit classrooms*

5. Shall 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;

✓ *Franklin Elementary will ensure that all information related to school and parent programs, meetings, and other activities is posted on the school Website, and included in the monthly school newsletter for all parents.*

✓ *We will communicate with all families and the community on a regular basis regarding school wide events and activities, through phone messages, social media, and flyers.*

6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;

7. May provide 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 pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;

*Franklin elementary will provide childcare to parents attending school-related meetings and training sessions.*

8. May train parents to enhance the involvement of other parents;

9. May 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, in order to maximize parent and family engagement and participation;

10. May adopt and implement model approaches to improving parent and family engagement;

*Franklin Elementary will provide essential parent meetings in two sessions an AM and a PM session.*

11. May establish a district wide parent advisory council to provide advice on all matters related to parent and family engagement in programs supported under this section;

12. May develop appropriate roles for community-based organizations and businesses in parent and family engagement activities; and

13. Shall provide such other reasonable support for parent and family engagement activities under this section as parents may request.

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

*All students participating in the Title I, Part A program, and their families, are encouraged and invited to fully participate in the opportunities described in this plan. Franklin Elementary will provide full opportunity for the participation of parents with limited English, parents with disabilities and parents of migratory children.*

#### E. Adoption

This School- Parental 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 **Mr. Gregory Tatum**. This policy was adopted by the Township of Union Schools on **12/15/2020** and will be in effect for the period of one year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before **December 16<sup>th</sup>, 2020**

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*(Signature of Authorized Official)*

# New Jersey Department of Education

## Title I School Parent and Family Engagement Policy

### Union High School

#### A. Policy Involvement

Each school served under this part shall —

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and 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;
  - a. A parent family night was held in October .*
  - b. A second meeting will be scheduled in the second half of the year to describe outcomes of the Advancement Program as well as feedback from the Support Program.*
2. 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;
  - a. Meetings, detailed above, show flexibility of the school and encourage the maximum number of parents/guardians to attend.*
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy;
  - a. Parents will be notified via the school website.*
  - b. Principal or designee will attend PTA meetings and encourage parents to be actively involved in the Title I program.*
  - c. Offer parents the opportunity to meet with Title I tutors/teachers to understand strategies being utilized*
4. Provide parents of participating children —
  - (A) Timely information about programs under this part;
  - (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 achievement levels students are expected to meet regarding the challenging State academic standards; 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.

*a. Letter will be sent home to parents indicating school status and scores.*

*b. Parents will be notified via web site and PTA meetings encouraging participation in school improvement planning.*

## **B. 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.

*a. Survey(s) will be distributed to parents regarding Title I Program. When possible, survey(s) will be developed in the language that is used by the parent.*

*b. Parent workshops will be developed based upon survey results. Workshops will be scheduled to accommodate the needs of the parents.*

*c. Develop a survey for the students to inquire about their specific academic needs.*

## **C. Building Capacity for Involvement-**

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part —

1. Shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the challenging State academic 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;

*a. An informational memo will be sent home to parents with children, put on the website, and sent through email.*

*b. Will also be discussed at parent meeting.*

2. Shall 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 parent and family engagement;

*a. Facilitating and inviting parents to attend workshops that encourage parental involvement and additional training to improve their children's academic achievement.*

*b. When applicable, provide community resources that provide the workshops and/or trainings that encourage parental involvement and additional training to improve their children's academic achievement using effective means of communication in a timely manner*



3. Shall educate teachers, pupil services personnel, principals, other school leaders, and other staff, with the assistance of parents, 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, implement and coordinate parent programs, and build ties between parents and the school;

*a. These issues are detailed at a faculty meeting and the importance is stressed.*

4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement 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;

*a. N/A*

5. Shall 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;

**a. The district will communicate with parents through the means that the principal has established as the most appropriate for each family. This may include email, website, telephone communication, hard copy sent home via backpack or hard copy mailed home. Likewise, information will be translated into the language that is utilized by the parent.**

6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
7. May provide 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;
8. May pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
9. May train parents to enhance the involvement of other parents;
10. May 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, in order to maximize parent and family engagement and participation;
11. May adopt and implement model approaches to improving parent and family engagement;
12. May establish a district wide parent advisory council to provide advice on all matters related to parent and family engagement in programs supported under this section;
13. May develop appropriate roles for community-based organizations and businesses in parent and family engagement activities; and

14. Shall provide such other reasonable support for parent and family engagement activities under this section as parents may request.

- a. Families play an integral role in assisting their child's learning;*
- b. Families are encouraged to be actively involved in their child's education at school;*
- c. Families 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. Other activities are carried out, such as those described in Section 1116 of the ESSA.*

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

- 1. Apex Learning, one of the programs being utilized in the after school program, has access to a translator to multiple different languages.*
- 2. All information is shared to families eligible to receive Title I services in a manner that would enable them to participate. In most cases, the Principal or other school employee will reach out to the family and explore barriers and implement a plan for full participation.*

#### **E. Adoption**

This School- Parental 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 **Mr. Gregory Tatum**. This policy was adopted by the Township of Union Schools on **12/15/2020** and will be in effect for the period of one year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before **December 16<sup>th</sup>, 2020**

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*(Signature of Authorized Official)*

# New Jersey Department of Education

## Title I School Parent and Family Engagement Policy

### Jefferson School

#### A. Policy Involvement

Each school served under this part shall —

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and 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;

*- Parent meeting held in December 2020 via Zoom due to virtual learning*

2. 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;

*-Parent meetings will be held via Zoom to accommodate flexibility; recorded meetings are available; Zoom links provided to families that qualify; morning meeting available upon request*

3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy;

*-Parents are invited to Parent Night and workshops; Parent surveys and workshops allow parent input for program improvement/review; feedback will be collected at all meetings*

4. Provide parents of participating children —

(A) Timely information about programs under this part;

(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 achievement levels students are expected to meet regarding the challenging State academic standards; 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.

*-All information will be provided via School Messenger emails/flyers including program description; information has been sent to all families of qualified students in a timely manner; student curriculum can be found on district website; PTA meetings, parent-teacher conferences, and surveys will help us plan relevant training and professional development opportunities for staff*

5. If the Annual School Plan (schoolwide 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.

N/A

### **B. 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.

*- Jefferson School and its families will create the School-Parent compact which explains how all parties will work together to make sure all students reach grade level standards; compacts are reviewed annually*

### **C. Building Capacity for Involvement-**

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part —

1. Shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the challenging State academic 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;
  - *Annual Title One Parent meeting; Virtual Open House ; Leader in Me Family Connections Night*
2. Shall 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 parent and family engagement;
  - *Materials will be provided to families to help gather a deeper understanding of the curriculum, technology usage, online resources for academic areas*
3. Shall educate teachers, pupil services personnel, principals, other school leaders, and other staff, with the assistance of parents, 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, implement and coordinate parent programs, and build ties between parents and the school;
  - *All stakeholders will have a voice in the programs offered; suggestions are always welcome*

4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement 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;

N/A

5. Shall 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;
  - *Parents can request material in various languages and documents will be translated*
6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
  - a. Parent feedback via surveys and Parent Nights
7. May provide 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;
  - a. Literacy training available upon request
8. May pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
  - a. Accommodations will be made for all families to attend
9. May train parents to enhance the involvement of other parents;
  - a. Additional parent workshops can be scheduled if there is interest
10. May 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, in order to maximize parent and family engagement and participation;
  - a. Accommodations can be made if necessary
11. May adopt and implement model approaches to improving parent and family engagement;
  - a. Leader in Me family engagement activities are provided as part of SEL
12. May establish a district wide parent advisory council to provide advice on all matters related to parent and family engagement in programs supported under this section;
  - a. District level committees including District Advisory Council and SCIP
13. May develop appropriate roles for community-based organizations and businesses in parent and family engagement activities; and

14. Shall provide such other reasonable support for parent and family engagement activities under this section as parents may request.

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

*- Students and families that are participating in Title 1, Part A program are encouraged to participate in the opportunities discussed in this plan. Jefferson School will provide opportunities for all students regardless of gender, race, special needs, or migrant status. Information will be provided at PTA meetings, on our school website, emails, flyers, School Messenger, and phone calls.*

**E. Adoption**

This School- Parental 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 **Mr. Gregory Tatum**. This policy was adopted by the Township of Union Schools on **12/15/2020** and will be in effect for the period of one year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before **December 16<sup>th</sup>, 2020**

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*(Signature of Authorized Official)*



# New Jersey Department of Education

## Title I School Parent and Family Engagement Policy

### Burnet Middle School

#### A. Policy Involvement

Each school served under this part shall —

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and 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;

*We have or will have; advertised via the school website, e-mails, PTA meetings, fliers, automated calls and open parent meetings. Due to the current situation our meeting will be done via Zoom as so we keep all participants safe.*

2. 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;

*We have conducted open meetings for Title I information. E-mails and letters have been sent home regarding the Title I status.*

3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy;

- *Parent surveys*
- *Virtual Meetings*
- *Parent-Teacher Meetings*
- *PTA Meetings*
- *Back to school Night*

4. Provide parents of participating children —

(A) Timely information about programs under this part;

(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

achievement levels students are expected to meet regarding the challenging State academic standards; 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.

- *Parent surveys*
- *Virtual Meetings*
- *Parent-Teacher Meetings*
- *PTA Meetings*
- *Back to school Night*

5. If the Annual School Plan (schoolwide 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.

#### **B. 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.

*Workshops will be provided for parents to examine and learn about content standards.*

- *the State's academic content standards,*
- *the State and local academic assessments including alternate assessments,*
- *the requirements of Part A*
- *how to monitor their child's progress in Genesis*
- *how to work with the School community.*

#### **C. Building Capacity for Involvement-**

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part —

1. Shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the challenging State academic 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;

*Workshops will be provided for parents to examine and learn about content standards.*



- *the State's academic content standards,*
- *the State and local academic assessments including alternate assessments,*
- *the requirements of Part A*
- *how to monitor their child's progress in Genesis*
- *how to work with the School community.*

2. Shall 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 parent and family engagement;

*The following topics will be covered:*

- *Technology to support student Instruction at home ( Chromebook distribution).*
- *keeping skills sharp during summer via academic packets and summer enrichment.*
- *Engaging parents through the PLC Process.*
- *The continuation of cycle classes to deal with SEL throughout the school year.*

3. Shall educate teachers, pupil services personnel, principals, other school leaders, and other staff, with the assistance of parents, 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, implement and coordinate parent programs, and build ties between parents and the school;

*Professional Development for Improving the PLC process and involve intervention to be implemented during the 2020-2021 school year.*

*Utilization of student data information software (Genesis).*

*Virtual Burnet Open House*

*Grade Level meetings with students and parents*

*Parent Portal, monthly parent newsletter, and the "All-Call" process have been implemented to ensure full community involvement.*

4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement 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;

NA

5. Shall 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;

*Open Communication with all parents of diverse backgrounds will take place via scheduled parent roundtables using a virtual platform. In addition, ongoing parental surveys via Google will be implemented to evaluate the school programs and their effectiveness on the Burnet Middle School community.*

6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
7. May provide 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;
8. May pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
9. May train parents to enhance the involvement of other parents;
10. May 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, in order to maximize parent and family engagement and participation;
11. May adopt and implement model approaches to improving parent and family engagement;
12. May establish a district wide parent advisory council to provide advice on all matters related to parent and family engagement in programs supported under this section;
13. May develop appropriate roles for community-based organizations and businesses in parent and family engagement activities; and
14. Shall provide such other reasonable support for parent and family engagement activities under this section as parents may request.

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

*Open Communication with all parents of diverse backgrounds will take place via scheduled parent roundtables using a virtual platform. In addition, ongoing parental surveys via Google will be implemented to evaluate the school programs and their effectiveness on the Burnet Middle School community.*

**E. Adoption**

*This School- Parental 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 Mr. Gregory Tatum. This policy was adopted by the Township of Union Schools on 12/15/2020 and will be in effect for the period of one year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before December 16<sup>th</sup>, 2020*

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*(Signature of Authorized Official)*

