

The District-School Parent/Guardian Involvement Policy – Fall 2019

*The School Parent/Guardian Involvement Policy and the District Parent/Guardian Involvement Policy are generally two separate documents; however, for small districts, the components for the district and school policies may be addressed in either one policy (district/school policy) or two policies (district policy and school policy). If your district/school plans to combine all the requirements of both the district and school policy into one policy, make sure all the required components of the district policy and school policy are included. **With this in mind, our District-School Parent/Guardian Involvement Policy will be collaboratively revised at our Title I Part A annual parent/guardian meeting.***

Title I District-School Parent/Guardian Involvement Policy

PART I: DISTRICT EXPECTATIONS

Each district must establish the district's expectations for parent/guardian involvement. *[Section 1118(a)(2), ESEA.]*

The West Long Branch School District agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities, and procedures for the involvement of parents/guardians in all of its schools with Title I programs. Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents/guardians of participating children.
- The school district will work with its schools to ensure that the required school-level parent/guardian involvement policies meet the Title I requirements, and include, as a component, a school-parent/guardian compact.
- The school district will incorporate this districtwide parent/guardian involvement policy into its district plan.
- In carrying out the Title I parent/guardian involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents/guardians with children with limited English proficiency, parents/guardians with children with disabilities, and parents/guardians 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/guardians understand.
- If the district plan for Title I is not satisfactory to the parents/guardians of participating children, the school district will submit any parent/guardian comments with the plan when the school district submits the plan to the State Department of Education.

- The school district will involve the parents/guardians of children served in Title I schools in decisions about how the one percent of Title I funds reserved for parent/guardian involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools. (Only applicable for districts with Title I allocations greater than \$500,000.)
- The school district will be governed by the following statutory definition of parent/guardian involvement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:

Parent/Guardian involvement means the participation of parents/guardians in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) that parents/guardians play an integral role in assisting their child's learning;*
- (B) that parents/guardians are encouraged to be actively involved in their child's education at school;*
- (C) that parents/guardians 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 1118 of the ESEA.*

- The school district will inform parents/guardians and parent/guardian organizations of the purpose and existence of the Parental Information and Resource Center in New Jersey.

PART II: DISTRICT-SCHOOL PARENT/GUARDIAN INVOLVEMENT POLICY REQUIRED COMPONENTS

1. The West Long Branch School District will take the following actions to involve parents/guardians in the joint development of its district/school parent/guardian involvement plan:

The Plan will be reviewed and revised at the annual meeting.

2. The West Long Branch School District will convene an annual meeting, at a convenient time, to which all parents/guardians of participating children shall be invited and encouraged to attend, to inform parents/guardians of their school's participation under this part, and to explain the requirements of this part, and the right of the parents/guardians to be involved.

The annual meeting will be held in the library media center on October 30, 2019.

3. The West Long Branch 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/guardian involvement.

Morning and afternoon meetings will be scheduled as needed.

4. The West Long Branch School District will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parent/guardian involvement activities to improve student academic achievement and school performance:

This is not applicable. There are only two schools in the district.

5. The West Long Branch School District will build the schools' and parents'/guardians' capacity for strong parent/guardian involvement, in order to ensure effective involvement of parents/guardians and to support a partnership among the school involved, parents/guardians, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school/district will, with the assistance of its Title I schools, provide assistance to parents/guardians of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

- 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.

The West Long Branch School District will provide parents/guardians of participating children, if requested by parents/guardians, 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.

B. The school/district will, with the assistance of its Title I schools, provide materials and training to help parents/guardians to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent/guardian involvement, by:

Reviewing student assessment data with parents/guardians, identifying instructional materials and resources for parents/guardians, and inviting parents/guardians to attend in district professional development meetings and/or sessions as applicable.

C. The school/district will, with the assistance of its Title I schools and parents/guardians, educate its teachers, pupil services personnel, principals, and other staff, in how to reach out to, communicate with, and work with parents/guardians as equal partners. In the value and utility of contributions of parents/guardians, and in how to implement and coordinate parent/guardian programs and build ties between parents/guardians and schools, by:

Fostering related collaboration at committee and/or faculty meetings.

D. The school/district will, to the extent feasible and appropriate, coordinate and integrate parent/guardian involvement programs and activities with Head Start, Reading First, Early Reading First, Even 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/guardian resource centers, that encourage and support parents/guardians in more fully participating in the education of their children, by:

Engaging parents/guardians in frequent review of portal content and eliciting attendance at parent/guardian forums.

E. The school/district will take the following actions to ensure that Title I information related to the school and parent/guardian programs, meetings, and other activities, is sent to the parents/guardians of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents/guardians can understand:

Communications will be indicative of home languages spoken, respectively.

6. The West Long Branch School District will coordinate and integrate parent/guardian involvement strategies under Title I with parent/guardian involvement strategies under the following programs: basic skills for English language arts and mathematics, by:

Adhering to that which is articulated in the School-Parent/Guardian Compact.

7. The West Long Branch School District will take the following actions to conduct, with the involvement of parents/guardians, an annual evaluation of the content and effectiveness of this parent/guardian involvement policy in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents/guardians in parent/guardian involvement activities (with particular attention to parents/guardians 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/guardian involvement policy and activities to design strategies for more effective

parent/guardian involvement, and to revise if necessary (and with the involvement of parents/guardians) its parent/guardian involvement policies.

A program survey will be completed by parents/guardians. The results will be shared at a meeting.

8. The West Long Branch School District will take the following actions to involve parents/guardians in the process of school review and improvement:

A program survey will be completed by parents/guardians. The results will be shared at a meeting.

9. If the schoolwide program plan is not satisfactory to the parents/guardians of participating children, submit any parent/guardian comments on the plan when the school makes the plan available to the local education agency.

PART III: SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level parent/guardian involvement policy, each school shall jointly develop with parents/guardians for all children served under this part a school-parent/guardian compact that outlines how parents/guardians, the entire school staff, and students will share the responsibility for improved student academic achievement.

The School-Parent/Guardian Compact includes this information.

PART IV: DISCRETIONARY DISTRICT-SCHOOL PARENT/GUARDIAN INVOLVEMENT POLICY COMPONENTS

The District-School Parent/Guardian Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents/guardians, chooses to undertake to build parents'/guardians' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities:

- Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
- Provide necessary literacy training for parents/guardians 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/guardian involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions;
- Train parents/guardians to enhance the involvement of other parents/guardians;

- In order to maximize parent/guardian involvement 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/guardians who are unable to attend such conferences at school;
- Adopt and implement model approaches to improving parent/guardian involvement;
- Establish a districtwide parent/guardian advisory council to provide advice on all matters related to parent/guardian involvement in Title I, Part A programs;
- Develop appropriate roles for community-based organizations and businesses in parent/guardian involvement activities; and
- Provide other reasonable support for parent/guardian involvement activities under this section as parents/guardians may request.

PART V: ACCESSIBILITY

In carrying out the parent/guardian involvement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents/guardians with children with limited English proficiency, parents/guardians with children with disabilities, and parents/guardians of migratory children, including providing information and school reports required in a format and, to the extent practicable, in a language such parents/guardians can understand.

Title I eligibility letters will be sent to parents/guardians of the student populations identified in PART V as applicable.

PART VI: ADOPTION

This District-School Parent/Guardian Involvement Policy has been developed jointly with, and agreed on with, parents/guardians of children participating in Title I programs, as will be evidenced by meeting minutes.

This policy will be adopted by the West Long Branch School District and will be in effect for the period of the 2019-2020 school year. The school district will distribute this policy to all parents/guardians of participating Title I children on or before October 30, 2019.

Dr. Jeanette Baulles

Signature of Title I Authorized Representative

October 30, 2019

(Date)