

Title I District-School Parental Involvement Policy

Rockaway Borough School District

2018-19

PART I. DISTRICT EXPECTATIONS

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

The **Rockaway Borough 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 in all of its schools with Title I programs. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- The school district will work with its schools to ensure that the required school-level parental involvement policies meet the Title I requirements, and include, as a component, a school-parent compact.
- The school district will incorporate this district wide parental involvement policy into its district plan.
- In carrying out the Title I, parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with children with limited English proficiency, parents with 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 district plan for Title I is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I schools in decisions about how the one percent of Title I funds reserved for parental 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 parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement 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;*
- (D) the carrying out of other activities, such as those described in section 1118 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 PARENTAL INVOLVEMENT POLICY REQUIRED COMPONENTS

1. The **Rockaway Borough School District** will take the following actions to involve parents in the joint development of its district/school parental involvement plan.

- Meetings-with parents, administrators, and teachers to discuss any concerns or suggestions to the plan or program in general
- Notice for all school activities sent home and/or posted online
- Draft of plan prepared (August 2017)
- Policy will be shared with BOE and approved in September 2017
- Copy will be electronically shared with staff after review and approval
- Final draft will be available to the public by October 30, 2017
- School faculty with input from parents will review the policy annually, and make suggestions for the next school year based upon information/data gathered

2. The **Rockaway Borough School District** will 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;

- Annual Title I (BSI/WIN) Nights are held in each district school annually in October to share timely information regarding Title I programs and how they align with district curriculum.
- At this same time, parents are provided with an explanation of the curriculum used, the assessments used to measure student progress and eligibility, and the proficiency levels students are expected to meet.
- Targeted staff are also asked to speak about their role in regards to programming and interventions.
- At this meeting, as well as throughout the school and at the close of the academic year, parents are surveyed and their input is used to drive both programming and the parent involvement policy.

3. The **Rockaway Borough 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 parental involvement;

Daily before school from 8:15-8:30am and after school from 3:10-3:25pm in the Elementary School and 8:15-8:25am and 3:15-3:25pm in the Middle School, or at other prearranged times.

In addition to individual meetings, staff will be available to discuss programs at

- Parent Teacher Conferences
- Academic Open Houses
- Annual BSI/WIN Nights

4. The **Rockaway Borough School District** will provide the following necessary coordination, technical assistance, and other support to assist district schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- Central office administration (Superintendent and the Supervisor of Curriculum and Instruction) along with buildings principals meet regularly to discuss Title I programming and how to support effective parental involvement.
- Building administration in turn collaborate with teaching staff and parents on how best to work as a team to support student progress.

5. The **Rockaway Borough School District** will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school/district will provide assistance to parents 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

Each school, with the assistance of the district, will provide assistance to their respective parents in understanding the topics listed above, in the following ways:

- Parent-teacher conferences
- Meetings with administrators to discuss these and other topics

- Written explanations and score interpretations of mandated assessments
- Parent presentations on requirements of Title I regarding Parent Involvement and related services

The **Rockaway Borough 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 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 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;

- Holding presentations regarding the implementation of Title I services as well as any new curricular programs, initiatives and offerings whether school specific or district wide
- Sponsoring Parents' Information Night regarding the use and integration of technology into Title I programs and everyday curriculum
- Creating and sharing resources as well as tutorials with parents to help them better support their children both at home and at school
- Through discussions held at traditional Back to School presentations, Parent Teacher conferences and informal parent meetings with teachers or grade level teams

C. 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:

- Discussing relevant strategies during monthly faculty meetings regarding the value of parent contributions and how to work with parents as equal partners
- Educating new/novice teachers in the importance of working with parents as part of the Beyond Mentoring program
- Sharing timely current research and journal articles with the staff as a whole whenever possible
- Creating guidelines for parent involvement designed to aid teachers and other staff members in reaching out to, communicating with, and working with parents as equal partners. The plan calls for encouraging parents to take an active role as advocates for their children and to participate in the parent-teacher meetings.

D. The school/district will, to the extent feasible and appropriate, coordinate and integrate parental 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 resource centers, that encourage and support parents in more fully participating in the education of their children, by;

- Creating a Kindergarten Boot Camp program with Title I funds to help transition incoming and identifiable students with targeted help prior to their start in kindergarten
- Coordinating with Early Intervention in identifying and transitioning possible Preschool students
- Working collaboratively with the school district to explore and find creative solutions for funding for potential preschool students

E. 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;

- Provide written materials and communications in English and other targeted languages. If not, provide links for translation.
- Whenever possible have translators available in the front office of each building and for Parent meetings.

6. The **Rockaway Borough School District** will coordinate and integrate parental involvement strategies under Title I with parental involvement strategies under the following programs and agencies such as Early Intervention and Head Start by...

- Arranging periodic and timely meetings with program/agency coordinators once students have been identified.
- Sharing pertinent information with parents in regards to future Title I services and programming
- Provide all parties with written materials and resources to aide transitions and delivery of services

7. The **Rockaway Borough 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 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.

- The BSI/WIN coordinator in each district school sends out program evaluations and surveys both at the beginning of the school year and then again at the end of each academic year.
- Building principals also seek input from parents in regards to targeted before and after school programs (Ready, Set, Go, After the Bell and W.I.S.E)
- Feedback and input is used regularly to drive programming as well as improve communication and delivery of information and

8. The **Rockaway Borough School District** will take the following actions to involve parents in the process of school review and improvement:

Throughout the year, parents are asked to provide the schools and the district with feedback regarding Title I and intervention services through surveys, group meetings and individual conferences with teachers, interventionists and administration. Information gathered is then shared with the Title I coordinator, the lead interventionist, all designated interventionists, classroom and content area teachers and all levels of administration.

PART IV. DISCRETIONARY DISTRICT/SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

The District/School Parental Involvement 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 parental involvement activities, including transportation and child care 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 parental 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 who are unable to attend such conferences at school.
- Adopt and implement model approaches to improving parental involvement;

- Establish a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs.
- Develop appropriate roles for community-based organizations and businesses in parent involvement activities.
- Provide other reasonable support for parental involvement activities under this section as parents may request.

PART V. ACCESSIBILITY

In carrying out the parental involvement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with 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.

- Materials and information are distributed in everyday common language terms.
- Acronyms are spelled out and educational vernacular and academic language are rarely used.
- Written flyers and correspondence when possible are translated for parents who speak a language other than English, if it is a dominant language at the school/district site.

PART VI. ADOPTION

This District/School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I programs, as evidenced by **meeting minutes and parental feedback.**

This policy was adopted by the **Rockaway Borough School District** on **7/17/18** and will be in effect for the period of **the 2018-19 school year.** The school district will distribute this policy to all parents of participating Title I children on or before **October 31, 2018.**

Phyllis Alpaugh

Signature of Title I Authorized Representative

July 17, 2018

(Date)