

# SECTION 7: DISTRICT PARENT AND FAMILY ENGAGEMENT POLICY

*(Required for All Title I Districts)*

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**Directions:** All Title I districts are required to develop a **District Parent and Family Engagement Policy** that meets the parental involvement requirements of Title I. The District Parent and Family Engagement Policy should describe how your district will plan and implement effective parent involvement activities and/or strategies to improve student academic achievement and the performance of schools in the district.

Note:

- *Any activities/strategies involving parents described in the action plans should also be included in the District Parent and Family Engagement Policy.*
- *The signatures of constituency representatives on the District Leadership Team Signature Page indicate that consultation has occurred in the review, development, implementation and adoption of the District Parent and Family Engagement Policy.*
- *The Superintendent's signature in Section 2: District Leadership Team (DLT) Signature Page certifies the DLT's adoption of the District Parent and Family Engagement Policy.*
- *The District Parent and Family Engagement Policy is in effect and adopted for a period of two academic years from the date of adoption and is reviewed once every academic year.*

## COMMUNITY SCHOOL DISTRICT 26

### DISTRICT WIDE PARENT AND FAMILY ENGAGEMENT POLICY 2018-20

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Educational research consistently shows positive correlation between parental involvement and student achievement. Therefore, the overarching goals of the District 26 Policy include:

- Building a home-school partnership to assist parents in acquiring effective parenting skills.
- Providing parents with information, training, and opportunity to become involved effectively in planning and decision making.
- Supporting social and emotional well-being and overall family mental health.
- Increasing parent awareness and understanding of their role in enriching education and improving student achievement.
- Developing positive family attitudes toward the school community as a whole.

The District 26 Family Leadership Coordinator and Family Support Coordinator will plan and facilitate numerous parent involvement opportunities, disseminate pertinent information from the Department of Education to all parent-involved groups (Parent Coordinators, Community Educational Council, Presidents' Council, District Leadership Team, Parent Advisory Council) and provide assistance when needed, effectively

respond to 311 Service Requests in a timely manner, and serve as liaisons between parents and the superintendent.

## PART I: GENERAL EXPECTATIONS

Community School District 26 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, Part A programs, consistent with section 1116 of the Every Student Succeeds Act (ESSA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents and families of participating children.
- Consistent with section 1116, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1116(b)(1) of ESSA, and each include, as a component, a school-parent compact consistent with section 1116(d) of ESSA.
- The school district will incorporate this district wide parent and family engagement policy into its District Comprehensive Educational Plan developed under section 1112 of ESSA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of ESSA 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 Comprehensive Educational Plan, developed under section 1112 of ESSA, 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 New York State Department of Education.
- The school district will provide additional guidance to ensure that schools involve the parents of children served in Title I, Part A programs in decisions about how the one percent (minimum set-aside) of Title I, Part A funds reserved for parental involvement is spent in support of the activities articulated in the school's Parent and Family Engagement Policy.
- 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, guardians, persons in parental relationship and foster parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-

1. that parents play an integral role in assisting their child's learning;
2. that parents are encouraged to be actively involved in their child's education at school;
3. 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
4. the carrying out of other activities, such as those described in section 1116 of ESSA

## PART II: DESCRIPTION OF HOW THE DISTRICT WILL IMPLEMENT REQUIRED DISTRICT-WIDE PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

Community School District 26 will with the assistance of its schools take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of ESSA in support of schools receiving Title I funds:

1. Assign a dedicated district staff member to act as a liaison to Title I schools and coordinate technical assistance, guidance, and support, as needed, under the direction of the Community Superintendent and in collaboration with the Office of State/Federal Education Policy and School Improvement Programs to ensure that schools are aware of these requirements;
2. Ensure that a District Leadership Team is formed in compliance with the requirements of Commissioner's Regulation 100.11 and current Chancellor's Regulation A-655 and includes the appropriate representation from parent leadership or their designees; and
3. Facilitate the establishment of a District Title I Parent Advisory Council to ensure Title I parent representation from all Title I schools including high schools and active participation on the District Leadership Team in the development of the District Comprehensive Educational Plan (DCEP), District 100.11 Plan, including the District Parent Involvement Policy.
4. Facilitate the annual review and evaluation of the District Parent and Family Engagement Policy to determine the effectiveness of the policy and make revisions when necessary to improve the policy and the quality of parental engagement

Community School District 26 will take the following actions to involve parents in the process of school review and improvement under section 1114 (b) of ESSA:

- Provide timely access to information regarding ESSA requirements, made by schools, low performing schools, teacher qualifications, and other critical information related to Title I programs and school improvement initiatives to local leadership structures that represent parents and families such as: District Leadership Teams, Community and Citywide Education Councils, Borough and District Presidents' Councils, and Title I District Parent Advisory Councils (if applicable) at regularly scheduled public meetings, and through the school or district website (if applicable).
- Inform parents of the process describing how and why schools are identified for school improvement interventions; and
- Provide parents of children attending such schools with the following information in a timely manner:
  1. An explanation of what the identification means, and how the school compares in terms of academic achievement to the other elementary, intermediate or secondary schools served by the District and the State educational agency involved;
  2. The reasons for the identification;
  3. An explanation of how the parents and family members can become involved in addressing the academic issues that caused the school to be identified for school improvement;
- Publish and disseminate to parents and to the public, information regarding any actions taken by the District to address the problems that led to the identification of school for improvement, including:
  1. An explanation of what the District is doing to address the problem of low achievement;
  2. An explanation of the school is doing to address the problem of low achievement; and,
- Provide parents with information on the professional qualifications of teachers and paraprofessionals.

Community School District 26 will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective programs, activities and procedures for the involvement of parents and family members to improve student academic achievement and school performance:

- Schools and District Support Staff will provide professional development training to teachers, pupil services personnel, principals, and other staff 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.
- Support the formation of schools Parent Advisory Councils.
- Ensure that the information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.

- Ensure that consultation/collaboration take place between school and parents.

Community School District 26 will coordinate and integrate parent and family engagement strategies under Title I Part A programs by:

- Collaborating with schools and their Borough Office, and external partners (e.g., Community-Based Organizations) to conduct extensive outreach to parents and families providing Pre-K information regarding enrollment, program standards, comprehensive services, school-age programs and other specific supports as requested by the parent or family;
- Encouraging and supporting parents as equal partners in full participation in the education of their children by collaborating on the tools and resources necessary for student achievement and success;
- Assisting parents in understanding the importance of the home-school connections;
- Working with classroom staff/teachers to engage and support parents in building their capacity to support their children's education including sharing of student information with parents (e.g., results of initial assessments and ongoing monitoring of student progress);
- Providing for the health and well-being of their children including, but not limited to the importance of structure, nutrition, health, hygiene/moral, and socio-emotional needs;
- Offer flexible meeting times for parents, such as meetings in the mornings, or evenings to accommodate parent schedules;
- Facilitating the translation of information and other resources in the dominant languages spoken by parents.

Additionally, the District will support parents of all schools (Title I and non-Title I) and:

- Offer assistance and support to the District Leadership Team, Presidents' Council, Parent Teacher Associations and Community District Education Council as needed.
- Request support and technical assistance from the School/District Improvement Liaison (SDIL), the Senior Grants Officer, and/or Queens Borough Office as needed.
- Provide parent workshops to all Parent Associations on NYC DOE Excellence and Equity initiatives, college and career readiness, and teaching and learning strategies.
- Host a district informational Meet & Greet for parents and parent leaders at the beginning of the school year.
- Continue to build digital communication and outreach by maintaining, updating, and expanding the parent email contact list, District 26 website ([district26.org](http://district26.org)), and Twitter accounts (@D26Team).
- Support school leaders/principals in ensuring all aspects and requirements are transparent to the community as outlined in Chancellors Regulations A-655 and A-660.
- Support school-based efforts to offer curricular workshops, encourage parent-teacher dialogue, and teach home-school extension activities to help parents raise their children's achievement levels.
- Continue to provide guidance and technical assistance to schools on the implementation of the Translation and Interpretation Policy. Most of the critical communications that need to be translated are provided by the NYC Department of Education. Other important district and school documents will need to be translated by the district or school. Specific questions relating to the Translation and Interpretation Policy can be directed to the Translation and Interpretation Unit at 718-752-7373 or [translations@schools.nyc.gov](mailto:translations@schools.nyc.gov).
- Continue to provide translation and interpretation opportunities for parent events whenever possible. Translation of district materials, and interpretation services at district events, is made available in Mandarin, Cantonese, Korean, Spanish, Bengali, Arabic, and Urdu when necessary or upon request.
- Encourage school-level parental involvement by assisting schools in:
- Establishing Parent Teacher Associations
- Crafting school-parent compacts

- Developing Parent Involvement Policies
- Maintaining 50% parent representation on School Leadership Teams
- Encouraging and facilitating maximum levels of parent volunteerism

The District 26 Family Coordinators plan and implement the Parent Involvement Program and work collaboratively with the district Community District Education Council, Presidents' Council, Parent Associations, and School Leadership Teams to ensure parents' rights and needs are being met. The District 26 Family Coordinators and the Superintendents Office staff meet with these parent groups to assess, plan, evaluate and improve: the District Parent and Family Engagement Policy and the District Comprehensive Educational Plan in order to ensure the instructional programs meet our students' needs and that parents are able to play an active role in helping our schools reach these goals.

Communications to be disseminated to all parents include, but are not limited to:

### **Written Communications**

- District Leadership Team Meeting Notices
- Community District Education Council Meeting Notices
- Selection criteria for various schools and programs
- Application forms/acceptance letters for schools and programs
- Kindergarten and Pre-K registration information
- Gifted and Talented testing information
- Middle school articulation and application information
- High school application information
- Student placement notices
- Registration and admission information
- Parent option letters for newly-enrolled ELLs
- Notice of continuation/discontinuation of Bilingual/ENL services
- Notices of Special Education rights, meetings, hearings, and testing notification
- Parent–Teacher conferences dates
- Report cards
- Promotion/retention letters
- Academic Intervention Services letters
- Summer School letters
- Summer academic and recreational program information
- Suspensions and hearings, and decision/disposition letters
- Letters concerning discipline
- Beacon Programs and Beacon Program registration information
- District parent workshop information
- Translation available from Translation and Interpretation Unit
- Safety notices

### **Oral Communications**

- Parent-Teacher Conferences
- Meetings with school personnel about educational progress or disciplinary issues
- Committee on Special Education (CSE) and team meetings attended by parents
- Emergency notifications
- 311 Service Request response and follow up
- Community District Education Council meetings
- District-wide parent meetings
- District Leadership Team meetings

- District parent workshops
- Parent Association meetings
- Professional Development for PTA executive boards

Community School District 26 will take the following actions to conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of its Title I, Part A 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 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 evidence-based strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parent and family engagement policy.

- Community School District 26 shall provide, to the extent feasible, full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language the parents can understand.
- Annual presentation of the Parent and Family Engagement Policy in a format and, to the extent practicable, in a language the parents can understand to the District Leadership Team, President's Council, District Parent Advisory Council and Community Education Council.
- Involve parents and family members, in an organized, ongoing, and timely way the opportunity to review and respond in writing to the Parent and Family Engagement Policy evaluating its content and effectiveness.
- Community School District will use the findings of the evaluation about its parent and family engagement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary, with the involvement of parents in its parental involvement policies.

A. Community School District 26 will build the schools' and parents' capacity for strong parent and family engagement, in order to ensure effective involvement of parents and family members and to support a partnership among the schools involved, parents, and the community to improve student academic achievement and school performance, through the following activities specifically described below:

Community School District 26 will, with the assistance of its Title I, Part A schools, provide assistance to parents and family members of children served by the school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph –

1. the State's academic content standards,
  2. the State's student academic achievement standards,
  3. the State and local academic assessments including alternate assessments,
  4. how to monitor their child's progress, and how to work with educators:
- Provide assistance to parents and family members in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local assessments, the requirements of Title I, Part A and how to monitor a child's progress and work with educators to improve the achievement of their children.

- Provide materials and training to help parents and family members work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parent and family engagement.
- Provide monthly professional development for Parent Coordinators in order to turn-key academic, social, and emotional issues to parents in their schools.
- Provide training for parents and parent leaders of Parent Associations, Parent-Teacher Associations, School Leadership Teams, Title I Parent Advisory Councils, District and Borough Presidents' Councils, District Leadership Team, District Parent Advisory Council and Community Education Council.
- Provide such other reasonable support for parental and family engagement activities (e.g. college and career readiness) under section 1116 as parents may request.

B. Community School District 26 will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement by:

- Training Parent Coordinators in strategies and resources to provide assistance to parents in order to support academic and non-academic growth;
- Offering access to districtwide training for parents regarding the use of technology, and web based accountability tools; and
- Providing access to space, where feasible, to support parenting and adult education classes (e.g., ESL, Computer, and job readiness).

C. Community School District 26 will, with the assistance of its schools and parents, support 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:

- Encouraging Principals to spearhead parent involvement initiatives in their schools.
- Training Parent Coordinators to collaborate with various personnel in their schools.
- Meeting monthly with Parent Coordinators to review ideas and share best practices on how to effectively work with parents.

D. Community School District 26 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, 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 center, that encourage and support parents in more fully participating in the education of their children, by:

- Working with teachers and parents to focus on the transition from Pre-school to Kindergarten.
- Providing opportunities for transitioning to school through parent workshops, conferences, school visitations, Open House, and volunteering in the classroom.

E. The school district will take the following actions to ensure that 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 for effective parent communication by giving sufficient notice of district schedules for parent-teacher conferences, school and district reports, and citywide initiatives in a format and, to the extent practicable, in a language the parents can understand.

- Allocation of funds from the Department of Education to eligible schools for supplemental translation and interpretation services for Limited English Speaking parents.
- Access to the New York City Department of Education Division of Multilingual Learners website so parents have access to citywide and regional events as well as translated materials.

### **PART III: DISCRETIONARY DISTRICT WIDE PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

District 26 is committed to meaningful parent involvement and will put in to operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1116 of the Every Student Succeeds Act (ESSA). In doing so, the District will:

- Actively involve parents and family members in planning, reviewing and improving the District’s Title I and parent and family engagement programs;
- Provide for effective parent-school communications by giving sufficient notice of schedules for parent-teacher conferences, frequent reports to parents, and citywide initiatives;
- Utilize native language when providing training, sending reports and information and communicating with non-English speaking parents;
- Support all aspect of parent involvement through the Parent Coordinator; and
- Conduct an annual evaluation of the District’s Parent and Family Engagement Policy and where appropriate, a review of instructional programs

### **PART IV: ADOPTION**

This District Parent and Family Engagement Policy for Community School District 26 has been developed jointly with, and agreed on with, parents and family members of children participating in Title I, Part A programs, as evidenced by district-level meeting notices, attendance sheets, minutes, feedback forms and/or surveys from meetings where the District Parent and Family Engagement Policy was shared and discussed. This evidence will remain on file in the district office and be subject to review and/or by city, State or federal officials or their representatives.

This policy was adopted by the District Leadership Team for Community School District 26 on December 7, 2018 and will be in effect for the period of two (2) years. The school district will distribute this policy to all parents of participating Title I, Part A children and all non-Title I schools in the dominant languages spoken by parents in District schools receiving funds under Title I, Part A and those not receiving funds on or before June 30, 2019. The final version of this policy will also be included as an attachment to the DCEP and be translated in the dominant language spoken by parents in District 26.