

Section 7: District Parent Involvement Policy (DPIP)

(Required for All Title I Districts)

Directions: All Title I districts are required to develop a **District Parent Involvement Policy (DPIP)** that meets the parental involvement requirements of Title I. The DPIP 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 Involvement 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 Involvement Policy.*
- *The Superintendent's signature in Section 2: District Leadership Team (DLT) Signature Page certifies the DLT's adoption of the DPIP.*
- *The District Parent Involvement 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.*

District 26 Parent Involvement Policy (DPIP)

COMMUNITY SCHOOL DISTRICT 26
PARENT INVOLVEMENT POLICY 2017-2019

District 26's Parent Involvement Policy strengthens the link between our schools and our community by keeping parents informed, engaged, and aware of all aspects relating to their child's public school experience and actively involving parents in essential planning and decision-making processes on both school and district levels. With an acknowledgement of the unique diversity of Northeast Queens, our policy is designed to support all parents. Parents are encouraged to participate on School Leadership Teams, Parent Associations, Presidents' Council, and as members of the District's Leadership Team.

The District 26 PIP is aligned to the fifth element of New York City Department of Education's Framework for Great Schools, Strong Families and Community Ties. It was crafted in response to a careful assessment of our families' needs and an evaluation of the effectiveness of previous District Parent Involvement Programs. The District 26 PIP was developed in collaboration with Presidents' Council and parent members of the District Leadership Team, all of whom were consulted and asked to survey their constituents for input.

Educational research consistently shows positive correlation between parental involvement and student achievement. Therefore, the overarching goals of the District 26 PIP 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) and provide assistance when needed, effectively respond to 311 Service Requests in a timely manner, and serve as liaisons between parents and the superintendent.

Parent Coordinators, assigned to individual schools, will serve as liaisons between the school and the community. Parent Coordinators will provide parent workshops based on the assessed needs of the parents at each school site. The workshop topics may include: parenting skills, social and emotional wellness, ENL support, adult education, CCLS, new curriculum materials, and curriculum based workshops to build parents' capacity to help their children at home. Parent Coordinators will assist in evaluating the effectiveness of the District Parent Involvement Program.

The elements of our Parent Involvement Program range in scope and intensity to meet the changing and diverse needs of all District 26 families. To achieve our 2017-2019 DPIP goals, District 26 will:

- Actively involve parents in planning, reviewing, and improving the funded programs and Parent Involvement Policy of the district.
- Address concerns by parents regarding state and federally funded programs at the District Leadership Team meetings.
- Encourage electronic communication to be sent to superintendent@district26.org and written parent communications regarding schools to be sent to:

Community School District 26
Ms. Danielle Giunta
Community Superintendent
61-15 Oceania St.
Bayside, NY 11364

- 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 Field Support Center 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), and Twitter and Instagram 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.

- 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 SDIL meet with these parent groups to assess, plan, evaluate and improve: the District Parent Involvement 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

Communications to be disseminated to 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 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

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
- Parent Association meetings

ADOPTION

This Parental Involvement Policy for Community School District 26 was developed with the collaboration and approval of parent members of District Leadership Team and Presidents' Council as evidenced by district-level meeting notices, attendance sheets, minutes, feedback forms, and/or surveys from meetings where the District Parent Involvement Policy was shared and discussed. This evidence will remain on file in the district office and be subject to review and/or audit 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 1, 2017 and will be in effect for the period of two years. The final version of this policy will be included as an attachment to the DCEP. It will be translated into the dominant languages spoken by parents in District 26 and distributed to all schools and Presidents' Council on or before June 30, 2018.