

Parent Involvement and Mandated Documentation, USODE 34 CFR Part 200

Title I Parent Involvement Requirement in ESEA-NCLB for notifying parents of the status of the schools their children attend and their parental options can be found at:

<http://www.state.nj.us/education/title1/program/parent/>

District-Level Parent Involvement Policy

The Trenton Board of Education **Parental Involvement Policy** is posted for parents and community on the Trenton District Website under the Board of Education webpage. The district website provides Google Translation for the convenience of users of languages other than English.

The Parental Involvement Policy and other related policies are posted on the District Website under the Grants and Funded Programs webpage. The District Wide Parental Policy will also be directly disseminated to parents during district level parent/community meetings and events, and will be available for distribution at district central office public reception area.

School-Level Level Parent Involvement Policy

All district schools are designated Title I School Wide Programs and as such provided Title I funded programs, services and activities. Each district school will have a written **Parental Involvement Policy**, developed/updated in collaboration with parents of students and disseminated annually within four weeks of the beginning of the school year. The school principal will maintain and report to the district evidence of parent input in the development of the policy. The school policies will be distributed to parents and posted on the school website which includes Google Translation for parents needing document format in language (s) other than English.

The entire parental involvement policy will be directly disseminated to parents including by at least one of the following means: school-parent handbook, parent newsletter, parent calendar, parent conferences, meetings, and events, and also available for distribution at the school office.

Sample School Involvement Policy can be found on the NJDOE website at:

<http://www.state.nj.us/education/title1/program/parent/>.

A **School-Parent Compact**, will be developed jointly between each district school and parents of students who are enrolled in each district school, K-12 within four weeks of the beginning of the school year. The compact will also be disseminated and available to parents of students within the four week timeline. The compact defines the shared responsibility for improving student academic achievement. The school principal will maintain and report to the district evidence of parent input in the development of the compact, as well as, evidence of dissemination methods.

Sample School-Parent Compact can be found on the NJDOE website at:

<http://www.state.nj.us/education/title1/program/parent/>.

Each district school will convene a **Title I Annual Meeting** to inform parents of the status of the schools their children attend and their parental options as outlined on the NJDOE website:

<http://www.state.nj.us/education/title1/program/parent/>:

1. **Right-to-Know**-- Under Title I, parents must be notified at the start of each school year of their right to request information about the professional qualifications of their children's teachers (Parents' Right-to-Know). The 2015-2016 district letter is distributed to all schools and posted on the district website.

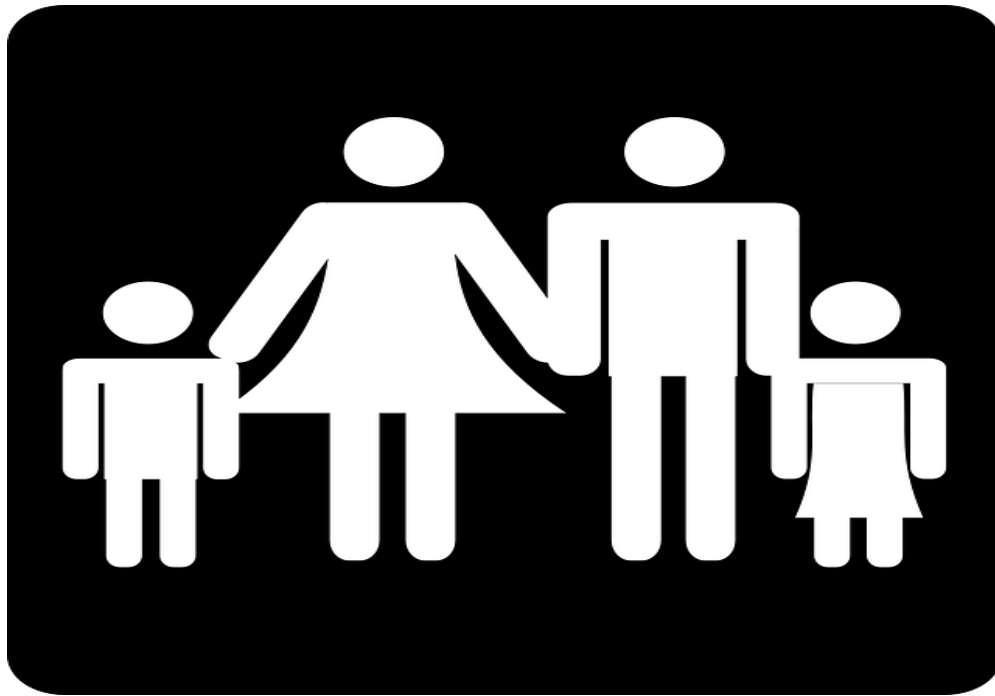
2. **Limited English Proficient:** Parents must be notified within thirty (30) days of the start of the school year if their child has been identified as limited English proficient and in need of English language instructional services. Notification must be in a language that parents will understand as outlined on the NJDOE website: <http://www.state.nj.us/education/bilingual/title3/accountability/notification/letters/>

3. **Program Information:** Schools must provide parents of students selected for Title I services with information on the following: 1) Title I programs; 2) the school's curriculum; 3) assessment measures; and 4) their children's proficiency level.

Each monthly school/grade level Parent Newsletter and PTO or PTA or PTSA will also review one or more of the above Title I Program information items as stated above. These are also items reviewed during School Leadership Team Meetings and parent/teacher conferences and meetings.

Document within the staff evaluation process these opportunities when Title I Program information is reviewed by staff with parents as partners—sign-in forms and logs or meeting minutes or follow-up communication.

4. **Parent workshops:** The district and schools in coordination with Title I Program sponsor Parent Workshops during the school year hosted at various district schools and sites to support school improvement.



ESEA/NCLB Title I, Part A

Parent Involvement Program Requirements and Federal Funding

FY2016 Funding Table By Location Provided

(Excerpted from: NCLB Title II, Part A, NJDOE Reference Manual and

Trenton Board of Education (TBOE) Consolidated ESEA/NCLB Plan, 2015-16)

I. PURPOSE

Parent involvement is one form of family and community engagement under ESEA Section 1118. The Title I statute defines the term "parental involvement" as the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities. The program applies to all Trenton District Schools with at least 1% reserve of Title I allocations over and at least 95% of the reserve allocated to the school building-level parent involvement activities.

II. PROGRAM CRITERIA

There are certain requirements within ESEA/NCLB for notifying parents of the status of the schools their children attend and their parental options and rights.

Each of the following required elements are responsibilities at the District- and/or School-Level, K-12, within four weeks of the beginning of the school year, and not later than the first week of October.

Each school will communicate Title I Parent Information as part of the School Website, Parent Calendars, Parent Handbooks, and Parent Newsletters; post in school areas that are highly visible; and disseminate during parent meetings and events, conferences, etc.

A notebook with copies of NCLB Parent Involvement requirements documenting notification including copies of documents and event flyers with date distributed; parent meeting agendas, minutes, sign-in sheets; and parent conference/visitation logs with check box indicating Title I information provided. This documentation is to be maintained and readily available during district walkthroughs and Title I monitoring.

III. REQUIRED PARENT NOTIFICATION

- District-Level Parental Involvement Policy [TBOE Policy 2415.04 (M)]
- School-Level Parental Involvement Policy [TBOE Policy 2415.04 (M)]
- School-Parent Compact [TBOE Policy 2415.04 (M)]
- Title I Annual Meeting [TBOE Policy 2415 (M)]
- English Language Learners Program Notification with 30 days of the start of the school year or enrollment [TBOE Policy 2423 (M)]
- Parent's Right-To-Know Letter (2), Initial and Follow-up Letters [TBOE Policy 2415.03 (M); 2115.20 (M)]
- Unsafe School Choice Option [TBOE Policy 2415.06]

TBOE policies at:

http://www.trenton.k12.nj.us/pages/TrentonPublicSchoolDistrict/District/Board_of_Education/Board_Policies

Resources for these requirements and sample documents can be found at:

<http://www.state.nj.us/education/title1/program/parent>;

<http://www.ed.gov/family-and-community-engagement>.

Disclaimer: The pages and documents posted on state and federal education sites include links to information created by other public and private organizations. These links are provided for the user's convenience. TBOE does not control or guarantee the accuracy, relevance, timeliness, or completeness of this non-TBOE information. The inclusion of these links is not intended to reflect their importance, nor is it intended to endorse views expressed, or products or services offered, on these non-TBOE sites.

IV. ALLOWABLE USE OF FEDERAL FUNDS

The following Parent Involvement activities are "allowable uses" of funds budgeted under Trenton's FY2016 Title I-A Plan:

1. Parent Incentives

- a. To encourage parents of students enrolled in Title I Schools [all district school-12] to participate in school activities in the evening, district or district school may use Title I funds to provide light refreshments.
- b. ESEA Section 1118(e)(8) authorizes school districts to use Title I funds for "parent-related" activities that are reasonable and necessary for expenses associated with parental involvement activities to enable parents to attend "school-related" meetings and training sessions, including promotion of family literacy and developing parenting skills.

2. Student Incentives after all Title I parent involvement calendar activities are funded.

- a. The USDE has indicated that an LEA may use title I funds to provide "non-monetary" rewards of "Nominal" value (e.g., a book) in an effort to recognize Title I students for academic achievement.



EXAMPLES OF ALLOWABLE INCENTIVES USING TITLE I FUNDS	EXAMPLES OF NON-ALLOWABLE INCENTIVES USING TITLE I FUNDS
<p>a. Providing copies of randomly distributed “nominal” door prizes as an incentive for parents to attend a Title I meeting and training [not to exceed \$25.00 per single item] related to SMART Goals and strategies</p> <p>b. Books to create a lending library collection for parents; resources for parent training sessions</p> <p>c. Distributing gift certificates to a “school book fair” as an incentive for students to read. If a gift certificate is provided, it must be reasonable and nominal [not to exceed \$25 per single item]</p> <p>d. Parent incentives including light refreshments, to attend “school-related” Title I stakeholder group quarterly planning and training sessions [not to exceed \$100 per single item]</p> <p>e. Parent involvement activities examples are: family literacy training, parenting skills building, meetings for planning/developing/evaluating Title I programs, professional development for parents to enable all children to meet State performance standards</p>	<p>f. Giving away bikes, CD players or other high priced items as an incentive for increased attendance</p> <p>g. Giving cash or stipend to students, i.e., who read a specific number of books or complete a project. It is NEVER allowable to distribute cash or stipends to students or parents using Title I funds</p> <p>h. The use of federal funds is specifically prohibited for entertainment, including amusement, diversion, and social activities and any cost associated with such costs (i.e., tickets to shows or sports events, lodging, rentals, transportation, and gratuities) [OMB Circular A-87, Attachment B.14]</p> <p>i. Using multiple incentives for many different activities.</p>

V. PARENT INVOLVEMENT PROGRAM DOCUMENTATION

Parental Involvement Program Documentation/Evaluation/Requisition* for both school-level and district-level expenditures must:

- A. *State alignment to school improvement plan SMART Goal and/or strategies, i.e., SMART Goal 3, Strategy 1
- B. Explain how the expenditure is reasonable and necessary to carry out the purpose and requirements of the program, i.e., guidelines, policies.
- C. *State allowable use as defined above: (1) Parent Incentive or (2) Student Incentive

VI. PARENT LIAISON PARAPROFESSIONAL REQUIREMENTS, ESEA SECTION 1119(g)

Parent Liaison paraprofessional stipends are funded according to Trenton District contractual agreement to conduct school-level activities directly related to parent involvement activities and under the supervision of the school building principal.

Each Title I School with a parent liaison position is allocated a \$550 stipend amount.

Each payroll voucher shall provide the following attachments: a completed Federal Program Time-Effort Report, dated agenda/flyer with corresponding parent sign-in sheet (s). All program documents will also be maintained by the school building principal.

VII. APPROVALS FOR REQUISITIONS AND PAYROLL VOUCHERS

The Office of Grants and Funded Programs will be the first line of approval for all

Budget items referenced (1) Parent Liaison Stipends and (2) Incentives as per GAAP Codes provided in a separate attachment. Please submit vouchers and requisitions with appropriate documentation to our district office located off the District Central Services Building Lobby. Do not obligate funds without following District Purchasing Procedures that require a TBOE Requisition and Purchase Order.

Please submit to the Office of Grants and Funded Programs a Personnel Action Request (PAR) to name the School Parent Liaison employee so that TBOE approval can be provided for 2015-16 and prior to scheduling stipend activity.

Please forward questions or comments to Everene Downing, Grants and Funded Programs, at edowning@trenton.k12.nj.us.