



Introduction to Title I, Part A Parent and Family Engagement for New Jersey Parents and Families

Companion Guide

We recommend you watch the video “Introduction to Title I, Part A Parent and Family Engagement for New Jersey Parents and Families.” The video introduces you to Section 1116 of the Elementary and Secondary Education Act (ESEA), which explains districts’ and schools’ responsibilities in supporting Parent and Family Engagement. Then, use this guide to confirm you’ve received Title I, Part A notifications and to gather questions or reflections related to the notifications and Parent and Family Engagement activities.

Key Terms in the Video

Title I, Part A is a federal program that provides schools and districts with additional funding to help academically at-risk students meet state learning standards. Your school’s Title I, Part A programs provide resources and additional academic opportunities for students who need support in meeting New Jersey Student Learning Standards (NJSLS).

Targeted Assistance Programs use Title I funds to provide extra academic support to students who are identified through objective, educationally related criteria as needing enrichment to strengthen their learning.

Schoolwide Assistance Programs provide Title I services to *all* students in a school.

Parent and Family Engagement is the participation of parents and families in helping their children succeed in school. Activities can include staying informed through school communications; participating in meetings, committees, or advisory groups; and directly participating in their child’s learning at school, home, and beyond the classroom. This can improve students’ academic achievement, strengthen schoolwide practices, and help meet the needs of students and the broader school community.

Language Instruction Educational Program (LIEP) helps Multilingual Learner (ML) students to develop and attain English language proficiency while meeting or exceeding the NJSLS in academic content areas. MLs in a LIEP develop proficiency in the English language while they develop skills and knowledge within the academic content areas. A LIEP includes services that all MLs are entitled to receive, such as “programs of bilingual education” pursuant to N.J.S.A. 18A:35-16 and instructional alternative programs.

Confirm You've Received Title I, Part A Notifications

Look at this list and check off the notifications you have received. If you haven't received any of them within the first month of the school year, you may contact the school front office or your child's teacher.

- ☐ Targeted Assistance Program Eligibility (if your school has a Targeted Assistance program)
- ☐ District-Level Parent and Family Engagement Policy (may include directions on how to find the policy)
- ☐ School-Level Parent and Family Engagement Policy (may include directions on how to find the policy)
- ☐ Annual Title I Meeting (including the date and time of the meeting)
- ☐ Parents' Right-to-Know Letter
- ☐ School-Parent Compact
- ☐ Title I Multilingual Learner Parent Notification (only if your child has been identified for placement in a LIEP)
- ☐ Military Opt-Out Letter (only for those with a child in eleventh and twelfth grade)

Review Your District-Level Parent and Family Engagement Policies

Find your school district's Parent and Family Engagement Policy online. If you are unable to find it, ask your school's staff where it is located. Review it and write down questions you have about the district's Parent and Family Engagement Policy.

Review Your School-Level Parent and Family Engagement Policies

Read the school's Parent and Family Engagement Policy and answer the following questions:

- What questions do you have after reading the policy?
- How can you get the answers? For example, send your questions by email, ask them during a conference, or request a one-on-one meeting.
- What would help you feel more confident and supported in being involved in their children's school activities, decision making, and learning experiences?
- How can you share your suggestions with teachers or school administrators?

Plan for the Annual Title I Meeting

When will your school hold its Annual Title I Meeting(s)? If there’s more than one option, which one can you attend? If you’re unable to attend, let the school know and ask how they will share information from the meeting with you.

Before the Annual Title I Meeting

What do you want to know about the school’s Title I program, its academic goals, and how children are assessed? What do you want to know about the school’s Parent and Family Engagement Policy?

After the Annual Title I Meeting

Reflect on what you learned:

- What information was new to you about your school’s Title I program? Was anything unclear?
- What did you learn about Parent and Family Engagement?
- Which activities or opportunities would you like to learn more about? Which would you consider helping with in the future?
- How can you tell teachers or school administrators that you want to participate?

Review the Parents' Right-to-Know Letter

When reading the Parents' Right-to-Know letter, consider the following questions:

- Who is/are your child's teacher(s)?
- What questions do you have about their role, experience, or qualifications?
- What information about your child, such as strengths, interests, or learning needs, would you like to share with teachers and school leaders to help them support your child?
- How would you like to share this information?

Review the School-Parent Compact

Read the School-Parent Compact and reflect on the following:

- List any **school responsibilities** you would like to better understand. You might think about areas such as curriculum and instruction, parent-teacher conferences, reports on your child's progress, access to staff members and teachers, and volunteer opportunities.
- List any **parent or family responsibilities** you would like more information about or would like to discuss with a staff member. You might consider topics such as attendance, homework support, screen time, classroom or school volunteering, having input into decisions about your child, communicating with the school, or serving on advisory groups or school committees. If you want to be more involved in your child's learning, ask the teacher for ideas that will build on their learning successes.
- List any **student responsibilities** you would like to talk about with your child, such as completing homework, meeting daily reading goals, or having a system for sharing school notices and information with you.

Review the Title I Multilingual Learner Parent Notification

If your child has been identified for LIEP services, your school is required to notify you within 30 days of the beginning of the school year or within two weeks if your child didn't start school on the first day. This notification should be in a language you can understand and will include the following:

- Why your child was identified for LIEP services.
- Your child's level of English proficiency.
- The type of program provided or method of instruction.
- How the program supports your child's learning.
- How your child can exit the program or choose another program, if available.

If your child has an Individualized Education Program (IEP), the school will tell you how the LIEP will work with and support your child's IEP. Parents and families may also access supports and resources related to special education rights and procedures through the New Jersey [Office of Special Education](#) and through organizations such as the [Statewide Parent Advocacy Network](#) (SPAN).

- What questions do you have about your child's IEP and LIEP services?

Review the Military Opt-Out Letter

If you have a child in eleventh or twelfth grade, you will receive a Military Opt-Out Letter and form. If you don't have an opt-out form, you can create your own letter to send to your local education agency. In most cases, this is your school. Locate your school's email address and provide the following information in your opt-out message:

- Name of the school district.
- Name of your child's school.
- Child's full name.
- Child's date of birth.
- The type(s) of recruiters you want to withhold your child's information from (military, postsecondary institutions such as colleges and universities, vocational schools, or other job recruiters).

Reflect on Building Capacity at Your School

The New Jersey Department of Education provides additional information about the many ways families can take part in their child's education. These opportunities include:

- Meeting and communicating with teachers and school staff members.
- Reviewing grades and monitoring your child's academic progress.
- Participating in advisory councils, school committees, or your local [parent-teacher association](#).
- Attending school events and activities.
- Volunteering in the classroom, on field trips, or at school events.
- Supporting learning at home through homework and other academic activities.

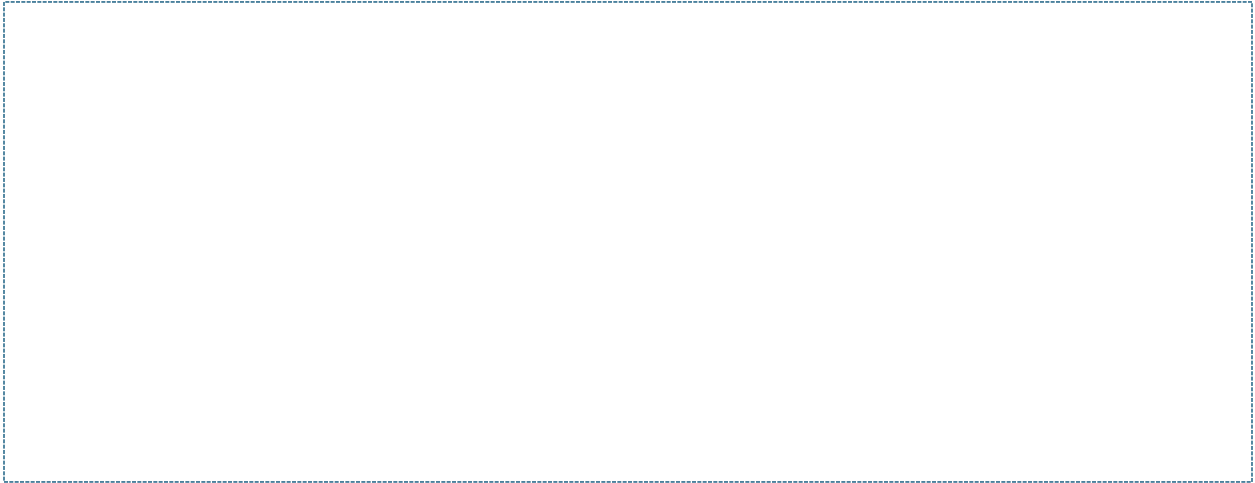
Under Title I, Part A, schools may do the following to support Parent and Family Engagement:

- Help you understand topics related to academic standards, assessment, and monitoring your child's work.
- Provide materials or training to help you work better with your child to achieve academic standards.
- Train teachers on engaging with parents and families.
- Coordinate programs and activities that encourage and support Parents and Family Engagement.
- Provide information to parents and families in a language they can understand.
- Involve parents and families in developing and/or delivering training for school administrators, teachers, and other parents and families.
- Provide literacy training.
- Hold meetings with parents and families at a variety of times or conduct some in-home conferences to maximize participation.
- Adopt different approaches to encouraging parent and family engagement.

- Establish districtwide parent and family advisory councils.
- Involve community-based organizations and businesses in parent and family engagement.

Take a moment to reflect on your strengths.

- What do you enjoy doing?
- What experiences or skills could you share with your school community?



Consider the types of activities you might want to participate in.

- What questions do you have about these activities that could help you decide whether they are a good fit for you?
- How can you share your interest with school staff members?

Tip: Reach out to a teacher or staff member to learn more about a committee or role you're interested in.

