



Fulfilling Title I Family Engagement Legislative Requirements During the COVID-19 Pandemic

Office of Student, Family, Community Advancement

Legislative Requirement	Options
<p>1116(c)(1) Convene an Annual Title I Parent Meeting at a time convenient to parents to inform parents of the Title I requirements and their right to be involved</p> <p><i>*This meeting must be conducted within the first six weeks of school</i></p> <p>Meeting Contents:</p> <ul style="list-style-type: none"> • What is Title I? <ul style="list-style-type: none"> ○ Intent and Purpose ○ Schoolwide vs Targeted • How does your school spend its Title I allocation? • How does Title I fit in with the School Improvement Plan (coordinated efforts)? • What are our curriculum and resources for each subject area? • How are our students assessed to measure progress? • What is our communication process with parents? • What is in our family engagement plan? • What is our family/school compact? • What do parents have the right to know? • Teacher and paraprofessional qualifications • Notice if teacher is not certified after four weeks of instruction • Student progress 	<ul style="list-style-type: none"> • Develop YouTube video and share link with families. • Record the annual meeting and share the recording • Offer virtual meetings • Conduct one on one virtual home visits • Offer multiple meetings with fewer attendees if the desire is to still conduct them in person • Host the meeting at a local church or community center, adhering to CDC guidelines • Provide required information in a brochure or other document coupled with a set time for a virtual Q&A session to answer parent questions • Develop a website with all the required information and opportunities (forms, surveys, blog, etc.) to gather parental input and allow parents to submit questions and have them answered <p>Reminder: Interpretation or translation must be provided in the languages that parents can understand.</p>
<p>1116(c)(2) Offer flexible number of meetings at times convenient to parents and provide transportation, childcare, or home visits as it relates to parent involvement</p>	<ul style="list-style-type: none"> • Offer multiple sessions or record one version and share link • Deliver or offer school bus delivery for materials or hotspot

	<ul style="list-style-type: none"> • Utilize virtual meetings at flexible times (morning, day, evening) to connect with parents • Establish and communicate safety protocols for in person meetings with parents in their homes, at school, or in other locations as available
<p>1116(d)(2)(D) Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.</p> <p>Resource: BPS Meeting the Needs of English Learners in Remote Instruction</p> <p>Resource: Refugee Community Engagement</p>	<ul style="list-style-type: none"> • Communication Apps: such as Bloomz, Class Dojo, Remind, Talking Points, etc... • Virtual meetings - Use the automatic closed caption feature to increase comprehensibility/accessibility of the meeting • Provide parent two-way journals or mail in reports. • Use local radio for school to communicate and call in questions and focus on the use of software like Facebook and WhatsApp to communicate with families using tools commonly used by immigrant families • Offer drive-by times for pick-up on surveys, homework help supplies and packet and have bilingual family liaisons on hand to answer any questions multilingual parents may have. • Use the school notification system to provide information and provide the same information via email in a language family can understand
<p>1116(e)(3) Shall educate staff in the value and utility of parents’ contributions. Staff shall receive guidance in ways to reach out to parents, to communicate with parents, to coordinate and implement parent involvement programs, and to build relationships between the parents and the school</p>	<ul style="list-style-type: none"> • Offer virtual PD sessions • Provide links to resources, webinars, and trainings <ul style="list-style-type: none"> ○ BPS: Office of Student Family and Community Advancement ○ BPS: Parent University ○ Harvard EdX Family Engagement Free Course • Virtual book studies • Virtual PD from local BPS/DESE • As part of regular communication to staff provide tips and “success stories” of ways to stay engaged with parents
<p>1116(c)(3) Involve parents in an organized, ongoing and timely way in the planning, reviewing, and improvement programs under Title I, including the</p>	<ul style="list-style-type: none"> • Share shorter surveys virtually and use results to plan

development of the Parent Engagement Plan and schoolwide Plan	<ul style="list-style-type: none"> • Utilize many different non-electronic methods to share and encourage parent survey results, notification system, mail, bus delivery, pick-up.
1116(c)(4)(C) Provide parents of participating Title I students opportunities for regular meetings to formulate suggestions, to participate in decision making as it relates to their child’s education, and to respond to any suggestions as soon as possible	<ul style="list-style-type: none"> • Electronic surveys • Virtual meetings • Virtual focus groups
1116(d)(1) Jointly, with parents, develop a school-parent compact that outlines how the entire school staff, parents, and students will share the responsibility for improved student academic achievement	<ul style="list-style-type: none"> • Virtual meetings • Surveys • Use other non-electronic methods to communicate
1116(d)(2) Afford parents of children receiving Title I services, reasonable access to staff, opportunities to volunteer, and participate in their child’s class, and observation of classroom activities	<ul style="list-style-type: none"> • Offer Parent ONLY Virtual Workshops to explain a new learning objective, or a learning activity that students will be asked to complete. This will allow parents to preview it – in advance and ask questions of the teacher (or teacher grade/subject matter representative) before the students are introduced to it. Promotes collaboration (Parents as Partners in Learning), while reducing some anxiety that parents may have regarding supporting “virtual learning” at home. • Invite parents to ‘sit-in’ on virtual classes • Hold virtual parent meetings to focus on specific topics, I.e. what can I do to help with Math, and share games to make • Recruit, support, and train parents to present in class (virtually or in person if allowed) by reading a book; working with the teacher to do a lesson, lab, or other activity; sharing a family or cultural story; or other activity as may be appropriate to the curriculum being taught
1116(c)(4)(A) Provide parents of Title I children timely information	<ul style="list-style-type: none"> • Messaging Apps • Newsletters • Emails • School notification system • Deliver or offer school bus delivery for materials or hotspot • Send out and share pictures of student activities modeling parent activities

<p>1116(4)(B) Provide parents of Title I children a description and explanation of the curriculum used at the school, the forms of academic assessment used to measure progress, and the proficiency levels students are expected to meet</p>	<ul style="list-style-type: none"> ● Brochures ● Create video shared on YouTube ● Create PPT and record the presentation and share virtually ● School website
<p>1116(d)(2)(B) Provide frequent reports to parents on their child’s progress</p>	<ul style="list-style-type: none"> ● Frequency should not change during pandemic ● Should provide easy to read reports on where their child excels and needs work. Provide resources and virtual meetings to detail and model ● Utilize local TV/radio to showcase student/parent work sent in.
<p>1116(e)(1) Shall provide assistance to parents served by the school in understanding the State’s academic content standards, the State and Local assessments, and how to monitor their child’s progress</p>	<ul style="list-style-type: none"> ● Virtual meetings ● Virtual Parent Learning opportunities for the required topics ● Create videos and share virtually with families
<p>1116(e)(2) Shall provide materials and training to help parents work with their children at home to improve their children’s achievement</p>	<ul style="list-style-type: none"> ● Classroom folders going back and forth ● Virtual Meetings with Families ● Share pre-loaded books on devices for students/families to read and share ● Use US mail to provide what families might need, (especially those who do not have internet access)
<p>1116(f) Shall provide full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children</p>	<ul style="list-style-type: none"> ● Home visits, if possible ● Virtual meetings ● Apps ● Provide links to virtual meeting translated into the parent’s language via closed captioning or voice-over/dubbing. ● Use bilingual family liaisons to assist with communication ● Use of Bilingual Family Liaisons <p>See 1116(d)(2)(D) for more ideas</p>

For more information, please contact the Family, School, Engagement Practice Team by calling 617.635.7750.