

North Judson – San Pierre Elementary School Parent Involvement Policy 2018-2019

GENERAL EXPECTATIONS

North Judson – San Pierre Elementary School agrees to implement the following statutory requirements:

- NJ-SP Elementary School will jointly develop with parents and distribute to parents of participating children, a Parental Involvement Policy on which the school and parents of participating children agree. A representative team, made up of school personnel and parents, will meet annually to review the school-wide plan and school-parent compact.
- NJ-SP Elementary School will notify parent about the Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.
- NJ-SP Elementary School will make the Parental Involvement Policy available to the local community.
- NJ-SP Elementary School will periodically update the Parental Involvement Policy to meet the changing needs of the parents and the school.
- NJ-SP Elementary School agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:
 - Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including that
 - parents play an integral role in assisting their child’s learning
 - parents are encouraged to be actively involved in their child’s education at school;
 - 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;
 - there be the carrying out of the other activities, such as those described in section 1118 of ESEA.

I. Annual Parent Night

At the beginning of each school year in association with the “Meet-the-Teacher Night”, NJ-SP Elementary will convene an annual meeting to inform parents of the following:

- a. NJ-SP Elementary School participates in Title I.
- b. The requirements of Title I will be outlined.
- c. Parents’ rights to be involved (as outlines in Table B of the Title I, Part A Parental Involvement Non-Regulatory Guidance (page 45), Section 1118; the school-parent compact, Appendix C, page 51 of the Title I, Part A Parental Involvement Non-Regulatory Guidance, the district wide parent involvement policy, and the school’s parent involvement policy) will be explained.

- d. The local Title I program, including any updates, will be discussed through presentations and handouts.
- e. Parents and staff members will be invited to participate on the Title I committee.

II. Additional Meetings

- a. Regular meetings, including those requested by parents, will exist to make suggestions and receive responses regarding individual student's education.
- b. NJ-SP Elementary School will hold a flexible number of meetings at varying times
 - i. To encourage parents to attend these meetings, the school will offer question-and-answer sessions to improve student success and achievement.
 - ii. In situations that prevent parents from coming to the school for meetings, school personnel may make home contacts or arrange to meet the parents at a mutually convenient time off campus.
- c. Parents will be notified about meetings through school memos, newsletters, website, and/or automated phone system.
- d. Programs will provide information on Title I, including but not limited to the following:
 - i. Open House Night at the beginning of each school year.
 - ii. Short informational sessions connected with student programs (i.e. science fair, musical programs, etc.)
 - iii. Other parent meetings, held at different times of the day/evening (Examples include "Muffins for Moms", "Doughnuts with Dads", etc.)
- e. Parent training will be offered on technology and instructional strategies that can be used at home.
- f. If requested by parents, NJ-SP Elementary School will provide parents of participating children opportunities for meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. These may be through prearranged meetings with the Title I Director, and other staff as appropriate.

III. Title I Committee

- a. Sign - up will be offered during the annual Title I Parent Night and through the school's monthly newsletter.
- b. This committee will provide opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate in the decision-making about the program, revisions in the plan, and improvement of the school's parental involvement policy.
- c. NJ-SP Elementary School will periodically update the parental involvement policy to meet the changing needs of parents and the school through the following:
 - i. Monthly School Improvement Committee meetings
 - ii. Title I meetings
 - iii. PTO meetings
 - iv. General School meetings

IV. Communication

NJ-SP Elementary School will take the following actions to distribute to parents of participating children and the local community:

- a. The school's parental involvement policy, the school-parent compact, and parent notices from the table on page 45 of the Title I, Part A Non-Regulatory Guidance will be distributed to parents at the Title I parent meetings, School Site Council meetings, parent/teacher conferences, and through our school weekly newsletter.
- b. The policy will be posted on the school web site.
- c. Parents of new participating students will receive the policy upon registration.
- d. Timely information about the Title I programs will be provided to parents through different modes, including school newsletters, classroom newsletters, and parent programs.
- e. NJ-SP Elementary School will provide parents of participating students with a description and explanation of the curriculum in use at the school. Grade levels send classroom newsletters sharing the curriculum for the upcoming week(s). Curriculum is also shared during parent/teacher meetings Title I meetings and family nights throughout the year. The math and reading curriculum is posted on the school's BYOC website.
- f. Assessment data, including expected proficiency levels, is shared through a variety of venues:
 - i. Individual student test results to parents
 1. Formative assessments - (ELA/math) K - 6 (3 times per year)
 2. ILEARN/IAM - 3 times a year
 3. IREAD-3 - 2 times a year
 - ii. Group assessments, including goals for expected proficiency
 1. School and/or classroom newsletters
 2. School Board meetings
 3. Corporation website
 4. Local radio and newsletters
- g. Written and oral input from parents will be solicited through Title I parent meetings, parent/teacher conferences, school newsletters, school website, and other regular communications with parents.
- h. Upon identification of parental need for information in another language or in another format, the school will take steps to ensure that the parent request is fulfilled.

V. Parent Involvement Capacity

NJ-SP Elementary School will build the school's and parent's capacity for strong parental involvement in order to ensure effective involvement of parents and to support a partnership between the school, parents, and the community to improve student academic achievement. Examples include:

- a. Information concerning school performance profiles and their child's individual performance will be communicated to parents.
- b. The school will, with the assistance of the district and parents, educate the teachers, student 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 parent, and in how to implement and

coordinate parent programs and build ties between parents and schools, by encouraging staff to attend parental involvement workshops and conferences, web-based learning, and site staff development.

- c. Parent meetings will be offered to provide training information on technology instructional strategies that can be used at home.
- d. Newsletters will include parent training on technology and instructional strategies that can be used at home.
- e. Articles on the above topics will be published in a local newspaper on a semester basis.
- f. Parental involvement will be coordinated with local preschool programs.
- g. Family Nights will be incorporated into student programs.
- h. Parental access to resources such as Title I pamphlets, website, parent organizations, etc. will be provided.

VI. School-Parent Compact

- a. The school will incorporate the school-parent compact as a component of its school parental involvement policy.
- b. The school-parent compact will be on the school's webpage
- c. As needed, the school-parent compact will be included in school newsletters and on the website, along with the parent involvement policy.
- d. The school-parent compact will be reviewed and updated regularly, but not more than once per year.

VII. Parent Comments

- a. Written and oral input from parents will be solicited through Title I parent meetings, parent/teacher conferences, school newsletters, school website, and other regular communications with parents.
- b. Parents may submit comments in writing regarding the school-wide plan to their child's teacher, the Title I Director, the principal, or the appropriate department within the school district.
- c. All comments will be submitted to the district director.

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