

Township of Union Title I District-Wide Parental Involvement Policy

October 2012

The Township of Union Schools agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools 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 ensuring—

(A) that parents play an integral role in assisting their child's learning;

(B) that parents are encouraged to be actively involved in their child's education at school;

(C) that 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;

(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

BURNET MIDDLE SCHOOL

1. The Township of Union Schools will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:

We have or will have; advertised via the school website, PTA meetings, fliers, and open parent meetings.

2. The Township of Union Schools will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

We have/will conduct(ed) open meetings for Title I information. Letters have been sent home regarding the Title I status.

3. The Township of Union Schools will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

None requested at this time. All reviews have been conducted in house. Assistance will be requested if needed.

4. The Township of Union Schools will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: [Insert programs, such as: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs], by:

NA

5. The Township of Union Schools will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

Surveys will be distributed to parents. When possible, surveys will be developed in the language that is used by the parent. Workshops will be scheduled to meet the needs of the working parent community.

1. The Township of Union Schools will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

Workshops will be provided for parents to examine and learn about content standards.

- the State's academic content standards,
 - the State's student academic achievement standards,
 - the State and local academic assessments including alternate assessments,
 - the requirements of Part A,
 - how to monitor their child's progress, and
 - how to work with educators:
- B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

The following topics will be covered:

- *mathematic and language art skill builders*

C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil 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 parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- *Planning for school/parent communication workshops to be implemented during the 2012-2013 school year.*
- *Implementation of student data information software (Genesis).*
- *Burnet Open House*
- *Teachers to attend Proficiency review meetings to meet with parents*

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

N/A

E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

Information disseminated using various languages of the school population through the use of: flyers, website, letters, school message board, and local television (channel 36).

FRANKLIN SCHOOL

1. The Township of Union Schools will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:
 1. *Encourage parental involvement at PTA meetings and functions, school events, back to school night, and parent conferences.*
 2. *Parents are included on the Site Base/ DINI committee*
 3. *Surveys will be given to parents that will include suggestions from them on how the school can improve parental involvement*

2. The Township of Union Schools will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 1. *Discussions pertaining to school improvement during PTA meetings*
 2. *Site Base/ DINI committee will include parents*

3. The Township of Union Schools will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
 1. *PTA meetings*
 2. *Informational Parent nights*
 3. *Back to School and Parent Teacher Conferences*
 4. *Monthly and Quarterly Newsletters sent home*

4. The Township of Union Schools will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: [Insert programs, such as: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs], by:
 1. *Story Night (PTA function) - parents read various stories to students*
 2. *Career Day – Parents discuss their careers with students*

5. The Township of Union Schools will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to

revise, if necessary (and with the involvement of parents) its parental involvement policies.

1. *A survey will be given to the parents that will rate the programs Franklin School offers*
2. *As part of the survey, there will be a section where parents can make suggestions*
3. *Continuous discussions will take place during PTA meetings about ways to improve Franklin School*

The survey will be sent home with the students to give to their parents and it will be returned back to school with the students. The survey will be conducted by Franklin School's administrative interns. After the data is collected and analyzed, the Principal will share the information at the PTA meeting.

2. The Township of Union Schools will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators:

Components necessary to ensure success:

1. *The majority of parents need to attend informational parent night sessions/ workshops*

- B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

1. *Back to School Night*
2. *Parent-Teacher Conferences*
3. *Informational Parent-Nights conducted by teachers and hired Professional Organizations*

- C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil 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 parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

Board level Administration Directives

- D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- 1. Parents are encouraged to visit classrooms anytime*
- 2. Story Nights are held once a month for Franklin School Students*
- 3. Parents will be asked to select an appointed time once a year where they will read to their child's Kindergarten class*
- 4. Every Pre-K student is given Waterford Reading/Language Arts DVD's to take home*

- E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- 1. Monthly "At a Glance" newsletters are sent out to the parents that explain what is happening at Franklin School*
- 2. Four in depth newsletters are sent out for the school year*
- 3. Monthly PTA meetings are held at Franklin School where information is shared*
- 4. Teachers, staff, and administration maintain consistent communication with parents through emails, phone calls, notes, and conferences*
- 5. Informational Parental nights are held at least twice a year*

Hannah Caldwell

1. Hannah Caldwell Elementary School Plan will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:
 - Parents are members of the committee
 - PTA Meeting will be a sounding board for discussions

2. Hannah Caldwell Elementary School Plan will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - PTA Meeting
 - Holiday Show Open House
 - Parent Workshops
 - Parent Conferences

3. Hannah Caldwell Elementary School Plan will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
 - Open House
 - Holiday Show
 - Website
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4. Hannah Caldwell Elementary School Plan will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: [Insert programs, such as: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs], by:
 - Parent Workshops
 - Informative Booklets
 - Newsletters
 - Homework Club
 - Guess Readers
 - Home-School Connection

5. Hannah Caldwell Elementary School Plan will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy

and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

- Parent Surveys: to determine their needs and evaluate interventions. Make information available on website and at PTA Meetings
- Newsletters and notices in multiply languages

3. Hannah Caldwell Elementary School Plan will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. Hannah Caldwell Elementary School Plan will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators:

Activities:

- Family Math
- Family Science
- PTA Open and regular meetings
- Report Cards
- Progress Reports
- Parent/Teacher conferences
- Student Grade: Genesis
- Orientations
- Information Packets
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B. Hannah Caldwell Elementary School Plan will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

- Parent Orientations
- Parent Nights
- Parent Workshops

- C. Hannah Caldwell Elementary School Plan will, with the assistance of its schools and parents, educate its teachers, pupil 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 parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
- In-service Days
 - Staff Development Days
 - Workshops and Conferences (off premises)
 - PTA events and Activities
 - PTA Involvement
 - Community Involvement
- D. Hannah Caldwell Elementary School Plan will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Reading First, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
- Weekly Pre-K newsletter
 - Pre-K Parent Workshops
 - Pre-K Parenting Tips Nights
- E. Hannah Caldwell Elementary School Plan will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- Family Science
 - Family Math
 - Parent Notices and Newsletter
 - Fun Nights

This plan was developed by the Hannah Caldwell NCLB Committee.

UNION HIGH SCHOOL

1. The Township of Union Schools will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:

- 1. Parents will be notified via the school web site.*
- 2. Principal will attend PTA meetings and encourage parents to join Action Team.*
- 3. Letter sent home to parents outlining ways to submit suggestions.*

2. The Township of Union Schools will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

- 1. Letter will be sent home to parents indicating school status and scores.*
- 2. Parents will be notified via web site and PTA meetings encouraging participation in school improvement planning.*

3. The Township of Union Schools will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

Union High School has not requested any technical assistance. Currently school is utilizing district personnel. If the need arises, UHS will request assistance.

4. The Township of Union Schools will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: [Insert programs, such as: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs], by:

NA

5. The Township of Union Schools will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy

and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

1. Surveys will be distributed to parents. When possible, survey will be developed in the language that is used by the parent.

2. Parent workshops will be developed based upon survey results. Workshops will be scheduled to accommodate the needs of the parents.

4. The Township of Union Schools will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

The following topics will be introduced at parent workshops. Additionally, information will be sent home on these topics.

- 1. New Jersey's academic content standards.***
- 2. New Jersey's student academic achievement standards.***
- 3. Union High School's and New Jersey's assessments including alternate assessments.***
- 4. The requirements of Part A.***
- 5. How to monitor their child's progress.***
- 6. How to work with educators.***

(List activities, such as workshops, conferences, classes, both in-State and out-of-State, including any equipment or other materials that may be necessary to ensure success.)

- B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

Parent workshops on the following topics:

- 1. Parents' role in their child's academic development.***
- 2. Literacy training for parents and students.***
- 3. Technology training for parents. (email, web access, using Genesis)***

C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil 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 parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

1. *Providing direct access to student performance to parents through web based Genesis.*
2. *Union High School Open House.*
3. *Teachers attending PTA meetings and discussing academic needs.*

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

NA

E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

Information will e disseminated using various languages via:

1. *Flyers*
2. *Letters*
3. *Web site*
4. *Outside Message Board*
5. *TV 34*

PART III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The District wide Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- in order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- adopting and implementing model approaches to improving parental involvement;
- establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- providing other reasonable support for parental involvement activities under section 1118 as parents may request.]

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PART IV. ADOPTION

This District wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by Dr. Patrick Martin, Superintendent of the Township of Union Schools.

This policy was adopted by the Township of Union Schools on 10/16/12 and will be in effect for the period of 10/17/12-9/30/13. The school district will distribute this policy to all parents of participating Title I, Part A children on or after October 17, 2012.

(Signature of Authorized Official)

(Date)