

**North Dover Elementary School**  
**ESSA Consolidated Grant**  
**2017-18 Parent Involvement Policy**

**Board of Education Adoption Date: October 17, 2017**

**PART I: GENERAL EXPECTATIONS**

North Dover School agrees to implement the following statutory requirements:

- North Dover School will put into operation programs, activities and procedures for the involvement of parents, 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, North Dover School will work to ensure that the required school-level parental involvement policy meets the requirements of section 1118(b) of the ESEA, and includes, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- North Dover School will incorporate this 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, North Dover School will provide full opportunities for the participation of parents with limited English proficiency and parents with disabilities 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.
- North Dover School will involve the parents of children served in Title I, Part A programs in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent.
- North Dover School will be governed by the following statutory definition of parental involvement, and as a Title I school, 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, to ensure—*

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

*(B) that parents are encouraged to become 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) that North Dover School carries out of all other activities, such as those described in section 1118 of the ESEA.*

**PART II: Description of How North Dover Elementary School Will Implement Required Parental Involvement Policy Components**

1. North Dover School will take the following actions to involve parents in the joint development of its parental involvement plan under section 1112 of the ESEA:

*The school has developed and implemented a Parent Advisory Committee comprised of stakeholders of all aspects from the school and the community. The committee routinely meets and includes on their agendas initiatives that incorporate parental involvement.*

- *North Dover School will develop jointly with parents and distribute to all parents the North Dover School Parent Involvement Policy as well as the Parent/Student Compact that has been agreed upon by the school and participating parents.*
- *During the first month of each school year, the school administration will convene North Dover School's annual PAC meeting to explain the Title I program to parents and inform them of their right to be involved in the program. At this PAC meeting, the principal will provide timely information about North Dover School's Title I programs to parents, describe the curriculum, the current student assessments and delineate the proficiency levels students are expected to meet, provide opportunities for future/regular meetings, and respond to parent suggestions, as soon it is practicably possible. At the end of the school year, the PAC will again meet to review, discuss, and craft suggestions for the following year's Parent Involvement Policy. Opportunities for regular meetings (if requested by parents) to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child, and respond to any such suggestions as soon as practically possible.*
- *Conduct and utilize parent surveys to identify North Dover's strengths, weaknesses and concerns as perceived by parents.*
- *At scheduled Title I Parent Nights, time will be reserved for parents to share their input and concerns about North Dover School's procedures/programs.*

2. North Dover School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

- *The school has developed and implemented a Parent Advisory Committee comprised of stakeholders of all aspects from the school and the community. North Dover School will continue to notify parents in an organized, timely and ongoing manner, as to how they might become involved in reviewing and then critiquing the Title I program at our school by attending Parent Advisory Council meetings and/or completing the Title I Parent Survey.*

- *North Dover School administration and staff will provide assistance to all parents of our students in understanding: expectations for student behavior at school and at school events, the revised Attendance policy, the grade level curriculum, forms of academic assessments used to measure students' progress, and the State and local proficiency levels students are expected to meet.*
  - *This information will be disseminated through the timely distribution of PARCC reports, student handbook information, Code of Student Conduct information, mid-marking period reports, report cards, school related information shared by teachers during parent-teacher conferences, agenda notes, phone contact, weekly Menugrams and/or notes home.*
  - *Use of suggestion box in the main office for parents to write down their concerns, praises, suggestions, comments or observations. This information will be shared with staff members for future consideration.*
  - *Reserve time at faculty meetings/grade level meetings to discuss how staff members can reach out to, communicate with and work with parents in the students' educational process.*
3. North Dover School will provide the following necessary coordination, technical assistance, and other support to assist with the planning and implementing of effective parental involvement activities to improve student academic achievement and school performance:

*North Dover School maintains an up-to-date school website to inform parents and/or stakeholders about school-related activities and upcoming events. In addition, a weekly Menugram is sent home each week to inform parents of school events, policies and suggestions for parents to utilize in order to help their children succeed in school.*

4. North Dover School will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs, by:

*Parental involvement strategies will be coordinated with other ESSA (Title IIA, Title III, and Title III Immigrant) and IDEA programs when possible.*

5. North Dover School 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 the school. 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 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 policy.

*After each parent advisory council meeting or at parental information disseminating programs an evaluation tool will be distributed to allow parents to provide feedback about the current program(s) and/or suggestions for future programs. In addition, schoolwide parent surveys will be distributed to all families so as to provide parents with an opportunity*

*to submit dissenting opinions or to offer positive comments about the current Title I program. When appropriate and feasible, these suggestions for improvement will be implemented.*

6. North Dover School will build the school's and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school will provide assistance to parents of children served by the 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 change to New Jersey Student Learning 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:

*This will be accomplished through parent bilingual informational programs presented by teachers and/or administrators such as Parent Advisory Committee meetings, Parent Information meetings or, letters to the parents from the school administration/district or parent teacher conferences throughout the year. In addition, weekly dissemination of materials and information via the school's weekly Menugrams will explain how parents can scaffold academic instruction at home in an effort to improve the performance of their children and how parents can participate in decisions relating to the education of their children*

B. The school will 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:

**Possible presentations include but are not limited to:**

- *Use of online websites at home such as Reading A-Z, Raz-Kids and Moby Max*
- *Continue to offer web-based education software (i.e. Reading Series), Think Central (Go Math series and Journeys Reading Series) that students can access at home. Parents will be able to monitor student progress and access data that pertains directly to their child's academic achievement and progress.*
- *Bilingual Students and Family Meetings emphasizing Literacy, Mathematics and PARCC Test Preparation*
- *Special Education Parent Meetings*
- *Parent Resource Center – educational and informative books, documents for parents to borrow*
- *Bilingual Informational Handouts for Parents at conferences and as enclosures with the school's weekly Menugrams—i.e. Recipes for Success; How to Help Your*

*Child with Reading, How to Help Your Child with Math, Reading Connections, Math Connections*

- *Math, Language Arts, Social Studies and Science based family events to extend cross-curricular connections for students and families.*
- *Back to School Night*
- *Increase the use of bilingual translators at all parent meetings whenever possible and feasible.*

C. The school will educate its teachers 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.

- *North Dover School will educate all staff members regarding the value of parent involvement and the positive impact it has on student achievement and in understanding how to utilize parents as equal partners. This will occur by discussing pertinent topics at Faculty, Grade Level and Professional Learning Community Meetings; providing informational handouts/DVD/program presentations to all staff members; reinforcing the value of the home school connection at New Teacher Orientations and at Parent Programs such as Back to School Night, Honor Roll Assemblies, Parent Teacher Association Meetings / Programs and Parent Advisory Council Meetings.*

D. The school will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities that encourage and support parents in more fully participating in the education of their children, by:

*The school develops and implements appropriate parent meetings at key transition points such as:*

- *Pre-Kindergarten Orientation and Kindergarten Orientation meetings held each summer*
- *Welcome to North Dover School programs on the first day of school for all Pre-K and Kindergarten parents*
- *Bilingual Program Orientation meetings*
- *All of our sixth grade parents are encouraged to attend the incoming student/parent Grade 7 Orientation Meetings held at East Dover School*
- *PTA Meetings - All North Dover parents will be encouraged to attend and participate*

E. The school 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:

*Bilingual communication between the school and home includes but is not limited to:*

- *Menugrams –weekly school newsletter*
- *Report cards*
- *Progress reports*
- *North Dover and District website notices*
- *Important school dates posted on district calendar*
- *Postcards and letters to the home*
- *Informational Fliers and Announcements*
- *Teacher generated classroom newsletters*
- *Commercially prepared academic based parent letters that encourage home and school connections.*
- *In addition, at North Dover School bilingual secretaries, bilingual teachers and bilingual paraprofessionals are able to converse with parents in both English and Spanish, when necessary.*

### **PART III. Discretionary School Wide Parental Involvement Policy Components**

North Dover School, in consultation with its parents, will support their children's academic achievement by implementing, to the extent possible, the following discretionary activities listed under section 1118(e) of the ESEA:

- Utilize a peer-to-peer training process whereby parents who are currently and actively involved within our school will reach out and encourage the involvement of other parents in school programs, events, and activities;
- Maximize parental involvement and participation in their children's education, by arranging school meetings at a variety of times
- Adopt and implement model approaches to improving parental involvement
- Provide other reasonable support for parental involvement activities under section 1118 as parents may request.
- Pay reasonable and necessary expenses associated with parental involvement activities, to enable parents to participate in school-related meetings and training sessions.