

# School Parental Involvement Policy

## Bard High School Early College – Newark, NJ

*NOTE: In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy that contains information required by section 1118 of the Elementary and Secondary Education Act (ESEA) (parental involvement policy).*

*Schools, in consultation with parents, may use the sample template below as a framework for the information to be included in their parental involvement policy. Schools, in consultation with parents, are encouraged to include other relevant and agreed upon activities and actions that will support effective parental involvement and strengthen student academic achievement.*

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### **PART I. GENERAL EXPECTATIONS**

Bard High School Early College-Newark agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school 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 language parents understand.
- If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).

- The school 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 1 percent reserved goes directly to the schools.
- The school will build its own and the parent's 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.
- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
- The school will 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 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 SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

NOTE: The School Parental Involvement Policy must include a description of how the district will implement or accomplish each of the following components. [Section 1118, ESEA.] There is no required format for these descriptions. However, regardless of the format the district chooses to use, a description of each of the following components below must be included in order to satisfy statutory requirements.

1. Bard High School Early College-Newark will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:
  - *Use available opportunities and methods of communication to involve parents in the process of developing our school parental involvement plan (i.e. email, open display and parent specific meetings)*
  - *Review the school parental involvement plan at meetings where parent input is encouraged and material is relevant and able to fully explained and understood*
  
2. Bard High School Early College-Newark will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - *Invite parents to attend and host Annual Snapshot Family Meetings as a means of sharing school review information with parents and caretakers*
  - *Openly invite parents to participate in the School Leadership Council and the Parent Leadership Organization*
  
3. Bard High School Early College-Newark will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:
  - *Providing parents verbal and/or written notification of meeting dates and times in an effective and timely manner*
  - *Posting notifications of meeting dates and times in areas visible to parents and students*

4. Bard High School Early College-Newark will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:
  - *Providing written notification of meeting date and time in timely manner*
  - *Identifying meeting dates and times in regular circulars and school based notifications*
  - *Posting notifications of meeting dates and times in areas visible to parents and students*
  
5. Bard High School Early College-Newark will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:
  - *When applicable, poll interested parents to determine best dates and times in which to host meetings*
  - *Scheduling meetings that best suit the availability of parents to attend*
  - *Ensure that faculty and staff that are available to attend the meetings are informed of parent/student concerns and equipped with methods to facilitate discussion and encourage resolutions as needed*
  - *Inviting parents to become involved in the school's Parent Leadership Organization*
  
6. Bard High School Early College-Newark will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:
  - *Notifying parents when the results are available as well as directing parents to a faculty/ staff member equipped to provide State assessment results*
  - *Sharing information upon request to parents during parent-teacher conferences and other parent/student focused meetings where status of an individual student can and may be reviewed*
  
7. Bard High School Early College-Newark will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:

- *Providing parents of students taught for four or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations with written and/or verbal notification using effective and parent-preferred means of communication.*
8. Bard High School Early College-Newark will provide assistance to parents of children served by the school, as appropriate, in understanding topics 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:

*Parents of students served by the school requiring assistance in understanding topics noted above will be:*

- *Invited to attend workshops and parent focused meetings that review and explain the states' and local academic standards.(Snapshot Family Meeting, Back to School Night, Parent/ Teacher conferences) using effective methods of communication*
  - *Invited to attend workshops that will be offered throughout the school year, as appropriate, that prepare parents for and review the use of the district's Power School Parent Portal as well as additional workshops that lend to developing parent induced support of their student*
9. Bard High School Early College-Newark 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:
- *Facilitating and inviting parents to attend workshops that encourage parental involvement and additional training to improve their children's academic achievement*
  - *Employ web-based opportunities for parents to gain additional training to improve their children's academic achievement*
  - *When applicable, provide community resources that provide the workshops and/or trainings that encourage parental involvement and additional training to improve their children's academic achievement using effective means of communication in a timely manner*

10. Bard High School Early College-Newark will, with the assistance of its 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:
  - *Developing a parent-lead-staff-facilitated Parent Leadership Organization which will define within its scope best practices in servicing parents and enriching the student social and academic experience*
  - *The Parent Leadership Organization will be the collaborative voice of parents and will serve as an equal partner focused on exceptionally servicing the needs of students.*
  
11. Bard High School Early College-Newark 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, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
  - *Providing an open forum for parents to express their concerns through the Parent Leadership Organization which will collaboratively develop means and community resources best suited to support parents in increasing their participation in the education of their children*
  
12. Bard High School Early College-Newark will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to 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:
  - *Utilize effective methods of communication ( ie. Take-home leaflets provided to students, email sent to parents through faculty and staff and phone and conference calls to parents and caretakers) to share information related to the school and parent activities in a language parents can understand*

**PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

NOTE: The School 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;
- arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, arrange meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children's education;
- adopting and implementing model approaches to improving parental involvement;
- establishing a school 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.

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**PART IV. ADOPTION**

This School 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

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This policy was adopted by Bard High School Early College-Newark (**Newark Public Schools**) on **11/19/2013** and will be in effect for the period of 2013-2014 School Year. The school will distribute this policy to all parents of participating Title I, Part A children on or before **12/20/2013**.

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*(Signature of Authorized Official)*

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*(Date)*