

**Science Park High School
Parental Involvement Policy
2019 – 2020**

PART I. GENERAL EXPECTATIONS AND COMMUNICATION

Pursuant to the general wellbeing of our Science Park Community, and in order to be compliant with federal and state statutes governing parental involvement in school policies, practices, activities and governance, Science Park High School has developed its Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. This policy will be made available to the local community through a variety of media, and will be updated periodically to meet the changing needs of parents and all members of the Science Park Community.

- In carrying out its parental involvement requirements, Science Park 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 required school reports in an understandable and uniform format (including alternative formats upon request) and, to the extent practicable, in languages parents understand.
- If the school-wide program plan 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 Newark Public Schools.
- The school will involve parents of children served by Title I, Part A 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 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.
- The school will provide other reasonable support for parental involvement activities 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. THE SCIENCE PARK HIGH SCHOOL PARENTAL INVOLVEMENT POLICY WILL INCLUDE THE FOLLOWING COMPONENTS:

1. Science Park High School will take the following actions to involve parents in the joint development of its school parental involvement plan:
 - a. In order to ensure wide consideration by parents at every level of school engagement, the Parental Involvement Policy will be reviewed bi-annually by the members of the School Leadership Council (SLC).*
 - b. The Parental Involvement Policy will be available for parental review online at the SPHS homepage under "For Parents".*
 - c. Copies of the Parental Involvement Policy will be available in the Community Wing for parents and other members of the school community.*
 - d. Parents will be encouraged to forward comments and criticisms regarding the Parent Involvement Policy to the Parent Liaison via eMail, VoiceMail, or handwritten correspondence.*
 - e. The Parental Involvement Policy shall be subject to periodic updates in order to remain relevant and responsive to the changing needs of Science Park, its students, parents and the community at large.*

2. Science Park High School will take the following actions to involve parents in the process of school review and improvement:
 - a. SPHS, through its Parent Liaison, will support and facilitate those activities and programs that contribute to the vitality and sustainability of the Blue Ribbon Parents as a vital constituency group contributing to the policies and practices undertaken for school improvement.*
 - b. The pool of parent representatives for the SLC will include members of the Blue Ribbon Parents organization, other parents, alumni parents, past parents, and grandparents.*
 - c. Parents shall be encouraged to chair the sub-committees of the SLC.*

- d. SPHS will maintain its Blue Ribbon Parent program to encourage broader parent involvement by increasing accessibility to school facilities and resources for the most active, engaged parent volunteers.*
 - e. SPHS will include parents in its Family Friendly Walk Through program designed to evaluate and improve the school environment on behalf of families.*

3. Science Park High School will participate in the Newark Public Schools City-Wide Title I Conference held annually 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. SPHS will offer a flexible number of additional parental involvement meetings and workshops at various times of day 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 meetings and workshops throughout the school year, and will encourage them to attend, by:
 - a. utilizing multi-media platforms to inform parents of meetings and workshops, including Blackboard text-to-voice phone calls, eMail blasts, website postings, Naviance, flyers, and homeroom announcements;*
 - b. making provisions for parents to bring children to meetings and workshops, and creating an environment conducive to whole-family engagement;*
 - c. preparing materials, as practicable, in languages spoken by parents with limited English proficiency; and,*
 - d. providing student translators and/or translation equipment to assist parents who do not experience English as their primary language*

4. Science Park High School will provide parents information in a timely manner including 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:
 - a. publishing information about the curriculum, academic assessment and academic standards on the SPHS website, on the SPHS website "For Parents" page, and as part of the individual teacher syllabus for each course;*
 - b. presenting periodic progress reports to parents; and*
 - c. providing parents the opportunity to meet with their child's teachers and guidance counselor upon distribution of report cards and, with advance notice, at a designated time scheduled by the teacher, guidance counselor or department supervisor*
 - d. facilitating parent access to the PowerSchool Parent Portal and Edmodo and training parents to utilize this access to student attendance, grades and assignments.*

5. Science Park High School, 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 practicable by:
 - a. *encouraging parents to forward ideas, comments and criticisms to the Parent Liaison via eMail, VoiceMail, or handwritten correspondence;*
 - b. *ensuring that the School Leadership Committee (SLC) membership includes parent representatives drawn from the Blue Ribbon Parents, other active parents, alumni parents, past parents or grandparents;*
 - c. *encouraging parents to chair the sub-committees of the SLC;*
 - d. *continuing support for the Blue Ribbon Parent program that increases accessibility to school facilities and resources for active, engaged parent volunteers; and*
 - e. *including parents in the Family Friendly Walk Through program designed to evaluate and improve the school environment on behalf of families*

6. Science Park High School 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:
 - a. *publishing general testing and test result notification dates on the SPHS website, the “For Parents” Page, and via the Naviance system administered by the Guidance Office; and*
 - b. *providing individual assessment results through the PowerSchool Parent Portal and each student’s guidance counselor*

7. Through workshops and conferences conducted by its staff and third party experts, Science Park High School will provide assistance to parents in understanding the following topics as they relate to their child’s education:
 - 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 Title I, Part A;
 - how to monitor their child’s progress through the PowerSchool Parent Portal; and
 - how to work with educators

Such workshops and conferences will be conducted in relevant languages when practicable, utilizing materials translated into those languages as feasible.

8. Consistent with the high value placed on technology as a driver of academic excellence, and the abundant technology resources available to our school community, Science Park High School will foster parental involvement by:
 - a. *providing access to and training in technology that facilitates applications relevant to the health, wellbeing and academic achievement of students (including, but not limited to, the completion of online forms, general computer literacy, and the navigation of SPHS and NPS web sites);*
 - b. *utilizing electronic media (eMail; website; and electronic message boards) to communicate with parents;*
 - c. *including parents in meetings and other activities via conference call;*
 - d. *increasing parent registrations for Naviance – an interactive college and career database and communications vehicle managed by the Guidance Office;*
 - e. *conducting interactive trainings, workshops, and surveys whenever feasible; and*
 - f. *collecting and updating parent eMail addresses in an ongoing effort to facilitate high quality/high quantity communications among faculty, parents and staff*

9. Science Park High School 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:
 - a. *continuing to implement the recommendations of the consultant and committee for the Family Friendly Walk Through;*
 - b. *training the administrative staff, security staff and other front line greeters of parents and families;*
 - c. *educating the whole school community regarding the Blue Ribbon Parent program, its allowances and restrictions governing the special access of parents to the facilities and resources of SPHS*
 - d. *creating a school-wide calendar that includes the meetings, events and activities of all constituencies within the community – teachers, parents and students; and*

10. Science Park High School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with third party providers by:
 - a. *posting flyers and presenting brochures and other information about such agencies and the services they provide for parents, children and families;*
 - b. *hosting parent workshops facilitated by representatives of agencies partnering with Newark Public Schools; and*
 - c. *referring parents to parent workshops and information sessions available at other schools and centers, especially when language barriers can be overcome by such referrals*

11. The Parent Liaison for Science Park High School will communicate with, train and engage the faculty and staff of SPHS, Newark Public Schools and its community partners in order to ensure that information about parent-programs, meetings, and activities are effectively and consistently communicated to parents in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.
12. The Community Wing at Science Park High School shall be available to parents for meetings, volunteer activities, workshops and other purposes aligned with this Parental Involvement Policy as long as the Parent Liaison is available to host.

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PART III. ADOPTION

The Science Park High School Parental Involvement Policy has been developed jointly with parents of children participating in Title I, Part A programs, and other parents, including lead volunteers within the Science Park school community.

The school will distribute this policy to all parents, including parents of participating Title I, Part A children, via electronic mail, homepage postings and in print format available in the Community Wing.

(Signature of Parent Liaison)

(Date)