

Cliffside Park School District

Parental Involvement Plan

GENERAL EXPECTATIONS FOR ALL SCHOOLS AT THE DISTRICT LEVEL

The Cliffside Park School District believes that nothing is more crucial to the success of a child in school than parent participation. The district will revise its parent training program in 2012-2013 to focus on literacy and the needs of our Focus School. 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.

1. Cliffside Park School District has developed with parents, teachers and administrators a written parent involvement policy. (See copy of board policy.)

A copy of the policy was sent home to each parent/family with the registration materials at the beginning of the school year with a letter encouraging them to offer feedback. This feedback was considered by the school board and incorporated into the draft policy. The draft policy was presented to the PTA for input. The policy was adopted on first reading by the Cliffside Park Board of Education at their September 2012 meeting.

2. Cliffside Park School District has established the following expectations for parent involvement:

Parent Responsibilities

Parents are expected to support their children's learning in the following ways:

- Provide a home environment that actively supports learning through reading, writing, conversations, and discussions among family members.
- Provide a family routine that supports learning such as a set time for studying, watching television and going to bed.
- Provide positive communication between family members and children.
- Encourage children by asking about schoolwork and providing an appropriate atmosphere for doing homework and that homework is monitored and completed.
- Encourage learning and the love of learning.
- Encourage reading and writing.
- Encourage child to show positive school behavior.
- Meet their basic obligations such as providing shelter, proper nutrition, and clothing for children to the best of their ability.
- Know what community resources exist and utilize them to meet their family and children's needs.
- Assure that their child(ren) get to school on time and attend school regularly.
- Volunteer in their child's classroom or school
- Participate, as appropriate, in decisions relating to their children's education.

- Promote positive use of their child's extracurricular time.
- Stay informed about their child's education, ask questions related to their child's academic progress and communicate with the school by promptly reading all notices from the school or the school district either received by their child or by mail and responding, as appropriate. Attend parent-teacher conferences.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, etc.

2a. Cliffside Park 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:

- ⌚ *Collaborate with the PTA to annually assess, through consultation with parents, the effectiveness of the parent involvement program and determine what action needs to be taken, if any, to increase parental and community participation. In order to accomplish this, the advisory council shall be composed of representatives from parents of students in elementary and the Jr./Sr. high school who will:*
 - Develop list of barriers that prevent parents and families from participating in school activities
 - Suggest strategies to improve homework, attendance and discipline
 - Evaluate and provide feedback to design strategies for more effective parent, family and community involvement
 - Evaluate the content and effectiveness of the School District Parent, Family and Community Involvement Plan and program
 - Offer regular parent training opportunities to assist parents with new core standards and NJASK Prep at home.

2b. Cliffside Park Schools will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

- ⌚ *Parents will be included on School and District Improvement Planning teams*
- ⌚ *Schools and District will include a parental/ family involvement goal in all grant programs*
- ⌚ *Through school and system newsletters and the district web site, parents will be asked for input on the school and district plans and processes*

2c. Cliffside Park 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:

- ⌚ Notify parents of district progress annually
- ⌚ Publish a district newsletter at least two times a year that is sent to all the parents, guardians and community.
- ⌚ The principal will post schedules on the website when parent activities are scheduled.
- ⌚ Provide web site access for all schools to post calendars of school and system events, curriculum information, parenting suggestions, links to the state curriculum standards, etc.
- ⌚ Parents will have access to important information through PowerSchool Parent Portal on the district web site.

2d. Cliffside Park Schools will coordinate and integrate parental involvement strategies through the following other programs:

- ⌚ Plan and distribute parent training opportunities to our parents throughout the school year.
- ⌚ Employ translators to translate school materials into prominent languages in the district to encourage the inclusion of all parents.
- ⌚ Collaborate with Cliffside Park Public Library to offer Family Literacy Programs

2e. The Cliffside Park School District 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.

⌚ *The NCLB Team will annually evaluate the parental involvement policy and plan using the Cliffside Park Rubric for Assessing Implementation of Family and School Partnership. Results of this evaluation will be reviewed by the NCLB team and used to revise the plan as needed. The updated will be distributed and input will be sought from all parents in the system on how the deficient areas can be improved. The suggestions will be incorporated as appropriate.*

2f Cliffside Park School District will identify barriers that prevent economically disadvantaged, disabled, limited English proficiency, limited literacy, racial, or ethnic minority background parents from participating in activities.

- ⌚ *The NCLB Team will identify barriers to greater participation by parents in parental involvement activities and will generate ideas to design strategies for more effective parental involvement. These strategies will be shared and implemented at the schools and the system level.*
- ⌚ *Elementarys school will also identify barriers in a faculty/staff meetings and parent advisory meetings and generate ideas to overcome those barriers and design strategies for improvement.*

ii. Cliffside Park Schools will use the findings from evaluations to design strategies for more effective parent involvement.

- ⌚ The Cliffside Park Rubric for Assessing Implementation of Family and School Partnership will be completed and reviewed by NCLB Team. Results will be evaluated and areas of need will be identified.

iii. Cliffside Park Schools will revise The School District Parent Involvement Plan.

- ⌚ After completing the evaluation process and obtaining input from all stakeholders the NCLB team will revise the School District Parent Involvement Plan as needed. The board will review and approve the plan annually.

2g. Cliffside Park 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:

- i. The school district will 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,
 - No Child Left Behind requirements
 - the requirements of Part A,
 - how to monitor their child's progress, and
 - how to work with educators:
 - ⌚ *A systemwide calendar will be posted on the web site to help families in planning.*
 - ⌚ *School newsletters will be sent home to parents that contain information about the academic content standards, student achievement standards, state assessments. Parent conferences will help parents monitor their child's progress and how to work with educators.*
 - ⌚ *Information about state assessments will provided at parent training sessions and Back to School Night.*
 - ⌚ *Flyers will be sent home to parents on a regular basis with information about workshops and classes for parents being conducted at the schools.*
- ii. The school district 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:
 - ⌚ *Materials will be made available to parents from the NJ. Department of Education via links from the district web site.*
 - ⌚ *Schools will send materials home that contain information and suggestions to help parents work with their children to improve academic achievement and how to help with homework.*
 - ⌚ *Information about the curriculum will be provided on Back to School Night and at parent/student conference.*
- iii. The school district will continually discuss with its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners:
 - ⌚ *Training will be conducted with school personnel as needed*
 - ⌚ *Consultants will assist the district with addressing the needs of each student through training on differentiated instruction and Universal Design for Learning.*
- iv. 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:
 - ⌚ *Schools will send information to be used in district newsletters and other communications sent home with parents.*

- ⌚ *Language translators will be made available on an as needed basis.*
- ⌚ *Translators will provide assistance to translate letters sent home and letters received from parents.*

2h. Cliffside Park Schools will design improvement strategies for homework and attendance, when needed.

Attendance

- ⌚ Cliffside Park has excellent attendance. However, when needed, an attendance officer and the Vice Principal in each school will develop a corrective action plan to assist individual students.
- ⌚ Parents will be equal partners in attendance. PowerSchool will be utilized for attendance. Classroom teachers will mark the attendance at the beginning of each day/period. All excuse notes will be taken by one person in each school and that person will make a determination whether the absence is excused or unexcused thereby making our attendance monitoring more uniform across the system. The office personnel will then have the opportunity to make phone calls to the homes of absent students to verify the reason they are absent.

Homework

- ⌚ After School Homework Clubs will be provided at Elementary Schools utilizing Title I Funds.
- ⌚ Progress reports will be collected at regular intervals.
- ⌚ Student work will be sent home weekly for all K-8 students. Parents can check status of special projects on district web site.

3. Cliffside Park will develop written procedures so that parents may learn about the course of study for their child(ren) and have access to all learning materials.

Procedures for Parents, Family and Community to Access the School District Parent, Family and Community Involvement Policy,

**The School District Parent Involvement Plan
And the Curriculum**

- Place all documents on the Cliffside Park web site at <http://www.cliffsidepark.edu>
- Link to the K-12 State Curriculum site from NJDOE web site.
- Post a message on the web site and in local media regarding special events. “
- Include information in the district and school newsletters regarding parent events and ways that parents can provide feedback.
- Distribute Parent Involvement Policy at the beginning of the year and ask for feedback and any suggestions.
- Invite parents to regularly participate in after school program activities