

POLICY – Cedarbrook K-8 Center

Plainfield

Board of Education

2415.04 PARENTAL INVOLVEMENT

Section: Program

Date Created: October 15, 2012

NCLB Sec. 1118. Parent Involvement.

CEDARBROOK K-8 CENTER PARENT INVOLVEMENT POLICY

Policy Involvement:

- (1) Cedarbrook K-8 Center will take the following actions to involve parents in the distribution of and notification of its schoolwide parent involvement plan/policy using an understandable and uniform format, to the extent practicable, provided in a language the parents can understand and updated periodically to meet the changing needs of the parents and the school, under sections 1112, 1118 (1) respectively:
 - PTO Meetings will be a venue for discussions
 - Global Connect via phone
 - Email chain information
 - Parent Academy – ESL, Spanish, Literacy and Math Support of student
- (2) Cedarbrook K-8 Center will invite all parents and encourage them to attend an annual meeting and other meetings, at convenient times, to inform parents of participation under Title I, if applicable, and the right of the parents to be involved:
 - Back to School Night – September 19, 2012
 - Parent Teacher Conferences – October 23-25 and March (Date TBD)
 - Open House Dates:
 - Parent Pot Luck (Hispanic Heritage 10/26) and African American History (2/22/12)
- (3) Cedarbrook K-8 Center will take the following actions to involve parents in an organized, ongoing, and timely way, in the planning, review and improvement of programs including the planning, review and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2):
 - PTO Meetings
 - SLT Meetings
 - Principals town-hall or round table meetings.
- (4) Cedarbrook K-8 Center will take the following actions to provide parents with timely information about parent involvement programs:
 - Provide parents with a newsletter

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- Post on school website
- PTO Meetings will be a venue for discussions
- Global Connect via phone
- Email chain information

(5) Cedarbrook K-8 Center will take the following actions to provide parents with a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet:

- Materials will be displayed at school functions for parents to read
- Bulletin Board for parents on curriculum and instruction
- An explanation of what assessments will be given at specific grade levels
- Grade level achievement expectations of proficiency will be provided
- Parent workshops on curriculum and instruction

(6) Cedarbrook K-8 Center will take the following actions to provide parents, **if requested**, with opportunities for meetings to formulate suggestions and to participate, as appropriate, in the decisions relating to the education of their children, and to respond to any such suggestions as soon as practicably possible:

- Parents will be encouraged to communicate with their child's teacher
- Meetings and programs will be planned based on parental requests and/or suggestions
- Open house sessions with teachers and a regular round table with the principal

Shared Responsibilities for High Student Academic Standards:

(7) Cedarbrook K-8 Center will distribute a School-Parent Compact that outlines how parents, the entire school staff, and students share the responsibility for improved academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards:

- The Compact will be reviewed by parents for feedback on an annual basis at the district level. Jefferson has received most compacts already.
- Parents, staff and students will sign the compact
- Copies of the compact will be available for parents

(8) The Cedarbrook K-8 Center Compact will address the importance of communication between teachers and parents on an ongoing basis through at a minimum:

- Parent-teacher conferences
- Reports to parents on their children's progress
- Genesis Parent Portal and creation of "class parents"

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Building Capacity for Involvement

(9) Cedarbrook K-8 Center will provide assistance to parents as appropriate, in understanding such topics as the State's Common Core Standards and State and local academic assessments, the requirements of NCLB/ Title I, how to monitor a child's progress and work with educators to improve the achievement of their children:

- Inform parents of resources on NCLB and parent involvement
- Share informational materials/brochures with parents
- Hold parent workshops and information sessions
- Information and documents placed on the Book Bag feature on web site.

(10) Cedarbrook K-8 Center will provide as appropriate, materials/training to help parents to work with their children to improve their children's achievement, e.g. literacy/math training, using technology, etc., - This has been secured in the student / parent planners.

(11) Cedarbrook K-8 Center will ensure that all information related to school and parent programs, meetings and other activities is sent to the parents in a format and, to the extent practicable, in a language the parents can understand:

- Newsletters, notes and notices will be available in Spanish
- Global Connect via phone
- Email chain information

Accessibility

(12) The Cedarbrook K-8 Center Parent Involvement Plan, to the extent practicable, will provide full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children including information and school reports required under section 1111 in a format and to the extent practicable, in a language parents understand:

- Use translators if needed
- Use sign language if needed
- Use strategies to enhance communication, i.e. visual signs and symbols

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PARENT VISITATION PROCEDURES / POLICY:

Cedarbrook K-8 Center, consistent with Board policy, welcomes visits to school by parents/guardians, Board Members, other adult residents of the community and interested educators, when they fit into the classroom or school routine. In order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the schools, the Principal in coordination with the Chief School Administrator shall devise regulations addressing visitors' access to the schools.

Guidelines:

All visitors shall be required to report to the Principal's office upon entering the building.

A "visitor" is anyone other than a pupil enrolled in or a staff member employed in the particular school.

Visitors may not consult with the teaching staff or pupils during class time without the Principal's permission.

When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations. The Principal shall seek confirmation of legal custodianship where necessary.

No one may visit the school during school hours for the purpose of recommending or exhibiting books, maps, etc., to staff. No person shall be allowed to deliver any address or lecture on any subject unless authorized by the Chief School Administrator or school Principal.

All visitors to the schools must obey regulations prohibiting smoking and any other regulations designed to ensure orderly operation of the school. All persons violating this policy shall be considered "disorderly persons" and subject to appropriate action.

BOE Policy 1250 Adopted: April 16, 1997 Amended: May 19, 2009

Legal References:

N.J.S.A. 2C:18-3 Unlicensed entry of Structures, defiant trespasser; peering into dwelling places; defenses

N.J.S.A. 2C:33-2 Disorderly conduct

N.J.S.A. 18A:11-1 General mandatory powers and duties

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N.J.S.A. 18A:54-20 Powers of Board (county vocational schools)

N.J.S.A. 26:3D-55 et seq. New Jersey Smoke-Free Air Act