

WEST NEW YORK SCHOOL DISTRICT
Elementary School Parental Involvement Policy
2011-2012

PART I. DESCRIPTION OF THE IMPLEMENT OF THE ELEMMENTARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

The Elementary School Parental Involvement Policy, consistent with the District-Wide Policy, has been organized through the research-based frameworks of Joyce Epstein from the National Network of Partnership 2000 Schools and the Center on School, Family, and Community Partnerships at Johns Hopkins University. The six types of parental involvement used in the Epstein model have been adopted by the National PTA and used in establishing National Standards. The organization of the Elementary School Parental Involvement Program, through the six National Standards/Framework, is as follows:

- **Type I—Parenting:** Assist families with parenting and child-rearing skills, understanding child and adolescent development, and setting home conditions that support children as students at each age and grade level.
 - **Type II—Communicating:** Communicate with families about school programs and student progress through effective school-to-home and home-to-school communications.
 - **Type III—Volunteering:** Improve recruitment, training, work and schedules to involve families as volunteers and audiences at the school or in other locations to support students and school programs.
 - **Type IV—Learning at Home:** Involve families with their children in learning activities at home, including homework and other curriculum-linked activities and decisions.
 - **Type V—Decision-Making:** Include families as participants in school decisions, governance and advocacy through PTA/PTO, school councils, committees, and other parent organizations.
 - **Type VI—Collaborating with the Community:** Coordinate resources and services *for* families, students, and the school with businesses, agencies, and other groups, and provide services *to* the community.
1. Representatives from the Elementary School will participate in a district-wide Parental Involvement Plan Development Team and Parent Advisory Council. Based on the team's recommendations, the final plan was developed.

The Elementary School will provide implementation of school-based parental involvement activities. These elements include:

- **Parent Facilitator**—Based on letters of application, one teacher at each school is chosen and appointed by Board Resolution for this stipend position. The role of the Parent Facilitator is to coordinate all the activities within her/his individual school, conduct and participate in a variety of parent workshops, and serve as a member of a district-wide committee that organizes and implements parent activities that include, but are not limited t, workshops and parent/child trips.

- Parent Partner—Based on letters of application, one parent from each school is chosen and appointed by Board Resolution for this stipend position. The role of the Parent Partner includes participating in the decision-making process of the program, preparing information to be distributed to parents, translating at parent meetings/workshops and acting as a liaison between parents and the school.
 - Workshops during the school day—Early in the school year, the Parent Facilitators meet with the District Parent Involvement Supervisor/Title I Program Manager to discuss possible topics to be addressed throughout the year at workshops. Monthly meetings to be held at each school are planned and scheduled for the year. Notices are sent home prior to each meeting through the efforts of the Parent Facilitator and Parent Partner. Presented by the Parent Facilitator, these meetings have included topics such as: “A Positive Approach to Discipline,” “Helping Your Child Be a Successful Test Taker,” and “NCLB and the Rights of Parents.” Refreshments are served at each meeting and raffles are held where parents have the opportunity to “win” books, puzzles and other educational items to use at home with their children.
 - Evening workshops with childcare—As the yearly calendar is developed, evening workshops are included. Meetings are held at one school with parents from all the elementary public and nonpublic schools invited to attend. Consultants, such as the Substance Awareness Coordinator (SAC), can present at these meetings. In order to accommodate the parent’s childcare needs, the Parent Facilitators and/or Parent Partners supervise the children who attend with their parents in separate rooms to allow the parents to acquire the information without distractions.
 - Parent/Child trips/presentations—A series of trips/presentations for parents and children are scheduled throughout the year to attend a variety of events which may include presentations of children’s literature such as *Aesop’s Fables* and *Charlotte’s Web*.
 - Parent members of School Leadership Council—As part of the Abbott mandates, West New York has established a School Leadership Council (SLC) at each school to plan and implement activities to address their individual needs. Composed of all stakeholders, the SLC frequently includes staff representatives, student representatives, parents and community members.
2. The Elementary School will build the schools’ and parents’ capacity for strong parental involvement in order to ensure effective involvement of parents and to support a partnership among the schools involved, 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, 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/Local academic assessments including alternate assessments
 - the requirements of ESEA Section 1118 (e) and NCLB Title I Part A,

- how to monitor their child's progress
- how to work with educators to improve the achievement of their children.

B. The school will provide assistance to parents of children served by them, including but not limited to, the following:

- Workshops during the school day
- Evening workshops with childcare
- Parent/Child trips/presentations

C. 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:

- Using portable laptop computers and lab computers, workshops will be provided to parents to expose them to the technology that is available to both them and their children and to the District's website.
- Parent workshops may be held at the WNY Public Library to assist parents in learning about both the technology and the literacy options available to both them and their children.
- At workshops, parents have the opportunity to acquire books, puzzles and other educational items to take home that will support their child's academic efforts.
- At all parent workshops, informational materials are provided to parents to use as a reference and a resource.

D. The school will 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, in how to implement and coordinate parent programs to build ties between parents and schools, by:

- The district's approved Professional Development Plan provides ongoing and sustained training for all administrators, teachers and other staff members in all areas that positively impact student achievement.
- To coordinate parent programs and build ties between parents and schools, the school participates in the establishment of an annual Parent Involvement Calendar that includes workshops held at individual schools and field trips held at local sites.

E. The school will, to the extent feasible and appropriate, coordinate and integrates parental involvement programs and activities with other related programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- Coordinated through the Technology Department, all school programs/activities, including parental involvement programs, are

integrated through a district calendar formulated through the input of the school.

- F. 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:

A variety of methods have been established within the schools to provide school-to-home communication. These include:

- Parent workshop notices that are distributed through the Parent Facilitator and the Parent Partner to notify parents of upcoming workshops either during the school day or in the evening. Presented in both English and Spanish, logistical information is provided along with a brief description of the workshop's topic. In order to provide sufficient refreshments and material, parents are asked to respond regarding their ability to attend.
- Progress Reports are sent home by teachers at a midpoint in the marking periods to notify parents of the progress or lack of progress of their children. These reports provide the opportunity to work with parents to help address and/or remedy any areas of need.
- Computer generated report cards are sent home on a quarterly basis to notify parents of their child's effort and academic progress.
- Parents are welcomed into the schools to attend "Back to School Night," and/or "Parents' Night" when they can learn first hand from their child's teachers what their child will be doing throughout the school year and how they can help to ensure their child's success.
- Parents are welcomed into the school during "National Education Week" to visit their child's classrooms to observe the learning process.
- The district website www.wnyschools.net is user friendly and has links to information that is useful for parents to access.
- Parent Handbooks have been developed to provide parents with policy issues and general information about the school and the district. These handbooks are either stand-alone booklets or are included in students' assignment books that are purchased to assist them in organizing their study habits and assignments.

- G. The school will coordinate and integrate parent involvement programs and activities with other related programs.

PART II. ADOPTION

The Elementary School Parent Involvement Policy is embedded within the District-Wide Parental Involvement Policy and has been developed jointly with, and agreed on by, parents of children participating in Title I, Part A programs, as evidenced by meetings of the Parent Advisory Council.

The District-Wide Parental Involvement Policy was revised and will be adopted by the West New York School District on November 9, 2011. It will be in effect for the period of one school year from September 2011 to June 2012. The school district will make this policy available to all parents of participating Title I, Part A children on or before November 21, 2011.

(Signature of Authorized Official)

(Date)