

BUTLER BOARD OF EDUCATION
OFFICE OF STUDENT SUPPORT SERVICES
38 Bartholdi Avenue Annex Building
Butler, New Jersey 07405

PARENT INVOLVEMENT POLICY

PART I. GENERAL EXPECTATIONS

The **BUTLER SCHOOL DISTRICT** agrees to implement the following statutory requirements:

- The Richard Butler School will put into operation programs, activities and procedures for the involvement of parents in the Richard Butler School with the Title I, Part A program, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). The program, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with Richard Butler School to ensure that the required parental involvement policy meets the requirements of section 1118(b) of the ESEA, and includes, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The Richard Butler School will incorporate this parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the Richard Butler 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 a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the Richard Butler School will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

- The Richard Butler School will involve the parents of children served in the Title I, Part A school 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 one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I school will carry out programs, activities and procedures in accordance with this definition:

PART II. DESCRIPTION OF HOW RICHARD BUTLER SCHOOL WILL IMPLEMENT REQUIRED PARENTAL INVOLVEMENT POLICY COMPONENTS

1. The **BUTLER SCHOOL DISTRICT** will take the following actions to involve parents in the joint development of its parental involvement plan under section 1112 of the ESEA; will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA; will provide the following necessary coordination, technical assistance, and other support to assist the Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

The Richard Butler School will conduct an annual parental meeting to involve parents in jointly developing a parental involvement plan, reviewing and improving program procedures, and for providing any other supportive services that will improve the performance of students.

2. The **BUTLER 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 school. 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 Richard Butler School 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. Staff will interview parents for feedback. Parents will be responsible to attend conferences and be prepared to provide observable data.

3. The **BUTLER SCHOOL DISTRICT** will build the school's 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:

A. The school district will, with the assistance of its Title I, Part A school, provide assistance to parents of children served by the Richard Butler 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,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators:

Follow through at home with school activities and attend all conferences and schedules meeting dates.

B. The Richard Butler School will, with the assistance of its schools, 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:

Meeting with parents to provide recommended home instructional activities for reinforcement of information learned in school.

C. The Richard Butler 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, and in how to implement and coordinate parent programs and build ties between parents and the schools, by:

Providing in-service opportunities for staff on how to establish and maintain a collective and collaborative effort with the parent community

D. The Richard Butler 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:

All documentation will be transcribed in the native language of the family before being mailed home. When required translators will be present at meetings.

This policy was adopted by the **BUTLER SCHOOL DISTRICT** on **9/25/17** and will be in effect for the period of one year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before **9/29/17**

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SCHOOL-PARENT COMPACT

The **RICHARD BUTLER SCHOOL**, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year **2017-2018**.

School Responsibilities

The **Richard Butler School** will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

The eligible students will participate in a "push-in" Basic Skills Program within the parameters of their language arts classrooms while receiving specialized instruction from a Basic Skills teacher. The eligible students will also receive a push-in" math program within the parameters of their math classrooms while receiving specialized instruction from a Basic Skills teacher.

- 2. Hold parent-teacher conferences two times per year during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:**

Conferences will be held in November and again in March

- 3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:**

Written reports sent home November, January, April and June

- 4. Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

Upon parent request and whenever a staff member recognizes the need for a parent conference at the Richard Butler School.

- 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities,** as follows:

Parents contact the main office and express an interest in the opportunity to participate in their child's classroom and it is arranged through the teacher and building principal.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Participating, as appropriate, in decisions relating to my children's education.*
- *Promoting positive use of my child's extracurricular time.*

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Do my homework every day and ask for help when I need to.*
- *Read at least 15 to 30 minutes every day outside of school time.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*

Additional Required School Responsibilities

The Richard Butler School will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any program plan, in an organized, ongoing, and timely way.

3. Hold an annual meeting to inform parents of the school's participation in the Title I, Part A program, and to explain the Title I, Part A requirements, and the right of parents to be involved in the Title I, Part A program. The Richard Butler School will convene the meeting at a convenient time to 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 Richard Butler School will invite to this meeting all parents of children participating in the Title I, Part A program and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to 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.
6. On 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.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. 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).

School

Parent(s)

Student

Date

Date

Date

