



Trenton Board of Education  
Office of Funded Programs and Grants Management  
Parent Involvement Plan 2010 - 2011

	Name of Parent Involvement Program/Strategy	Responsible Person	Description	Measureable S.M.A.R.T. Goal	How will you evaluate the effectiveness of the program?
I.	<b>Communication - Communication between home and school will be regular, two-way and meaningful.</b>	Superintendent Funded Programs Technology Department Parents Curriculum Department Principals Vice Principals Teachers Guidance Counselor Parent Liaisons Special Education Department Early Childhood Special Services	Create a Command Center (Parent Center); survey the district for the different languages in the district; send out communication in the various languages; develop adult language classes; for English for parents; encourage parents to attend PTA/O meetings; develop a district parent web site in multiple languages; re-instate channel 19; send communication home in a timely way; continue radio station WIMG; develop standard operational procedures to be posted for parents to know how to get information to principals, the superintendent. School Messenger telephone system for communicating various types of messages. Create (or reinstate) a Parent Hotline.	Increase communication by 10%	Attendance Sheets Parent Activities Surveys Feedback Forms (program quality) Monitoring by School Website Counters

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 Angela R. Lewis  
 Edvin Marroquin  
 Denise Millington



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<b>II.</b>	<b>Parenting - (Responsible) Parenting skills will be promoted and supported.</b>	Superintendent Curriculum Department Medical Department Technology Department Psychologists (Special Education) Parents Parent Liaisons Transportation Department Corporate Partners (Banks, Etc.) Teachers Early Childhood Business Office	Training Classes on sexual misconduct to curtail teenage pregnancy and communicable diseases (caution due to different cultures). Academic Training in technology and curriculum. Training in reading, mathematics. Training in behavior management. Professional development in multiculturalism to better understand the differences in cultures. Financial management classes. Classes in substance abuse, child abuse, and domestic violence are indicated.	10% of Parents from across the District from each Ward will be in attendance a each Parent learning session	Attendance Pre/Post Tests

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<b>III.</b>	<b>Student Learning - Parents play an integral role in assisting student learning.</b>	Superintendent Principals Parents Parent Liaisons Teachers Corporate Sponsors Curriculum Department Athletic Department Technology Department	Family night - Family Game in which a particular subject is chosen. Two days per month that parents are invited into classrooms to observe what is being taught and to assist students in what is being taught. Motivate parents to attend classes by having students do family tree to celebrate multicultural discoveries (International Day). Have volunteer parents come and work with students that do not have parents that attend. Family Swap in which families swap children for multicultural enrichment. There should be a focus on literacy.	Increase student achievement by 10%	Increase homework quality and quantity Increase communication between parents & teachers Sign-in Sheets
<b>IV.</b>	<b>Volunteering - Parents are welcomed in the school and their support and assistance is sought.</b>	Superintendent Executive Director Human Resources/Legal Department Parents Funded Programs Principals Teachers	Review the volunteer policy - it deters parents from being involved and to assist parents in ways of volunteering. Session on legal volunteer policy review! Training in Robert's Rules and how to hold meetings.	Increase parent volunteers by 10%	Increase in number of parents involved

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<b>V.</b>	<b>School Decision Making and Advocacy - Parents are full partners in their child's education and are included in the decision-making process that affects children and families.</b>	Superintendent Parent Liaisons Principals Technology Department Special Education Department Early Childhood Department	Parents must be involved in developing school compacts and PTOs/PTAs in every school. Develop a District parent/student/special education/ELL/community advisory councils. Develop flow chart with Standard Operating Procedures (SOPs). Town meetings in each City Ward will be held.	10% of parents participating on committees and task forces in District and school programs.	Attendance Forms Evaluation Forms Feedback Forms Parent Concern Forms
<b>VI.</b>	<b>Collaborating with Community - Collaborating with community agencies and resource people in order to strengthen school programs, family practices and student development.</b>	Superintendent Principals Community Agencies Mayor/City Officials Police/Fire Companies Military Representatives Chamber of Commerce NJDOE Mercer County Offices	Open communication with religious orgs and businesses. One per month provide information to religious orgs and invite to schools. Develop forum and invite businesses to schools or wards.	Number of established quarterly interagency meetings of all stakeholders.	Monitoring by school Feedback Forms Surveys # of Agency Participation # of Sponsored Activities



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<b>VII.</b>	<b>Staff Development - Training and guidance for the staff charged with implementation of family involvement activities is recognized as one of the factors in conducting an effective program.</b>	Superintendent Parents Principals Counselors Teachers	Include in PD with staff how to communicate with parents. Parental perception survey (how teachers are interacting with parents), including conferences. Translators are included in languages parent conferences. Centralize parent conferences based upon languages. Training on how to provide effective feedback to parents. PD on how to remain abreast of current events and issues. PD on writing public officials.	10% of Professional Development Workshops	Parental Perception Workshops Pre/Post Measurement # of Ward Conferences (based upon languages)
<b>VIII.</b>	<b>Leadership - Effective implementation of the Parent Involvement Policy will require the involvement of all stakeholders (parents, teachers, administrators and community representatives).</b>	Superintendent Parents Teachers Parent Liaisons PTO/PTA Organizations	Open social networks (Face book, Twitter). Bingo and Raffles to foster parent involvement, but still getting the message across to the parent. House meetings and invite parents in that block; then move block to block. Parent Advocacy group that holds staff accountable.	# of Parental Involvement Activities # of Parent Attending Meetings # of Involved District Staff	Feedback # Forms Surveys

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