



**School Wide Parental Involvement Policy**  
**CADWALADER ELEMENTARY SCHOOL**  
**2011-2012**

**PART I.**

**GENERAL EXPECTATIONS**

The Cadwalader Elementary School agrees to implement the following statutory requirements:

- The school will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school will incorporate this school wide 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 school and its schools 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 school will submit any parent comments with the plan when the school submits the plan to the State Department of Education.
- The school will involve the parents of children served in Title I, Part A schools 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 will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

*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.*

**PART II. DESCRIPTION OF HOW SCHOOL WILL IMPLEMENT REQUIRED SCHOOL WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. The Cadwalader Elementary School will take the following actions to involve parents in the joint development of its school wide parental involvement plan under section 1112 of the ESEA:

<b>Activity</b>	<b>Date Due</b>
Parent /teacher conferences held twice a year	Nov. 30 Dec. 1, 2, 3& Apr 24, 25, 26
Sign in sheets to file	After every event/meeting
School parent compact signed	September 20, 2011;
Parenting Classes	TBD
To establish a GED Program for the parents of Cadwalader School	TBD
School parent compact available in handbook (Student Agenda Book)	September 8, 2011
Access to grades using "Powerschool"	2011 – 2012
4 ½ week progress reports	Quarterly
Teacher contact info is published in Parent Informational Packets	September 8, 2011
Chaperone field trips	As needed
PTO /PTA membership drive	Monthly
Volunteerism; Volunteer surveys distributed & Serve on committees	As needed
Volunteers contacted regarding experiences and contacts	As needed
Volunteer for the Benchmark Pep Rally	March 2012
District/community and in-house awards	Quarterly
Family Night; Father/Daughter Night; Mother/Son Night	March , April , June 2012
Pre-K and Kindergarten Orientation	August 2011
Academic programming and F.A.S.T (Dr. Seuss Literacy Fair, Science Fair; Pot Luck Dinner; Holiday Show; Walking in Child's Foot Steps; NJASK Kick It; Big Top Circus; Harvest Parade; Hispanic Heritage Day, Special Olympics; Saturday Community Service; Isle Planting, Saturday Community Breakfast, Holiday Bazaar- Santa Workshop, etc.)	Sept. 2011 – June 2012
Perception Survey	September, December 2011, April 2012
Parent Involvement Survey	September 2011, December 2011; and April 2012
Math Night; Literacy Night; NJASK "Let's Kick It"	March 2012
Back-to-School Night	September 20, 2011
District, community an In-house awards for students and parents	Sept. 2011 – June 2012

2. The Cadwalader Elementary School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

<b>Activity</b>	<b>Date Due</b>
Distribute draft plan to parent involvement committee and staff	September 27, 2011
Parent involvement meeting to review draft	September 26, 2011
Final draft	September 27, 2011
Adopt final draft	Upon Approval from TBOE
Include final plan in school newsletter, school website, information packets, and parent center	October 21, 2011

Submit final plan to District office	September 27, 2011
--------------------------------------	--------------------

3. The **Cadwalader Elementary School** 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:

Activity	Date Due
Title 1 Informational Packets send home with students	Sept. 2011
Written policies included in the student handbook	Sept. 2011
Information distributed during P/T conferences	Dec. 2011
Follow up to parents who do not attend the conference	2011-2012
Attendance sheets maintained	As needed
PTAC (Parents, Teachers, and Children) (Third Wednesday of the month)	Monthly
Math Night	Twice a year
Literacy Night	Twice a year

4. The **Cadwalader Elementary School** will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: [Insert programs, such as: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs], by:

Activity
Pre-kindergarten
Pre-kindergarten Disabled
Reading Recovery
Apple –A – Day
Justice Foundation
Boys/Girls Scouts

4. The **Cadwalader Elementary School** 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 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.

Activity	Date Due
Parent Involvement meeting to review and revise plan	September 26, 2011
School Improvement Letters sent home	September 2011
Parental Involvement Meetings	2 times a month

1. The **Cadwalader Elementary School** 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:

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

<b>Activity</b>	<b>Date Due</b>
Curriculum information sent home in Family Information Packets	October, 2011
Benchmark Night	March 2011
Parent Center	In Progress
4 ½ week progress reports	4 times a year
Parent teacher conferences	Nov. 30. Dec.1, 2, & Apr. 24, 25, 26
Agenda Books	Utilized Daily
Newsletters	Monthly
Facebook, twitter and School website	Continuous (daily)

B. The 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:

<b>Activity</b>	<b>Date Due</b>
Newspaper/ newsletters with curriculum information and suggestions	Twice 2011/quarterly 2012
Serve on Parent Involvement Committee	Yearly
Homeless services provided by the counselor’s office	Monthly
Computer lab available (Every other month for workshops) – Office Suites	As Needed
Parent center materials available in library media center & parent center	2011-2012
NCLB Title 1 meeting	Monthly

C. The school will, with the assistance of its schools and parents, 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 schools, by:

<b>Activity</b>	<b>Date Due</b>
Parent Involvement Professional Development (at least 2 hrs teachers/3 hrs admin)	TBA
Staff weekly bulletins containing parent involvement information	weekly

D. The school will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other 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:

<b>Activity</b>	<b>Date Due</b>
Reading Recovery (1 <sup>st</sup> grade)	All Year

E. 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:

<b>Activity</b>	<b>Date Due</b>
Notices regarding specific events sent home	As needed
Monthly newsletters/ School Newspaper	Monthly & twice a year (Newspaper)
Email newsletters	Monthly
Translations of text	As needed
School Improvement letter mailed home	September 2011
Twitter –Computer Lab	As Needed
Facebook –Computer Lab	As Needed

### **PART III. DISCRETIONARY SCHOOL WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

**NOTE:** The School wide Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school , in consultation with its parents, chooses to undertake to build parents’ capacity for involvement in the school and school system to support their children’s academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- in order to maximize parental involvement and participation in their children’s education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- adopting and implementing model approaches to improving parental involvement;
- establishing a school wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- providing other reasonable support for parental involvement activities under section 1118 as parents may request.]

<b>Activity</b>	<b>Date Due</b>
Translators at conferences and meetings	As needed
Transportation arrangements	As needed
Home language survey	As Needed
Homeless survey	As Needed
Faith-based organizational participation _(Apple – A- Day, Evaluation destination)	All year
Title 1 (Parent Involvement Allocations)	As Needed

\* \* \* \*

### **PART IV. ADOPTION**

This School wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by Surveys and sign-in sheets.

This policy was adopted by the Cadwalader Elementary School on **September/27/2011** and will be in effect for the period of September 2011 – June 2012. The school will distribute this policy to all parents of participating Title I, Part A children on or before November 30, 2011.

\_\_\_\_\_  
*(Signature of Authorized Official)*

\_\_\_\_\_  
September 27, 2011  
*(Date)*

Cadwalader Parent Involvement Policy Members	
Harry Priester	Parent
Vanessa Johnson	Parent
Dominique Gordon	Parent
Michael Coe	Teacher
Althea Spruill	Teacher
Tammy Cervenka	Nurse
Deborah Giddens-Green	Principal
Regina Thompson-Jenkins	Parent Liaison