

**Paulsboro Public Schools
Elementary and Secondary
District Wide Title I Program**

**Parent
Compact Handbook**

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Paulsboro Public Schools

Elementary and Secondary Title I Program Parent Handbook

INTRODUCTION:

The Billingsport , Loudenslager and Paulsboro High Schools communicate the availability of services funded through Title I of NCLB in a variety of ways. A meeting is held in the fall to describe services. Letters are sent and communication continues via school newsletters, and teacher notes sent home. The district holds Planning Team meetings at least once per semester and parent conferences are held in the fall and winter. Quarterly progress reports as well as mid-marking period reports are sent to parents. We assess the effectiveness of communication through a parent survey at the end of the year. The district website contains the necessary Title I Program information.

DESIGN OF PROGRAM:

The Basic Skills Program is a supplemental instructional program in grades kindergarten through six in the areas of Reading, Language, and Mathematics. Support is provided by the classroom teacher, a basic skills teacher, and/or a classroom aide. The instruction is diagnostic, prescriptive, and individualized. The goal is to provide support in a small group or one-on-one setting.

The 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. This is completed as follows:
 - a. Assist with the implementation of a 90 minute block of time for ELA (English Language Arts) to allow differentiation of instruction, writers' workshop, and learning centers for students in the classroom.
 - b. Assist with the implementation of a 60 minute block of time for math to aid students with identified gaps in achievement.
 - c. Assist with the implementation of the student-centered model to support student achievement.
 - d. Assist the Math coach with the implementation of a unified math curriculum and instructional practices which allows for differentiation for students. The coach will also assist and provide training to staff in analyzing test data.
2. Hold parent-teacher conferences annually to discuss individual student achievement.
3. Provide parents with frequent reports on their child's progress.
4. Provide parents reasonable access to staff.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

Each student's academic performance is reviewed at the beginning of the school year by the classroom teacher using various measures.

Student needs are identified and services are implemented.

Student data/files are kept (electronically and/or hard copies) containing minimally:

1. Individual student reports from all district and state testing – Pre and Post.
2. Any and all correspondence from parents.

Report Cards / Progress Reports

Progress reports will be sent home as needed, keeping parents informed of student progress.

Title I Meetings & Conferencing

- A general meeting for parents will be held at the beginning of the school year. This meeting will provide an over-view of the instructional programs of the district.
- Individual meetings, that include teachers and parents, are scheduled during parent conference days in November and February. (See school calendar.)
- Teachers or parents may request meetings at any time during the school year to discuss student progress and performance. Parents may call the school to arrange a teacher conference.
- The Principal and/or Director of Curriculum/Assessment will meet with classroom and/or basic skills teachers at least once per marking period to review services, progress, and discuss curriculum implementation, and changes.

Parent Participation, Observation and Volunteering

If a parent wishes to volunteer, observe, or participate in their child's education they should call their principle to discuss opportunities.

PARENT RESPONSIBILITIES

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

- Monitoring my child's attendance.
- Making sure that my child's homework is completed.
- Monitoring the amount of television my children watch.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school.
- Serving, if possible, on the principal's advisory committee and / or the Title I advisory committee.
- Attending Title I parent meetings.

Complaint Policy and Procedures

Purpose:

This procedure sets forth the process for resolving a complaint presented by any individual or organization that: (1) a school, school district, other agency authorized by a school district or the New Jersey Department of Education (NJDOE), an/or (2) NJDOE violated the administration of education programs required by the Elementary and Secondary Education Act (ESEA) as amended by the No Child left Behind Act (NCLB).

What is a complaint?

A complaint is a written allegation that a school, school district, other agency authorized by a school district or the NJDOE, has violated the law in the administration of education programs required by the NCLB. An allegation may be submitted in writing or electronically. If a complaint is submitted electronically, a hard copy should also be sent to the NJDOE via regular mail.

What information should a complaint include?

A complaint shall identify:

1. The alleged NCLB violation
2. The facts supporting the alleged violation; and
3. Any supporting documentation.

How and where should a complaint alleging a violation by a school, school district, or other agency authorized by a school district or the NJDOE be filed?

Many problems and disagreements can be resolved by contacting the school principal or district superintendent of schools. If efforts at the local level are not successful, ask for a copy of the entire NJDOE complaint procedure. For a copy of the entire policy & procedure call the district's curriculum office at 423-2222 x236.