

**Union Grove Family Engagement & Involvement Policy  
(as aligned to ISS BOE Policy 1310/4002)**



**Purpose:**

Informing and providing opportunities for parents to partner with the school, being involved in the educational process of their children.

**Protocol:**

24 Hour Timely Response – parents/guardians will receive a response from the school within a 24 hour (business day) period.

Open Door Policy – teachers, administration, and staff are available for conference or information during the school day providing it does not interfere with the educational process, otherwise a meeting will be scheduled.

Weekly – Biweekly Newsletters from your teacher – to explain the standards and content being covered in the classroom as well as any other events happening.

Disseminate school specific information – Union Grove Elementary will provide parents with written information regarding school status and specific information.

Disseminate Learning Essentials by objective – each teacher will provide parents in advance with the learning essentials that will be taught for each nine-week period/semester in reading and math.

Mass Communication – an automated calling system will be utilized a minimum of weekly by administration to keep parents informed of school specific events, issues, reminders, and PTO news with a phone call, email and Facebook post.

Online Access – school website offers grade level information, student support services, school-wide activities, academic links, and community resources.

Telephone Communication System – phones in all classrooms for easy access with voice messaging.

PTO – Parent Teacher Organization; members work to improve the educational experience for students through donations, raising funds, volunteering, coordinating events, representing parents, and serving in various positions on school related committees - Meets monthly

**Components:**

- School Improvement Team Member
- Open House
- Area Advisory Meetings
- Fall & Spring Conferences
- End of Year Award Ceremony/Recognition
- Curriculum Nights
- AIG Night - District It's Happening Here
- EOG information meetings
- Kindergarten Registration/Parent Information Day