

# POLICY

## BOARD OF EDUCATION MOUNT OLIVE TOWNSHIP

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Cooperation Between  
Parents and School

### 9200 COOPERATION BETWEEN PARENTS AND SCHOOL

The Board of Education believes that the education of children is a joint responsibility that the Board shares with the parent(s) or legal guardian(s) of students. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained. To this end, the Board directs administrative staff to respond to parental communications within a 24-hour period, excluding weekends, holidays, and recesses. Teaching staff members are required to respond to parental communications within a 36-hour period, excluding weekends, holidays, and recesses.

Moreover, building principals shall ensure mid-marking period progress notifications shall be sent to all parents electronically during each respective marking period/trimester. If a student's overall grade, at the secondary level (grades 6-12), drops a full grade-level for any reason during the course of a single marking period/trimester, the teacher must notify the parent via e-mail within a 48 hour period, excluding weekends, holidays, and recesses.

Furthermore, all student graded work at the secondary level (grades 6-12) should be recorded in the Realtime parent portal with 5 school days of its submission to the teacher. Principals shall have the discretion to extend grade posting beyond the 5 day timeframe for large extensive writing assignments and/or research projects. With the exception of AP and dual enrollment courses, students shall have up to 3 school days after a summative assessment grade is posted to contact the teacher to request a retake of a summative assessment.

Lastly, all students in Grades 1-12 shall complete a Personalized Success Plan (PSP) by October 1 of each school year. PSPs shall be a collaborative endeavor between students, teachers, parents, and counselors to develop annual academic, social-emotional, wellness, and love of learning/career goals. Principals shall ensure that parents have multiple opportunities to discuss PSP progress with their child's teachers throughout the school year. At the end of each academic year students will conduct self-assessment of their progress towards their PSP goals. PSP attainment data shall be reported to the Superintendent by June 30th of each year.



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It is the position of the Board that parent(s) or legal guardian(s) bear the ultimate responsibility for their children's in-school behavior, including the behavior of students who have reached the legal age of majority, but are still for all practical purposes under parental authority.

The Board directs that cooperation be encouraged by parent-teacher conferences that permit two-way communication between home and school; open houses in district schools that provide parent(s) or legal guardian(s) with the opportunity to see the school facilities, meet the faculty, and observe the program on a first hand basis; meetings of staff members and groups of the parent(s) or legal guardian(s) of those students having special abilities, needs, or problems; and special events of a cultural, ethnic, or topical nature, which are initiated by parent groups, involve the cooperative effort of students and parent(s) or legal guardian(s), and are of general interest to the schools or community. It is best practice that parent-teacher conferences/meetings shall be memorialized with a confirming email reviewing any discussed items and/or issues and any proposed future plans, solutions, or programs.

Adopted: 29 June 1998

Revised: 22 January 2018  
26 April 2021

