

Cle Elum-Roslyn School District No. 404

Board Policy

4130P-1 Procedure
Elementary School Procedures

Cle Elum Roslyn Elementary Title I Parent Involvement Policy and Procedures 2016/2017

Cle Elum Roslyn Elementary is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if Cle Elum Roslyn Elementary and home work together to promote high achievement by our children. Neither home nor Cle Elum Roslyn Elementary can do the job alone. Parents play an extremely important role as children's first teachers. Support for their children and for the school is critical to children's success at every step along the way. Cle Elum Roslyn Elementary recognizes that some students may need the extra assistance available through the Title I program to reach the state's high academic standards. Cle Elum Roslyn Elementary intends to include parents in all aspects of the school's Title I program. The goal is a school-home partnership that will help all students to succeed.

PART I-SCHOOL PARENTAL INVOLVEMENT POLICY **REQUIRED** COMPONENTS

- A. Cle Elum Roslyn Elementary will jointly develop/revise with parents the school parental involvement policy/procedures and distribute it to the parents of participating children and make available the parent involvement policy/procedures to the local community.
 - Cle Elum Roslyn Elementary Parent Involvement Policy and Procedures will be updated annually at the annual October parent meeting.
 - Once approved, copies will be made available to families at all conferences for Title I students.
 - Copies will be available to families at the front office and through the school's webpage

- B. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.
 - Cle Elum Roslyn Elementary will host an annual meeting in the month of October.
 - The annual meeting will take place in the Title I room.
 - The purpose of the meeting will be to inform parents of Title I services and gather input for future programming decisions.

- C. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, child care, or home visits, as such services related to parental involvement.
 - Cle Elum Roslyn Elementary Title I staff will be available to meet with families before and after school hours.
 - Transportation to and from conferences can be arranged, with prior notification to Principal and Title I staff.
 - Title I reading and math intervention specialists are available to assist with home programming needs.
 - Cle Elum Roslyn Elementary will work to offer childcare at meetings and events to the fullest extent possible

- D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, schoolwide under Section 1114, and the process of the school review and improvement under Section 1116.
- Title I parent involvement plans will be available at bi annual Title I parent engagement meetings. The plan will be shared and discussed during the fall meeting. A spring meeting will also commence with opportunity to review and discuss parent engagement opportunities.
- E. Provide parents of participating children—
- a. Verbal contact of eligibility by either phone call and/ or parent teacher conference
 - b. Timely information about programs under this part.
 - c. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
 - d. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
 - Information regarding Title I program are provided during conferences and bi annual parent nights.
 - Information regarding Title I program, educational resources, and OSPI related resources are made available through school's website.
 - Parents receive a monthly publication, School Connections, which is full of educational tips.
 - Progress reports are available to parents each semester and coincide with regular report cards.
 - Curriculum and information regarding state, federal and district assessments are shared at biannual parent meetings, literacy nights and our school's culminating event, Celebration of Student Learning.
 - Title I staff are available to attend biannual student conferences.
 - Title I staff are available to meet with parents before or after school, through phone conference or email to address any specific or immediate concerns.
 - e. If the schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district.
 - Cle Elum Roslyn Elementary is a Title I Targeted Assisted Program. Any specific problems are solved collaboratively by meeting with families and developing a specific and agreed upon plan.
 - f. Cle Elum Roslyn Elementary will inform parents and parental organizations of the purpose and existence of the Parental Information and Resources Center (PIRC) in Washington.
 - The Elementary front office houses various handouts and local resources available to families.
 - Cle Elum Roslyn Elementary sends home a monthly newsletter.
 - Cle Elum Roslyn Elementary holds monthly parent meetings that are open to all parents.

PART II-REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level parental involvement policy, each school shall jointly develop with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

-Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement.

-Provide frequent reports to parents on their child's progress.

-Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

- Cle Elum Roslyn Elementary School conducts biannual parent/teacher conferences, during which the compact is discussed as it relates to the individual child's achievement.
- Progress reports are provided to families three times per year during the regular reporting period.
- Benchmark assessments, frequent progress monitoring and daily measures including in program assessments, annotated notes and student work samples are available during parent/teacher conferences or upon parent request.
- Cle Elum Roslyn Elementary School welcomes parent volunteers. Parents are encouraged to join the Parent Action Council (PAC) and are welcomed to volunteer and participate in both their child's Title I classroom.
- Title I parents are invited to volunteer in a variety of ways, ranging from listening to students read, managing a small group activity or observing classroom instruction.

BUILDING CAPACITY REQUIREMENTS FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and district under this part-

- a. Shall provide assistance to the parents of children served by the school or district, as appropriate, in understanding such topics as the state's academic content standards and state student academic achievement standards. State and district assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children.
 - Cle Elum Roslyn Elementary has a parent friendly website that includes links to OSPI resources to help families navigate topic such as state testing and learning standards.
 - Cle Elum Roslyn Elementary holds biannual parent/teacher conferences during which topics such as state and district assessments and Washington State Learning standards are addressed.
- b. Shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.
 - Parents receive a monthly publication, School Connections, which is full of ideas and tips on how parents can be an educational advocate for their child.
 - The Superintendent of Public Instruction for Washington State website is a resource for parents and school staff regarding the state required testing.
 - Home access and training to IXL and Lexia online learning programs.
 - The following links includes resources to help students and parents prepare for state testing and learning standards. If you do not have access to the Web, please contact Carrieanne Selzler at 509-649-4807 for paper copies.

[OSPI K-12 Resources](#)
smarterbalanced.org
commoncore.org
[smarter balanced fact sheet](#)

- c. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
- In addition to parent/teacher conferences, Cle Elum Roslyn Elementary holds parent engagement events throughout the year for all students and families to attend. These events include but are not limited to family math, science and literacy nights. Family movie nights, book fairs, an early learning fair, parenting classes and curriculum nights. These events are both sponsored and supported by parents and school staff.
- d. Shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the 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.
- Cle Elum Roslyn Elementary School acknowledges the value of early childhood education and is dedicated to providing early childhood experiences to children.
 - Cle Elum Roslyn Elementary school houses two preschools, one of which targets developmental skills.
 - Cle Elum Roslyn Elementary school offers free developmental screening in the areas of vision, hearing, gross motor coordination, fine motor coordination, cognition and speech/language through an annual Child find.
 - Cle Elum Roslyn Elementary school partners with Bright Beginnings offering an on sight preschool for families eligible for services based on financial need.
 - Cle Elum Roslyn Elementary kindergarten teachers collaborate with local preschools, in the spring, to hold transition meetings for incoming kindergarten age students.
 - Cle Elum Roslyn Elementary hosts an annual early learning fair each spring. This free event offers fun learning activities and provides families with the opportunity to connect with community resources and kindergarten transition activities.
- e. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and, to the extent practicable, in a language parents can understand.
- Phone and on sight translation services are available for parent/teacher conferences.
 - All Title I notifications and written correspondence is sent to participating students in a format, and, to the extent practicable, in a language parents can understand.
- f. Shall provide such other reasonable support for parental involvement activities under this part as parents may request.
- Cle Elum Roslyn Elementary is dedicated to promoting positive home to school relationships. We value parents as partners in their child's education and work diligently to promote strong relationships in order to support successful academic and social excellence.
- g. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
- h. May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training.

- i. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- j. May train parents to enhance the involvement of other parents.
- k. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.
- l. May adopt and implement model approaches to improving parental involvement.
- m. May establish a district parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section.
- n. May develop appropriate roles for community-based organizations and businesses in parent involvement activities.

PART III-ACCESSIBILITY REQUIREMENTS

In carrying out the parental involvement requirements districts and schools, to the extent practical, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practical, in a language such parents can understand.

- All Title I notifications and written correspondence is sent to participating students in a format and, to the extent practicable, in a language parents can understand.

PART IV-ADOPTION

This Cle Elum Roslyn Elementary Parental Involvement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent Involvement Policy/Procedures were developed/revised by Cle Elum Roslyn Elementary on 10/22/2016 and will be in effect for the period of **2016/2017**. The school will distribute these Parent Involvement Policy/Procedures to all parents of participating Title I children and make it available to the community on or before 10/25/2016.

(Signature of Title I Authorized Representative)

(Date)

These parents were involved with the development of this document:

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