

# Cromie Elementary Parent Involvement Plan

*In accordance with The No Child Left Behind Act of 2001*

Parents, staff, and the building administrator have developed this Parent Involvement Plan in accordance with NCLB Section 1118 activities which are accomplished at Cromie Elementary School in the ways listed in each section.

**Vision Statement:** Cromie Elementary School will be recognized within our community and state as a high functioning, goal-oriented public school that embodies a wealth of support. Administration, teachers, parents, and students will all play a crucial role in teaching the maximum potential in the areas of academics and personal growth. Our student body will be reliable young citizens that will strive to do their personal best.

**Mission Statement:** The Cromie Elementary School Community is dedicated to creating a safe, positive learning environment to better meet the diverse, academic, emotional, and physical needs of our students. We will strive to set forth a foundation of skills for life long learners.

<b>NCLB Section</b>	<b>Ways in Which Cromie Staff Accomplish these Activities</b>
<p><b>1118 (c) (1)</b> Convene an Annual Title I Parent Meeting at a time convenient to parents to inform parents of the Title I requirements and their right to be involved</p>	<p>An annual meeting is held which includes information for parents:</p> <ul style="list-style-type: none"> <li>• September of each year, at two separate meeting times to accommodate the schedule needs of parents</li> <li>• June of each year, at two separate meeting times to accommodate the schedule needs of parents</li> </ul>
<p><b>1118 (c) (2)</b> Offer flexible number of meetings at times convenient to parents and provide transportation, child care, or home visits as it relates to parent involvement</p>	<p>Meetings are offered at times convenient for parents and if needed, transportation, child care, and home visits may be arranged</p> <ul style="list-style-type: none"> <li>• Annual Fall Parent Meeting is offered at two separate times, one in the morning and one in the evening to meet the scheduling needs of parents.</li> <li>• Annual Spring Parent Meeting is offered at two separate times, one in the morning and one in the evening to meet the scheduling needs of parents.</li> <li>• Parent workshops and additional meetings are held on various dates and times throughout the school year to meet parent’s needs.</li> <li>• Beginning of the year and end of the year surveys provide parents the opportunity to select days and times for future meetings.</li> </ul>

<p><b>1118 (c) (3)</b> Involve parents in an ongoing and timely way in the planning, reviewing, and improvement programs under Title I, including the development of the Parent Involvement Plan and schoolwide Plan</p>	<p>Parents are involved in the development of the school improvement plan and Title I Program development in the following ways:</p> <ul style="list-style-type: none"> <li>• The Title 1 Fall Meetings are held at two separate times where the Parent Compact, Parent Involvement Plan, and the Title 1 programing overview is presented and discussed. Parents are asked for feedback and suggestions orally and in survey format</li> <li>• Activities, meetings, and workshops are presented to parents throughout the school year at various times to accommodate parent schedules and provide guidance, information and to collect feedback of the Title 1 program, Parent Involvement Plan, and the School Improvement Plan</li> <li>• Meet the Teacher Night: Curriculum and Common Core expectations are explained</li> <li>• Classroom Newsletters / Cromie Chronicle (Monthly newsletter)</li> <li>• PTC Meetings</li> <li>• Parent/Teacher Conferences (Parent Compact is reviewed at this meeting)</li> <li>• School web site: <a href="http://school.wcskids.net/cromie/top/home">http://school.wcskids.net/cromie/top/home</a></li> </ul>
<p><b>1118 (c) (4) (A)</b> Provide parents of Title I children timely information</p>	<p>Parents are provided information regarding the school programs in the following ways:</p> <ul style="list-style-type: none"> <li>• Meet the Teacher Night</li> <li>• Parent Handbook</li> <li>• Parent Portal</li> <li>• District Website</li> <li>• Title 1 Fall and Spring Parent meetings</li> <li>• Classroom Newsletters / Classroom websites</li> <li>• Monthly Cromie Chronicle (School Monthly Newsletter)</li> <li>• Monthly PTC Meetings</li> <li>• Fall and Spring Parent/Teacher conferences</li> <li>• Title 1 / ELL / Classroom Home School Folders</li> <li>• Language Translated notes (As needed basis)</li> <li>• Title 1 / ELL Meetings and workshops throughout the school year</li> </ul>
<p><b>1118 (c) (4) (B)</b> Provide parents of Title I children a description and explanation of the curriculum used at the school, the forms of academic assessment used to measure progress, and the proficiency levels students are expected to meet</p>	<p>Parents are provided information about the school’s curriculum, assessments, and proficiency level expectations in the following ways:</p> <ul style="list-style-type: none"> <li>• Meet the Teacher Night</li> <li>• Parent Handbook</li> <li>• District Website</li> <li>• Parent Portal</li> <li>• Title 1 Fall and Spring Parent meetings</li> <li>• Classroom Newsletters / Classroom websites</li> <li>• Monthly Cromie Chronicle (School Monthly Newsletter)</li> <li>• Monthly PTC Meetings</li> <li>• Fall and Spring Parent/Teacher conferences</li> <li>• Title 1 / ELL / Classroom Home School Folders</li> <li>• Language Translated notes (As needed basis)</li> <li>• Title 1 / ELL Meetings and workshops throughout the school year</li> </ul>

<p><b>1118 (c) (4) (C)</b> Provide parents of participating Title I students opportunities for regular meetings to formulate suggestions, to participate in decision making as it relates to their child’s education, and to respond to any suggestions as soon as possible</p>	<p>Parents have opportunities to share suggestions, participate in decision making, and respond to any suggestions in the following ways:</p> <ul style="list-style-type: none"> <li>• During and after Title 1 Meetings and workshops, parents are asked for feedback, ideas, and suggestions in both spoken and survey formats</li> <li>• Progress reports (Return with parent signature/ comment area)</li> <li>• Daily home/School communication folder</li> <li>• Parent /Teacher conferences</li> <li>• PTC Meetings</li> <li>• Communication with Classroom teacher/ Title 1 teacher: email, phone, or in person</li> <li>• Contact with the building principal</li> </ul>
<p><b>1118 (c) (5)</b> Ensure that if the schoolwide program plan is not satisfactory to parents of participating students, submit any parent comments on the plan when the school makes the plan available to the Local Education Agency</p>	<p>If parents are not satisfied with the school improvement plan or programs, they have opportunities to make comments by:</p> <ul style="list-style-type: none"> <li>• During and after Title 1 Meetings and workshops, parents are asked for feedback, ideas, and suggestions in both spoken and survey formats</li> <li>• Progress reports (Return with parent signature/ comment area)</li> <li>• Daily home/School communication folder</li> <li>• Parent /Teacher conferences</li> <li>• PTC Meetings</li> <li>• Communication with Classroom teacher/ Title 1 teacher: email, phone, or in person</li> <li>• Contact with the building principal</li> </ul>
<p><b>1118 (d) (1)</b> Jointly, with parents, develop a compact that outlines how the entire school staff, parents, and students will share the responsibility for improved student academic achievement</p>	<p>The Parent/School Compact was developed in partnership with all Cromie staff members, including: the principal, classroom teachers, support staff, as well as, parent volunteers, students, and district consultants</p>
<p><b>1118 (d) (2) (A)</b> Include a schedule for Elementary Parent/Teacher Conferences, at least annually, during which the Compact will be discussed with parents as it relates to the individual child’s achievement</p>	<p>The Parent/School Compact will be shared annually at Parent/Teacher Conferences each fall. This is an opportunity for the parents and the teacher to share ways in which they can jointly support the child’s learning at home and school.</p>
<p><b>1118 (d) (2) (B)</b> Provide frequent reports to parents on their child’s progress</p>	<p>Student progress is reported to parents in several different ways at a variety of time throughout the school year including:</p> <ul style="list-style-type: none"> <li>• Progress reports</li> <li>• Report cards</li> <li>• Daily communication in home/school folder</li> <li>• Parent meetings</li> <li>• Individualized behavior plans</li> <li>• Parent portal</li> <li>• School email</li> <li>• School phone messaging</li> <li>• Parent teacher conferences</li> </ul>

<p><b>1118 (d) (2) (C)</b> Afford parents of children receiving Title I services, reasonable access to staff, opportunities to volunteer, and participate in their child’s class, and observation of classroom activities</p>	<p>School staff ensure parents have access to communicate with them about their child’s education in a variety of ways including:</p> <ul style="list-style-type: none"> <li>• Meet the Teacher Night</li> <li>• Fall and Spring Title 1 meetings</li> <li>• Title 1 parent meetings and workshops (several throughout the school year on various dates and times)</li> <li>• Parent classroom volunteers</li> <li>• Parent school events volunteers</li> <li>• Language Line: language translation from either school conference line or from individual family homes</li> <li>• Parent Portal</li> <li>• School email</li> <li>• School phone/messaging system</li> <li>• Written correspondence with classroom teacher, support teachers, Title 1 teachers, office staff, and/or principal when needed</li> <li>• classroom newsletters</li> <li>• Cromie Chronicle (Monthly School Newsletter)</li> <li>• 24 hour notice: Open Door Policy (With 24 hours’ notice, parents are allowed to observe their child in their classroom at any time)</li> </ul>
<p><b>1118 (e) (1)</b> Shall provide assistance to parents served by the school in understanding the State’s academic content standards, the State and Local assessments, and how to monitor their child’s progress</p>	<p>School staff annually shares the State’s content expectations with parents, the state’s annual assessment (MEAP/M-Step) with parents, and how to monitor their child’s progress. Parents are provided a parent handbook which is given out and explained at the September Meet the Teacher Night. Instructional staff also provides parents with information on how to help understand state standardized testing. This information is also explained in a video presentation on our districts website. <a href="http://wcskids.net">http://wcskids.net</a></p>
<p><b>1118 (e) (2)</b> Shall provide materials and training to help parents work with their children at home to improve their children’s achievement</p>	<p>Staff will provide parents with appropriate materials and offer training in our school to enable them to support their child’s academic progress. These include:</p> <ul style="list-style-type: none"> <li>• Curriculum meetings</li> <li>• Classroom newsletters</li> <li>• Title 1 Fall and Spring Meetings</li> <li>• School Website links</li> <li>• PTC Meetings</li> <li>• Parent handbook</li> <li>• School website: <a href="http://school.wcskids.net/cromie/en/top/home">http://school.wcskids.net/cromie/en/top/home</a></li> <li>• Parent Computer/Literacy/Math workshops</li> <li>• PTC events</li> </ul>
<p><b>1118 (e) (3)</b> Shall educate staff in the value and utility of parents’ contributions. Staff shall receive guidance in ways to reach out to parents, to communicate with parents, to coordinate and implement parent involvement programs, and to build relationships between the parents and the school</p>	<p>On-going professional development for staff on effective ways to increase parent involvement occurs annually during:</p> <ul style="list-style-type: none"> <li>• Monthly Staff meetings</li> <li>• PLC Meetings</li> <li>• After School District Professional Development</li> <li>• District Wide Title 1 Meetings</li> </ul>

<p><b>1118 (e) (4)</b> Shall coordinate and integrate parent involvement programs and activities with other programs that encourage and support parents in more fully participating in the education of their children</p>	<p>Coordination with other programs for parent involvement includes:</p> <ul style="list-style-type: none"> <li>• PTC Meetings and school-wide events participation and volunteers</li> <li>• Parent Classroom Volunteers</li> <li>• Availability of Language translated conferences, newsletters, website information, ELL / Title 1 meetings, meeting invitations, and surveys</li> <li>• Kindergarten Round-up with incentives</li> <li>• District Adult education</li> <li>• Parent Meetings and workshops</li> <li>• District and State Early Educational programs at Hatherly Educational Center: Headstart, ECSC, World of 4's</li> </ul>
<p><b>1118 (e) (5)</b> Shall ensure information is shared with parents in a language and format they can understand</p>	<p>Information is shared with parents in a language and format they can understand. Examples include:</p> <ul style="list-style-type: none"> <li>• All letters home will include a header that contains information to direct families to our district website which explains how to obtain information in translated formats</li> <li>• The District Language Line is available for parents who may need translation assistance, and may be utilized in person or from their home to help them translate</li> <li>• <a href="http://www.wcskids.net">www.wcskids.net</a> has the availability to translate web site information easily by clicking on a national flag at the bottom of the home page to change the text into a coordinating language</li> </ul>
<p><b>1118 (e) (14)</b> Shall provide other reasonable support for parental involvement activities as parents may request</p>	<p>Parents are provided with other reasonable support such as:</p> <ul style="list-style-type: none"> <li>• Survey data is used to plan further parent involvement activities (Surveys are provided after every Title 1 Meeting, as well as on-line on the Cromie web page during two month long periods in the Fall and Spring to collect parent input</li> <li>• Face to face/phone conferences to facilitate parental concerns and requests</li> <li>• District web Links: Family Resources; Common Core information; M-Step Links; Community Outreach; How to use language lines; District Information</li> </ul>
<p><b>1118 (f)</b> Shall provide full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children</p>	<p>Staff provide opportunities for full parent participation:</p> <ul style="list-style-type: none"> <li>• Parent Teacher Conferences with flexible times and date choices</li> <li>• Translation options</li> <li>• ADA Compliance</li> <li>• District Language Translation Line</li> <li>• Homebound Services</li> <li>• District homeless coordinator</li> <li>• Transportation provided on an as-needed basis</li> <li>• Specialized busing provided on an as-need basis</li> <li>• Free and reduced breakfast and lunch program</li> <li>• Parent Involvement Plan and Program</li> <li>• Parent Compact listing Parental rights and responsibilities posted on Cromie and WCS web site</li> </ul>