

**Cedar Hill Elementary School
2016-2017
Parental Involvement Policy**

Parental Involvement:

Describe how the school will convene an annual meeting to inform parents of the school's participation in Title 1 and explain Title 1 requirements, including the 1% set-aside, and the right of parents to be involved.

Cedar Hill Elementary School will provide a presentation at the annual meeting in September. Parents will be informed of the meeting through email, School Messenger, Twitter, school website, newsletters, Power Point announcements on televisions throughout the school, and the marquee outside of the school. A Power Point provided by the State Department of Education will be used to educate parents on aspects of the Title 1 program with an emphasis on parental rights.

The purpose of the annual meeting of parents of Title 1 students is:

- Informing parents of the school's participation in Title 1
- Explaining the requirements of Title I
- Explaining the rights of parents to be involved

The topics covered in the Power Point are as follows:

- What does it mean to be a Title 1 school?
- What is the 1% set-aside for parental involvement?
- What is the LEA Parental Involvement Plan?
- What is CIP?
- What is the School-Parent Compact?
- How do I request the qualifications of my child's teacher(s)?
- How will I be notified if my child is taught by a teacher is not Highly Qualified?
- How is the Annual Evaluation of Parental Involvement Plan conducted?
- How can I be involved in all of the things I'm learning about?

Describe how there will be a flexible number and format of parent meetings offered, how parents will be involved in the planning, review, and improvement of the Title Program, and how funds allocated for parent involvement are being used in the school.

Cedar Hill Elementary meetings will be offered in the evening to accommodate parents' schedules. In addition, a variety of parenting workshops will be offered monthly throughout the year. Additional opportunities for parents to be involved at night will take place throughout the year in the form of Open House and other parent meetings/events. Parents are encouraged to serve on Title 1 committees and on the school's leadership team. All Title 1 parents are surveyed annually as well. Our parent advisory committee will meet annually to evaluate the parent involvement plan and discuss improvements to the Title 1 Program, as well as the allocation of parent involvement funds. Use of these funds includes, parenting pamphlets and copies for parent communications. These funds also cover the cost of postage for parent letters and the printing of communicative materials to help keep parents informed and educated about our school as well as parenting resources. Communication is emphasized through parent/teacher conferences, progress reports, report cards, and INOW home access. Weekly communication is maintained through weekly folders, newsletters, student planners, Moodle, email, phone, Remind, Class Dojo, & Twitter. Translators are provided as necessary for parents of EL students.

Describe how the school provides parents, of participating children, information in a uniform format and in a language they can understand about programs under Title 1, a description and explanation of the curriculum in use, forms of academic assessments, and achievement expectation used and, if requested by parents, opportunities for regular meetings to formulate suggestions and participate as appropriate in decisions related to the education of their children.

Cedar Hill Elementary School provides parents information in a timely manner in multiple formats. All students receive daily/weekly folder/papers in which information is sent to parents on a consistent basis. Lunch menus, newsletters, and the student handbooks are sent home with all students. Translated copies are sent home upon request. Progress reports are sent as well in order to communicate academic progress to parents. Details of the curriculum are shared through the annual meeting of Title 1 for parents, parent/teacher conferences, and classroom communications. Parent/teacher conferences will be held upon parent or teacher request.

Describe how parents, the school staff, and students share responsibility for improved student academic achievement for participating students (How the School-Parent Compact is jointly developed with Title 1 parents; how it's used, reviewed, and updated).

Cedar Hill Elementary School provides grade specific parent compacts. Each compact has a component for teacher, student, and parent. The compact was developed by teachers and our school's Parent Advisory Committee and is updated annually. All parents will be given a copy of the new compact for parents, teachers, and students to sign. The compacts will be housed in the teacher's classroom to be used during parent/teacher or student/teacher conferences. In addition, the compact may be discussed during yearly conferences. Parents are further kept informed of academic progress through progress reports.

Describe procedures to allow parents to submit comments of dissatisfaction with the Continuous Improvement Plan.

- **Parents that are in disagreement with the Continuous Improvement Plan will state their position to the local Title 1 Committee, Continuous School Improvement Leadership Team and/or Parent Involvement Committee for review.**
- **If no amicable solution is reached, the parent may state their dissatisfaction, in writing, to the school principal.**
- **The principal will attach the statement to the Continuous Improvement Plan and present it to the Federal Programs Supervisor.**
- **The LEA parent liaison will contact the parent for further information if necessary.**
- **The Federal Programs Supervisor will review all steps in the process and make a determination based on the best interest of the student.**
- **The parent will be contacted by the Federal Programs Director and notified of the decision reached. This will be provided in writing as well as by telephone or conference.**

Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children?

To ensure effect involvement of parents, to support a partnership among the school, parents, and the community, and to improve student academic achievement, our school:

1. Shall provide training for parents of participating children in understanding such topics as the state's academic content standards and state student academic achievement standards, state and local academic assessments, the requirements of Title 1, and how to monitor their child's progress and work with teachers to improve the achievement of their children.

Cedar Hill Elementary will hold annual meeting of Title 1 parents. During this meeting, information will be presented about its Title 1 programs, the curriculum, and the different types of academic assessments. Parents will have various opportunities to visit classrooms and meet with teachers to learn more specific information about how individual classrooms are conducted. They will be invited to attend parenting workshops throughout the year as well. Weekly folders/papers will be sent home which will contain information on each child's academic achievement and progress.

2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.

Over the past few years, math has been a focus for parents due to changes in standards. We will continue to offer parents workshops and instructions in the area of math through the efforts of our teachers as well as consultation with AMSTI specialists. Math workshops and materials will be provided to support parents in understanding the math strategies that are being presented in the classroom. However, we will also provide trainings in the area of

reading throughout the year. Trainings for parents will occur in both content areas, as needed. These will be offered both during the school day and at night to accommodate a variety of parent schedules.

3. Shall educate teachers, office personnel, and other school staff, with the assistance of parents, in the value and utility of contributions of parents, and in how reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between both content areas, as needed.

Cedar Hill participates in the mentor program. First year teachers are enrolled in this program designed to discuss strategies which aid them in working with parents and actively involving parents in their child's educational journey. All teachers are expected to welcome parents to the school, as appropriate, and to work with parents to meet the needs of students. Our school welcomes parents on a daily basis and on special events such as open house, book fairs, and parent conferences.

4. Shall to the extent feasible and appropriate coordinate and integrate parent involvement programs and activities with other federal 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.

Cedar Hill coordinates its parental involvement program for all parents. An open house is held every year to welcome incoming students and parents. Kindergarten teachers speak to Head Start parents at the end of the year, so they know what to expect when starting kindergarten in the fall. Educational materials and resources are available to parents to check out from our Reading Specialist. Also, parents have access to Tumblebooks from our Media Specialist.

5. 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 the parents can understand.

Information is translated into Spanish and an ELL teacher is available to aid in conversation as needed. Limestone County also provides interpreters as needed for meetings.

6. Shall provide such other responsible support for parental involvement activities as parents may request.

Parents' surveys are conducted yearly. The committee reviews survey results and creates plans and activities to meet the needs of parents. Parents may also request a conference with the teacher at any time throughout the year.

Describe how the school will ensure the provision for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students; including providing information and school reports in a format and, to the extent practicable, in a language that parents can understand.

Cedar Hill currently has Spanish speaking students, therefore all notices of parent meetings are sent to parents of these children in Spanish. In addition, we have EL teacher at our school. Every effort is made to accommodate parents with disabilities. Cedar Hill is a handicapped-accessible building.

Principal Signature

Assistant-Principal Signature