CAMERON RANCH PARENT INVOLVEMENT POLICY

Cameron Ranch Elementary School agrees to implement the following statutory requirements:

The school will jointly develop with parents, distribute to parents of participating children, a School Parental Involvement Policy that the school and parents of participating children agree on.

The school will notify parents about the School Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.

The school will make the School Parental Involvement Policy available to the local community.

The school will periodically update the School Parental Involvement Policy to meet the changing needs of parents and the school.

The school will adopt the school’s school-parent compact as a component of its School Parental Involvement Policy.

The school agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) that parents play an integral role in assisting their child’s learning;

(B) that parents are encouraged to be actively involved in their child’s education at school;

(C) that parents are full partners in their child’s education and are included, as appropriate, in decision-making, PTO, Site Council, and on advisory committees to assist in the education of their child.

DESCRIPTION OF HOW SCHOOL WILL IMPLEMENT REQUIRED SCHOOL WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. Cameron Ranch Elementary School will take the following actions to involve parents in the joint development and joint agreement of its School Parental Involvement Policy and its Single Plan for Student Achievement under section 1112 of the ESEA:

School Parent Involvement Policy Process:

The process used to accomplish this requirement including assignment of responsibilities for each task, solicitation of both written and oral input from parents, and convening several meetings for discussion purposes and consensus building is as follows:

- Cameron Ranch will keep parents informed of school activities / important dates / curriculum information / etc. through the bi-weekly publication of the Cameron Ranch Falcon parent newsletter. It will be sent home with the students. The newsletter will include opportunities for parent training, leadership / advisory opportunities / parenting skills / coordination with community.
Information specifically related to language learners will be sent home translated in both Russian and Spanish. Office staff is responsible for this.

- Parents will be informed of student class assignments / progress notices / report cards / behavior information via US mail. Cameron Ranch staff is responsible for this.
- Cameron Ranch School Parent Compact will be distributed to parents in November at Parent-Teacher conferences. Cameron Ranch teachers are responsible for this.
- Cameron Ranch Site Council serves as active partners with Cameron Ranch community. They meet 10 times per year to discuss schoolwide programs; shares leadership structures that support and improve school programs.
- Family evenings will be provided demonstrating instructional practices and curriculum standards. Such evenings will include ELAC parent meetings, Back to School night, Family Math night, Open House, Parent Visitation Day, and Parent Spirit Lunch visits. Cameron Ranch staff is responsible for this.
- PTO will meet monthly to plan, implement and participate in school activities. Cameron Ranch parents, administration and teacher representatives are responsible for this.

**Single Plan for Student Achievement Process:**

The process used to accomplish this requirement including assignment of responsibilities for each task, solicitation of both written and oral input from parents, and convening several meetings for discussion purposes and consensus building, etc.

- Conduct needs assessment which includes all stakeholders
- Base needs assessment on school data and the school’s results
- Set goals and action plans
- Decide upon monitoring process
- Distribute completed plan

**2. Cameron Ranch Elementary School will take the following actions to distribute its Parent Involvement Policy.**

Parent Compact will be distributed in November at Parent-Teacher conferences. Teachers will review this compact with each parent, answer questions and collect a signed copy. Parent Compact will be translated into Russian and Spanish and copied on NCR paper.

**3. Cameron Ranch Elementary School will convene an annual meeting to inform parents of the following:**

At our annual Title 1 meeting parents will be informed:

- of their child’s school participates in Title I;
- of the requirements of Title I;
- of the rights of parents to be involved.
Parents are invited to an annual Title 1 meeting. Invitations are sent out to parents via the school newsletter.

4. **Cameron Ranch will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:**

At least once each year Cameron Ranch Elementary School parents will be invited to enter into focused inquiry and conversation with school staff regarding annual state assessment results, and curriculum embedded benchmark assessment results. The school will share their analysis of the results and elicit parent feedback regarding the school’s analysis. Together staff and parents will discuss adjustments to the school academic program which are deemed necessary in response to the data analysis.

Our School Site Council will analyze our school academic performance data each year. This data along with the results from our Academic Program Survey results will serve as the basis for our Single School Plan for Student Achievement.

Our ELAC committee will meet six times each year. This committee will be a forum in which parents of English Language Learners will be given an explanation of language instruction and how the program will help their child. Parents will also be invited to give input into school programs and issues which effect ELL students.

Our Title 1 parents will receive an annual update of the school’s program improvement status each year through a mailed correspondence. This letter will include information about parental rights to school choice beginning with year 1 of program improvement status and continuing on until the school has made the Annual Yearly Progress (AYP) benchmark proficiencies required by the No Child left Behind (NCLB) legislation for two consecutive years. Beginning with year 2 of program improvement status Title 1 parents will be advised that their child may be eligible for Supplemental Educational Service and this eligibility will continue on until the school has accomplished two consecutive years of making the AYP benchmark proficiencies stipulated by NCLB legislation. Additionally, parents will be informed and encouraged to participate in the development of action plans which address the school’s academic program needs.

5. **Cameron Ranch Elementary School will hold a flexible number of meetings at varying times, and provide child care, and/or home visits, paid for with Title 1 funding as these services relate to parent involvement:**

The annual title 1 meeting, the parent involvement policy meeting, the annual data night, family learning nights, and parent conferences are provided at varied times to reach our families that do not have transportation. Many meetings are scheduled in the early afternoon or morning.
6. **Cameron Ranch Elementary School** will coordinate and integrate parental involvement strategies in **Title I, Part A** with parental involvement strategies under the following other programs: **Reading First, Head Start, Early Head Start, and State-operated preschool programs** by:

Coordination will occur between preschool programs and elementary schools in the following manner:

- the names of parent ambassadors from the Early Childhood Education programs will be provided to receiving elementary schools. Additionally principals/teachers will receive information regarding Early Childhood Education programs;
- Parent Ambassadors will be invited to join school parent committees;
- Reading First schools will include parent involvement and education into their actions plans for improved student reading performance.

- Our school will assist parents with the transition from preschool to elementary school by articulating our program to the preschool program closest to our school.

7. **Cameron Ranch Elementary School** will provide to parents of participating children 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.

- **Back-to-School Night** parents are given a copy of grade level standards and an overview of grade level curriculum. Expectations of academic achievement are also explained.

- **Parent-Teacher conferences** are held in November. At this meeting teachers explain grading policies, including proficiency levels, and assessment data.

8. **Cameron Ranch Elementary School** will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its **Title I, Part A** schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, homeless, or are of any racial or ethnic minority background).

An annual parent survey will be conducted to review school effectiveness as perceived by the parent community. When the results of the survey are received from the district the school will hold an annual parent meeting. Parents will be invited to review the survey results and to offer suggestions which address areas of concern. The school will use the findings of the survey and the parent analysis to design future strategies for more parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
9. Cameron Ranch Elementary School will help build staff and parent capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described below:

The school will hold an annual school data meeting for parents. Attention will be given to presenting information in a manner which makes the information understandable and accessible. Translators will be available for the meetings. Topics will include analysis of school API and AYP results, sub-group data, and when appropriate program improvement status. The meeting format will include input from the principal regarding the data and school interventions currently in pace to address achievement gaps. Parents will be invited to share their view of the data and to offer suggestions for improved connections between home and school.

All parents will receive a letter mailed to their home informing them of their child’s assessment results on the annual STAR state achievement tests.

The school parent liaison will be trained in how to understand assessment results, California Content Standards, methods for monitoring student progress, and ways to work in collaboration with teachers. They will be given opportunities to share the content of this training with the school parent community.

Multiple media sources such as Connect Ed, the district newsletter, and district and school level websites will be used to convey annual school progress toward district, state and federal goals. The school parent involvement policy will be posted on the school’s web site.

Parents will receive their student’s assessment results and be invited to speak with school personnel regarding the state STAR results.

An annual meeting will be conducted in which Title 1 guidelines and parental rights as defined by No Child Left Behind mandates are shared with parent community.

10. The school will, with the assistance of the district, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement by:

Parent education training regarding how to support key grade level standards at home will be offered to parents.

Information about how to help students at home with homework and other curriculum-related activities will be offered to families at the annual Back to School Night and in the school newsletter, as well as, in parent-teacher conferences.

*Family evenings will be provided demonstrating instructional practices and curriculum standards. Such evenings may include ELL parent meetings, Family math and literacy nights.*

11. Cameron Ranch Elementary School will, with the assistance of the district and parents, educate its teachers, and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

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Staff will receive training in how to reach out to parents in ways that establish trust and rapport and build strong partnership aimed at student success.

Connect ED will be used at all sites to inform parents of important school information. Messages will be translated when possible.

Cameron Ranch Elementary School will provide a bi-weekly newsletter to parents.

12. The school will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- The following documents are translated (Russian, Ukrainian, and Spanish) for parents:
  - California English Language Development Test
  - Standardized Testing and Reporting (STAR) Results
  - No Child Left Behind Teacher Qualifications letter
  - English Language Learner Program Enrollment
  - Uniform Complaint Procedures
  - Enrollment Options Letter
  - Home Language Survey
  - District Parent Rights and Responsibilities
  - Parent/Student Handbook
  - Progress Report
  - Report Card
  - Unexcused Absence Form
  - Truancy Notice
  - Suspension Notice

Additionally, the AT&T translation phone service is available to all school sites. Translators will be made available for school site needs, whenever possible.

- adopting and implementing model approaches to improving parental involvement;
- send a school parent representative to the district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- providing other reasonable support for parental involvement activities under section 1118 as parents may request.

ADOPTION

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by _________________.


This policy was adopted by Cameron Ranch Elementary School on August 21, 2010 and will be in effect for the period of August 21, 2010 to June 16, 2011. The school will distribute this policy to all parents of participating Title I, Part A children on or before December 1, 2006.

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(Signature of Authorized Official)

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(Date)