

**Washington School District  
Cactus Wren Elementary School  
Parent Involvement Policy  
2012-2013  
Nov. 12, 2012**

Meaningful parental involvement is a Washington Elementary School District goal. Parental involvement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other extra-curricular school activities, including ensuring:

- that parents play an integral role in assisting their child's learning,
- that parents are encouraged to be actively involved in their child's education at school,
- that parents are full partners in their child's education and are included, where appropriate, in decision-making and on advisory committees to assist in the education of their child,
- and carrying out of other activities, allowed under ESEA. (Elementary and Secondary Education Act)

The staff and parents at Cactus Wren Elementary School recognize the importance of parental involvement in the development of programs to support student achievement and academic well-being. To this end, we are committed to the ongoing implementation of an effective home-school communication process. In addition, Cactus Wren plans activities to involve parents, families and community members, seeking their input and creating a circle of communication through PTO, Site Council, surveys, school and teacher web pages, out-dials and other outreach meetings. All teachers participate in a PAWS team which supports the following areas: Parent/School Involvement-P team, Academic and Attendance-A team, Willing and Winning Spirit Efforts-W team and Safety and Student Success-S team. Parents are encouraged to collect Give Us Five cards by attending school events so they may enter raffle prizes as fun incentives.

**Annual Parent Meeting**

A meeting to inform parents of the Title I School Program and its requirements will be conducted at the Curriculum Night at the beginning of each school year. Parents will be notified of this meeting by:

- Cactus Wren newsletter/marquee
- School dial-out
- Website
- Teacher homeroom flyers

**Flexible Number of Meetings to Allow for Parent Involvement**

All parents are welcome and encouraged to attend all monthly School Site Council/PTO meetings. Parents can call a School Site Council/parent representative for more information about Site Council/PTO meetings. Agendas and minutes are located on the

front window of the office. Meeting dates are also posted on the Cactus Wren website. Transportation and/or child care may be provided upon request.

### **Ways to Involve Parents in the Planning, Review and Improvement of Programs**

Planning and review is an ongoing process at Site Council/PTO meetings which include information on Title I, Parent Involvement Policy, and The Continuous School Improvement Plan. Site Council monitors site plan activities during the school year and evaluates site plan activities at the end of the school year. All documentation and evaluation reports are made available to parents interested in getting involved in the planning, review and evaluation/improvement process. Cactus Wren parents will be encouraged to be involved in the Continuous Improvement Plan by completing and returning parent satisfaction or other surveys that define school needs. The Parental Involvement Policy will be reviewed annually by surveying parents and analyzing results. Staff and parent meetings will be held for discussion and collaboration and revisions will be made as indicated. Final draft will go to the Leadership Team and Site Council for approval. Site Council Parent Representatives are available to help parents get involved.

### **Process for Providing Parents Timely Information**

In addition to Site Council meeting agendas posted in the window of the front office:

- Parents receive timely information about home-school partnership meetings and activities through school newsletters sent home with students and the internet school web site. Parents receive timely information about PTO and other school activities and meetings in the same manner.
- Parents receive timely information about the school program and school performance profile by attending the Title I annual Curriculum Night, attending Site Council meetings and PTO meetings. Site Council/PTO Parent Representatives are available to help parents get involved.
- Parents receive timely information about school curriculum, types of assessment and district content and performance standards students are expected to meet by attending the Meet the Teacher and Curriculum Night in the fall. The Home-School Compact is sent home with students and returned to school with a parent signature. The Home-School Compact reflects the commitment of the home, school and district to work together to enable each student to achieve district academic and citizenship standards. The Home-School Compact will be reviewed annually. Parents may also receive timely information at meetings conducted by many classroom teachers throughout the year.
- Parents receive timely information about individual assessment results with interpretations through mid-terms which are sent home 4x a year, Parent-Teacher Conferences held twice a year, and report cards which are completed 4 times a year. It is the school goal that every parent schedules a Parent-Teacher Conference to discuss academic progress, individual student assessment results with an interpretation by the teacher and strategies for school improvement. Translators will be provided if needed. Parents can always call the school office for information and/or schedule an appointment with an Administrator, Teacher and/or Support Staff member to review, discuss information needs and/or

concerns. Parents can call the PTO President to get involved in parent volunteer activities.

**CW will provide assistance to parents on topics to include:**

- AZ Common Core Standards
- AZ student assessments
- Title 1 annual meeting/requirements
- Ways to monitor the student's progress
- How to work with educators
- How to have a successful parent-teacher conference
- How to help students at home
- Parenting classes
- ELL classes
- Volunteer opportunities
- Communication between home and school
- Meetings about assessments
- School newsletter
- School website
- Excellent family/community member experiences
- Communication in English, Spanish, and other languages as needed
- Translator provided for parents when needed

**Opportunity to Make Suggestions**

Site Council meetings are public meetings open for all parents to attend. Parents are welcome and encouraged to address their information needs, concerns and/or good ideas at any Site Council meeting. They can do this by submitting an agenda item to the Site Council for the next scheduled meeting or request to speak during time allocated for Public Comments/Round Table at each meeting. Parents may also call a Site Council Parent Representative to help them address their questions, concerns and/or submit a good idea. Parents may volunteer or can be elected as Site Council Parent Representatives and they are voting members on Site Council. It is their responsibility to promote parent involvement by serving and representing parent interests at council/team meetings. If the school-wide program plan is not satisfactory to parents, Cactus Wren will submit any parent comments regarding the plan when it is turned in to the district. Parents are welcome and encouraged to contact the parent representatives that are serving on Site Council this school year. You can contact the school office or go to the Cactus Wren School website for their names and numbers.

Approved by the Leadership Team on 11-14-12

Approved by the Site Council on 11-13-12