

# Cottonwood Elementary

## Parent Involvement Plan 2017-18

### Parent involvement in developing and reviewing school plans

- An annual spring meeting will be held to evaluate and revise the Parent Involvement Plan. This meeting will include: the principal, learning specialist, teachers, paraprofessionals, and parents. All parents will be invited to this meeting via school messenger. Child care and refreshments will be provided.
- Our School Improvement Plan (SIP) guides our instruction to help ensure student success. Planning an annual review of the SIP involves a staff team. All parents are welcome to review the plan at any time during the year. Our SIP is available on our Cottonwood website. If parents have concerns about the LAP program, they are encouraged to talk with the Principal, Learning Specialist or Reading Intervention Teacher. LAP Complaint Procedures are outlined in Chapter 392-168 of the Washington Administrative Code. This can be found at <http://apps.leg.wa.gov/wac/default.aspx?cite=392-168>

### Providing parents with information throughout the year

- Parents are invited to attend Open House in the fall where information regarding the school program and LAP Services are presented. The principal and teaching staff are available to answer questions.
- A copy of the Building Parent Involvement Plan is provided on Cottonwood's website.
- During October conferences parents are invited to ask questions about the program as classroom information is shared and student progress is noted. Parents are also encouraged to share insight about their child and how he/she best learns. Dialogue is held about parents' hopes and aspirations for their child, their sense of what their children need, and suggestions about ways teacher/staff can help.
- Parents are informed when a student is invited to participate in a school intervention. This is done in writing and shared with parents prior to the intervention beginning. Parents are informed of the type of intervention the child is receiving, and how and when the student will be assessed. The classroom teacher will share progress with parents, as needed, based on ongoing assessments.
- Information about curriculum, assessments, and programs is provided throughout the year through newsletters, letters, conferences and meetings.
- Cottonwood actively seeks to find and implement alternative means of communication in order to reach out to parents and community members.
- The LAP program staff send home with students the Reading Connections Newsletter each month.

## **Effective parent involvement to improve achievement**

- Parents are encouraged to request meetings, provide suggestions, ask questions, and participate in their child's education throughout the year. We invite parents to be a part of beautifying our school, books fairs, math night, school concerts and attending PTSA or ASB sponsored events. Parents also are encouraged to attend conferences with the classroom teacher, take part in Student Success Team meetings, and meet with the principal, learning specialist and other staff members. The staff members at Cottonwood are happy to work with parents to assist in the success of the student. We welcome suggestions and requests.
- Interpreters for limited English speaking and deaf/ hard-of-hearing parents will be provided as requested.
- Our Student Success Team is set up to meet weekly. Students can be referred by any staff member as well as by parents who have concerns about a child's achievement in school. This is a team effort involving the parent, Learning Specialist, School Psychologist, Principal, classroom teacher, and any other staff with whom the child works. As a team we discuss strengths, concerns, and strategies. Interventions may be put in place to better assist the teacher, child and parent.
- We communicate using resources for parents that support their student's learning at home such as: online textbook tools, Moodle sites for homework and assignments, school calendars, daily planners and websites.

## **Welcoming School Climate**

- At Cottonwood we ensure a welcoming environment so that a parent is greeted with respect upon entering the school and at all points of contact thereafter. An important focus at our school is building relationships with parents and students and making sure that families know we value them as an important part of our school helps to build that relationship.
- As we work with families, we focus on their strengths and common goals in areas of concern related to academics, discipline, and attendance.
- Cottonwood recruits, maintains, and uses a resource list of community contacts who can communicate effectively with parents from diverse cultural, ethnic, and language groups.