**Parent Involvement Policy**

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| Ringwood Elementary School has developed a written Title I parental involvement policy with input from Title I parents. The original policy is updated every year by reviewing each section and providing input for amendments, if necessary. Ringwood Elementary School has posted the policy on the school’s district website. The policy describes the means for carrying out the Title I parental involvement requirements.  Ringwood Elementary School will:   1. Convene an annual Title I meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.    1. The Ringwood Elementary School annual Title I meeting is held prior to the site Back To School Night each year. During this meeting, information about the Title I program, student performance data, and parental rights are explained to parents. 2. Offer a flexible number of meetings for Title I parents, such as meeting in the morning or evening.    1. Ringwood Elementary School holds meetings with parents at times that are convenient for them. The School Back to School Night and Title I informational meeting are held in the evenings.    2. Meetings with parents are coordinated through the school office and are scheduled at times convenient for the parents, including mornings and evenings after parents return from work. 3. Involve parents in an organized, ongoing and timely way in the planning, review, and improvement of the school’s Title I programs and the Title I Parental Involvement Policy.    1. Representatives from parent stakeholders work with the School Site Committee to analyze data, monitor progress and, when necessary, make modifications to the instructional program at Ringwood Elementary School both through the school site plan and the parent involvement policy. 4. Provide timely information to parents about its Title I program.    1. Parents are informed about student achievement data at the site’s Annual Title I meeting and at other parent meetings.    2. At Back to School and Title I informational meetings and other meetings convened throughout the year, parents learn about the Title I program and how it can serve their children through supplemental programs.    3. Parents also receive information through the district and site webpage, Alert Now, parent teacher conferences, and Back to School Night. 5. Provide parents of Title I students with an explanation of curriculum used at the school, the assessments used to measure student progress, and the proficiency and levels expectations students are expected to meet.    1. Parents are provided an explanation of all of the programs in place at Ringwood Elementary School during the Annual Title I Meeting and Back to School Night.    2. Teachers review and explain curriculum and assessment data, including proficiency expectations at parent conferences where parents talk to teachers one-one-one about their children’s’ academic achievement.    3. Additionally, the site administration has adopted an open door policy to foster authentic two way communication with our parents and community members. 6. If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education to their children.    1. Parent experience an open door policy at Ringwood Elementary School. They may prearrange meetings with site administration or staff.    2. Parents may submit comments in writing regarding the school site plan and attend Title I meetings. 7. Develop and distribute its Parent/Student/School Compact for shared responsibility for improving student achievement, and the means by which the school and parents/guardians will build a partnership to help students achieve state standards.    1. The Parent/Student/School Compact is provided to all parents annually with the registration papers. Parents and students sign the compact and return it to the school prior to enrolling their students.    2. As necessary, the School Site Committee reviews the current adopted Parent/Student/School Compact and makes modifications when deemed necessary.   **Ringwood Elementary School will build capacity of the school and parent/guardians for strong parent involvement by implementing parent training to assist parents in supporting their child’s efforts in learning in the following ways:**   1. Assists parents in understanding the State’s academic content standards, assessments, and how to monitor and improve the achievement of their children.    1. Ringwood Elementary parents will receive training and necessary information on the topics above through the Annual Title I meeting, parent conference, the district and school web page, IEPs, and the new state parent portal. 2. Educate staff in the value of parent contributions and how to work with parents as equal partners.    1. Teachers and staff attend district sponsored parent trainings. 3. Coordinate and integrate parental involvement with other programs to encourage and support parents in more fully participating in the education of their children. 4. Distribute information related to school and parent programs, meetings and other activities to parents in a format and, to the extent practicable, in a language the parents understand.    1. All documents sent home to parents are translated into Spanish as well as sent in English. 5. Provide such other reasonable support for the parental involvement activities as parent may request.    1. Because of the open door policy, parents are invited to make requests for involvement programs.    2. Parents report that they feel comfortable communicating with teachers one on one personally or through phone calls, or email where they may make requests for involvement activities or information, as needed.   **Accessibility**   1. Ringwood Elementary School provides full opportunities for the participation of parents with limited English proficiency, parent 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 understand.    1. Ringwood Schools translates into Spanish notices sent home to students through written message or mail. Translators are available as needed for conferences and meetings such as IEPs and conferences. |