

**Crestmoor Elementary School  
Parent Involvement Plan  
2010-2011**

*Crestmoor Elementary School's Vision*

***Crestmoor*** is a caring school where staff, students and parents work collaboratively to build a supportive community with an emphasis on character education and technology.

***Teachers*** believe that all children can learn and be successful through innovative and challenging instruction using a standards based program while keeping in mind their social and emotional needs.

***Students*** acquire knowledge, concepts and skills necessary to become thinking, productive, responsible, and caring citizens.

***Parents take an active role to ensure their child's academic success and social growth.***

Parent involvement is key to the academic success of both the school community and their child at Crestmoor Elementary. Included below are activities that are provided to involve parents in their child's education at Crestmoor.

<b>Activities</b>	<b>Description</b>	<b>Timeline</b>
Welcome correspondence	Letter welcoming new families to Crestmoor is mailed home.	Summer before school begins
Kindergarten Round-up	Future kindergarteners are invited to the school along with their parents to meet the teachers, visit the classroom, and are informally assessed.	End of May End of August
"Welcome to School"	Principal greets each student and parent as they step onto campus each day.	8:05-8:15am daily
Morning Assembly	A 5-minute assembly each day on the playground, welcomes students to school along with parents who attend. Announcements are made (activities, special occasions, birthdays, lunch menu items, clubs) and pledge of allegiance is recited.	8:15am daily
"Welcome Coffee Event"	Parents are invited to the cafeteria for coffee and treats on the first day of school to meet other parents, the Principal, and the PTO.	8:20am on the first day of school
Parent Pledge	Parents must sign a "Parent Pledge" committing to being involved in their child's education.	Sent home on the first day of school each year
2 Hours	Parents are encouraged to commit to at least two hours of volunteer work to help support the school and PTO.	Sent home at the beginning of each school year
Parent's Corner Bookshelf	To support responsible parenting, a bookshelf with resources for parents to borrow is available in the front office (books and magazines related to parenting/childhood)	Ongoing
Principal's Newsletter	A Newsletter is emailed and sent home to each family on Fridays	Every Friday
PTO Correspondence	A packet of information and ways to get	The Friday

	involved is sent home each month.	before the next PTO meeting
PTO Meetings	Parents are invited to attend these monthly meetings to learn how to get involved in the organization.	The third Wednesday of each month
Open Communication	Staff (teachers, office manager, and principal) are available and open to communicate with parents in the following ways – in person, over the telephone, or via email.	Ongoing
Parent Teacher Conferences	Conferences are held twice a year to discuss student's academic progress	December March
Standards-based Report Cards	Report cards are sent home three times a year. Teachers provide parents and students with suggestion on how to improve. Report cards are available in Spanish.	December March June
Scholastic Reading Inventory Progress Reports	Updated reports (with lexile reading levels) are sent home to parents of students who take the Scholastic Reading Inventory. This assessment is given three to four times a year.	September December March June
Global Connect	This messaging system sends out phone messages to parents immediately. Principal and PTO use this tool to inform parents of upcoming events or emergency situations.	As needed
School Webpage	This tool provides parents with up-to-date information about the school including email addresses, calendar of events, publications, and pictures	Ongoing
Parent Survey	This survey is sent home to each family in the Spring of each school year. The survey is developed by the district and is translated into Spanish as well. The survey is a valuable tool to help the staff and School Site Council determine areas of need and areas of strength with the help of parents. The results of this survey are used to develop the Single Plan for Student Achievement.	Spring
School Site Council (SSC)	The purpose of the School Site Council is to ensure that the school is continually engaged in identifying and implementing curriculum and instructional practices that result in both strengthening the core academic program and ensuring that students have access to and success in that program. Members of the School Site Council include the Principal, three teachers, one classified staff member, and five parents. Members are elected to serve for a two-year term. The SSC meets monthly.	Monthly
Back-to-School Night	Parents are invited to attend this annual event where the Principal and PTO	September

	<p>Speak about the school and discuss ways to get involved. Parents also visit their child's classroom to learn about the program, curriculum, and activities that they will participate in. Parents are also encouraged to sign up for volunteer opportunities in the classroom that evening.</p>	
Open House	<p>Family members (including students) are invited to attend this annual event where students can share all of the things they have accomplished all year.</p>	May
PTO Family and Parent Events	<p>Events are planned to bring families together and in some cases to fundraise for the school: Pancake Breakfast, Crab Feed, Mexican Night, Posy Parade, Halloween Parade, Golf Tournament, Spell-a-thon, Book Fairs, etc. Parents are also encouraged to help organize these events- volunteering time, money, and resources.</p>	All year
Field Trips	<p>Parents are encouraged and invited to drive/chaperone on field trips.</p>	Ongoing
Classroom Involvement	<p>Parents are invited to volunteer their time to help out in the child's classroom (working with small groups, teaching art, organizing book clubs, filing, photo copying, etc.)</p>	Ongoing
IEP Meetings	<p>Parents of students in Special Education are required to attend scheduled annual meetings to discuss their Individualized Academic Plan along with staff that is involved in the process.</p>	Annually
ELAC	<p>The school's English Language Advisory Committee is established each year. Members of the committee are parents of students who are English Language Learners.</p>	Annually
Powerschool	<p>Parents can access attendance records and academic progress (grades 4-6) through the district-wide web-based Parent Portal on Powerschool.</p>	Ongoing
Green Communication Folder	<p>Each student has a folder that is sent home daily and/or weekly. Contents include graded tests/corrected homework/schoolwork as well as school flyers and information on the "Stay at Home" side of the folder. Parents can also use this folder to send items back to school on the "Return to School" side.</p>	Weekly
Parent/Student Handbook	<p>Parents are informed of school policies, procedures, and academics.</p>	Distributed on the first day of school
Office Window	<p>Important school and PTO flyers are displayed in the front office window on either side of the double doors.</p>	Ongoing

Student Success Team (SST) Process	Parents and staff meet together to discuss academic/behavioral concerns and develop a list of accommodations to try. Follow-up meetings are scheduled to check progress.	When needed
Promotion/Retention Policy	When students are performing below grade level standards, teachers fill out a Promotion/Retention form to determine if they will be eligible to move onto the next grade. Forms are updated each trimester and discussed with parents regularly.	When needed
Supporting students who are below proficient	Teachers regularly assess students to determine the level at which they are performing. Teachers differentiate instruction to meet the varied needs in their classrooms. Intervention activities (small groups, Read Naturally, Rosetta Stone (for EL students), curriculum interventions) are provided to support these students. Parents are kept informed of their child's progress through Powerschool, parent progress reports, and informal conversations.	Ongoing

~Parents are a child's most important teacher~