Castle Rock Elementary Parent Involvement Policy and Procedures
A Plan for the 2012-2013 School Year

Castle Rock Elementary is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if home and school work together to promote high achievement for our children. Neither home nor Castle Rock Elementary can do the job alone. Parents play an extremely important role as children’s first teachers. Support for their children and for the school is critical to children’s success at every step along the way.

Castle Rock Elementary recognizes that some students may need the extra assistance available through the Title I Program to reach the state’s high academic standards. Castle Rock Elementary intends to include parents in all aspects of the school’s Title I Program. The goal is a school-home partnership that will help all students to succeed.

In the spring of 2012 the Castle Rock Elementary Title I Program Evaluation and Planning Parent Meeting was held. Parents worked jointly with Castle Rock Elementary to revise and expand our existing plan. In late fall when all students have been grouped into appropriate intervention/enrichment groups each parent will be sent home a copy of Castle Rock Elementary’s Parent Involvement Policy and Procedure. A copy will also be posted on the informational bulletin board inside the entrance of Castle Rock Elementary. A copy may also be found on Castle Rock School District’s website.

During Castle Rock Elementary’s Back to School Night, the Title I Teacher and the building Principal will be available to discuss Title I Services with parents. In the fall, parents will be invited to Castle Rock Elementary’s annual informational Title I meeting. The meeting times and places are as follows: November 20, 2012 9:30 a.m. in the Title I room or 6:00 p.m. in the Creative Learning Center. Parents are asked to notify the Title I Teacher if babysitting or transportation considerations are needed for them to be able to attend the meeting.

The Title I Teacher has an open door policy where she can be contacted by phone or for a personal meeting. The Title I Teacher will make every effort to respond to parent requests and suggestions in a timely manner. The Title I Teacher is also available throughout the school year and summer months to meet with parents, check out materials to support learning at home and offer
assistance to parents on best methods and ways to work with their children at home.

The Castle Rock Elementary School Leadership Team meets as needed. The team consists of Parents, Teachers, Specialists, the Title I Teacher and the Principal. The Title I Teacher and Principal are available to meet with parents regarding the work of the Leadership Team.

During the fall conferences (October 22nd – November 2nd) parents, students and classroom teachers discuss the Leadership Agreement and develop specific goals to help each student achieve to their maximum potential. Also at this conference teachers and parents decide how and when they will communicate, the curriculum in use at Castle Rock Elementary, the methods of assessments used to measure student progress, and the proficiency levels students are expected to meet. Spring conferences are April 15th – April 26th. During this conference parents and teachers evaluate how their communication is working and how the student is achieving. The Grading and Report Schedule is as follows:

1st Quarter – Nov. 16th  
K-6 report cards sent home

2nd Quarter- Feb. 8th  
K-6 report cards sent home

3rd Quarter – April 15th  
K-6 report cards given out at conferences

4th Quarter – June 14th  
K-6 report cards sent home

Parents are encouraged to make an appointment to visit their child’s classrooms to observe the curriculum, the instruction, and the level of achievement expected of their children. Parents are offered many volunteer opportunities through Castle Rock Elementary’s active PTO and our classroom teachers.

The Title I Program and Castle Rock Elementary will co-sponsor a Math Learning Night in the fall of 2012. An Educational Game Night will be offered in the winter of 2012 along with free family portraits provided by a local photographer. We will also host a two Book Swaps to allow students to bring gently used books and trade them for a different title.

In early spring, (March) the Title I Teacher will present information to the Head Start Parents regarding Kindergarten Screening and entrance into Castle Rock Elementary. The Title I Teacher also attends the Castle Rock Elementary/Middle/High School PTO meetings and presents information about our Title I Program.

The Title I Teacher works closely with Castle Rock Elementary’s ELL Paraprofessional so that parents with limited English proficiency have access to Castle Rock Elementary Title I Program information. The ELL Paraprofessional attends Title I meetings to act as a translator for parents if needed.
This Castle Rock Parent Involvement Policy/Procedures has been
developed/revised jointly with, and agreed upon with, parents of children
participating in the Title I Program, as evidenced by meeting agenda and notes.

The Parent Involvement Policy/Procedures were developed/revised by Castle
Rock Elementary on June 11, 2012 and will be in effect for the period of the
2012-2013 school year. The school will distribute these Parent Involvement
Policy/Procedures to all parents and make it available to the community on or
before December 20, 2012.

Heather Ogden
Signature of Title I Authorized Representative

6/11/12
Date

These parents were involved with the development of this document:
Dionorilda Lara
Sara Turner

The Castle Rock School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, color, religion, national origin, families with children, marital status, gender, age, sexual orientation, disability, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog

guide or service animal by a person with a disability and will provide equal access to the Boy Scouts of America and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the district's Title IX/RCW 28A.640 officer Tiffanye Golden and/or Section 504/ADA coordinator Tyson Vogeler at (360) 501-2940.