***CIS Academy Parent Involvement Policy***

CIS Academy Board of Directors, administrators, and faculty recognize that regular, meaningful parent involvement is necessary to increase student achievement. An integral part of the CIS philosophy is to ensure that the school has in place a comprehensive plan to keep parents involved in the education of their child and to provide opportunities for the parents and children to share in school sponsored activities and events.

As the basis of the Parents Involvement Policy, CIS addresses the eight essential elements of effective parent involvement as identified by the North Carolina State Board of Education.

1. Communication-Facilitate regular, two-way, and meaningful communication between home and school.

* CIS Academy adheres to all parental notice requirements as mandated by Title 1, Part A.
* CIS Academy publishes a parent newsletter every nine weeks.
* A bulletin board at the school’s main entrance is used to post up-to-date information for parents.
* A parent/student handbook is given to each household at the beginning of each school year.
* Notices are sent home concerning upcoming activities, fieldtrips, and events sponsored by the school.
* The school Principal’s designee is responsible for calling parents daily in reference to student absences.
* Parent Night is scheduled each 9 week reporting period.
* Faculty members are encouraged to communicate regularly with parents about student successes as well as failures by phone, use of notes, home visits and e-mail when applicable.
* Home visits are made when situations warrant the necessity or when parents/ guardians have no available transportation.

1. Parenting- Promote and support responsible parenting.

* Send home research based parenting tips each nine weeks with student report cards.
* Assist parents by connecting them with needed resources dealing with health, economic, or other family services. (Robeson County Health Bus, Robeson County Church and Community Center, DSS, etc)
* Identify and connect families of children with learning needs with resources to facilitate appropriate services. (Coastal Speech)
* Recruit parent representative of the student population to serve on a Parent Advisory Board at the beginning of each school year.

1. Student learning-inform and involve parents and guardians in children’s learning activities so that they may play an integral role in assisting student learning.

* A “Meet and Greet” open house is held annually at the beginning of each school year for parents and students to meet the teachers and administrators and become familiar with the goals and expectations of the school.
* Progress reports are sent home at the midpoint of each nine weeks grading period.
* Parents may schedule conferences with teachers during planning periods, afterschool or teacher workdays on an as requested basis by calling the school secretary.
* Parent /student/school compacts to support shared responsibility for student behavior and achievement
* Share information about the “Transition Academies” sponsored by PSRC with rising 9th graders and their parents.
* Sponsor an on-site program to make parents aware of the Early College program and its requirements
* Parents are invited to all school sponsored activities (assembly programs, have breakfast with your students, etc) related to their child as will as those not directly related.

1. Volunteering- Ensure that parents and guardians are welcome in the school and seek their support and assistance in a variety of ways.

* Parents are encouraged to volunteer in any capacity in which they feel competent and comfortable.
* Create a school environment where parents feel welcome.
* Parent and staff volunteer efforts are recognized and promoted annually by a “Volunteer Program and Dinner”.

1. Advocacy and Decision-Making- Include parents/ guardians as partners in the decision that affect children and families.
   * Parents are recruited annually to serve on a Parent Advisory Board and school Improvement Team
   * Include parents in the active recruitment of other parents for involvement and participation in school activities.
   * Ensure that parents and guardians of special needs children have input in the writing and implementation of IEP’s.
   * A student handbook is given to each household at beginning of each school year to provide parents with clear, complete information on the established policies and procedures to resolve issues and complaints.
   * Individuals learning needs are often addressed through informal conversations between teachers and parents.
2. Training- Assess parents’ and school personnel informational needs and provide training based upon those needs

* Conduct a needs assessment to determine areas of parental interest
* Make available to parents on line resources that provide them with tools and information needed to be effectively involved in their children’s learning.
* Education News Parents can use
* <http://www.ed.gov./news/ar/video/edtv/index.html>.
* [EDPubs-edpubs@inct.edu.gov](mailto:EDPubs-edpubs@inct.edu.gov)
* **www.cisrobeson.org**

1. Community Collaboration- collaboration with community agencies and other organizations to provide resources to strengthen school programs, families, and student learning.
   * Establish a partnership with Boys and Girls Club of Robeson County for students to participate in after school activities and cultural events.
   * Establish a partnership with UNCP to provide needed services through the various departments (art, Education, counseling).
   * Establish a partnership with the Robeson County Health Department to send the Health Care Plus Bus to the academy bi-monthly.
   * Establish a partnership with the UNCP School of Social Work to provide interns to assist with student needs and connect families with needed outside resources.
   * Participate in the “Share the Vision” program sponsored through CISNC.
2. Student Health- Promote health awareness among parents/ guardians by addressing the need for health programs and student health services, which are linked to student learning.
   * Keep on file at the school level a health information sheet on each student.
   * Create a directory of who to call about student health and safety issues.
   * 504 Plans are written with parental input to address health issues that affect learning and to put modifications that allow for greater academic achievement
   * Academy offers specific health services to the students (access to Robeson County Health Care Plus Bus, share the vision program, counseling
   * Faculty and staff maintain CPR certification and participate in a blood-borne pathogens workshop.