

**Title I Parent Involvement Policy
Mitchell County High School
2011-2012**

Mitchell County High School is committed to partnering with parents and community members to ensure academic excellence among our students. Mitchell County High School has met AYP for the 2010-2011 school year. It is our desire to make parents an integral part of their child's educational process; therefore, we strive to keep them as involved with policies and procedures as we possibly can. Our parental involvement initiatives are: Parent Workshops (Using Parent Portal in Infinite Campus, Helping with Homework/Study Habits, Financial Aid, College Night for Seniors and their Parents, Career Pathways/Scheduling, Translating Test Scores, and each department will conduct workshops on its subject matter for parents) and Student Showcase: Student led informational grade socials: Freshmen Fest, Sophomore Social, Junior Jam, Senior Advisement (at each activity-showcase or demonstrations of student achievement). These initiatives are listed in the school improvement plan which is available for viewing in our data room and is located on Mitchell County High School's website.

Indicator 1: Mitchell County High School parents, in conjunction with teachers and administrators, jointly developed the Mitchell County High School Parental Involvement Policy. In February 2011, a Parent Opinion Survey was distributed to all stakeholders to review and make suggestions. Over 125 surveys were returned. In March 2011 the parents were informed about the April 5, 2011 meeting to review the 2010-2011 Parent Involvement policy, the Student/Parent/Teacher Compact and the Schoolwide Plan and to make suggestions for revision for the 2011-2012 school term. The material was available for parents to review online at the Mitchell County High School's website and/or to pick up a copy from the Parent Resource Room. An advisory committee consisting of parents (Joe Chester, Tonya Rossitter, Gail Hawkins), teachers (Ruth Lee, Ruth Wright, Kenneth Harris), administrators (Constance Lee, Erica Gardner, Robert Adams), and with input from Title I Parent Involvement Coordinator Shirley Daniels reviewed the findings from the February 2011 surveys and suggestions and then revised the Title I documents: Policy, the schoolwide plan and the compact. The 2011-2012 Title I documents will be distributed to parents of Title I students through a variety of means: student handbook, on school website, open house, parent conferences, grade level meetings, and sent home with students.

Indicator 2: Mitchell County High School will convene an annual meeting to inform parents of Title I students of the requirements and their rights to be involved in the Title I program.

- Open House: informational handouts are distributed to parents. Handouts available to parents are: student handbook, brochure on Mitchell County High School, CTAE (Career, Technical and Agricultural Education) brochure, free/reduce lunch forms, insurance forms, Eagle's Nest (system newsletter), and teachers distribute copies of their course syllabus to parents.
- The Alert Now Notification system is used to alert parents of dates for meetings and events. A log is kept of the notifications sent to parents.
- Parents are notified via letters about the qualifications of teachers who are not highly qualified. The letters are mailed home to the students of that teacher. Free and reduced lunch forms, student handbooks, and insurance forms are sent home with the students the first day of school; they are distributed out during the first period class. Teachers distribute course syllabus to their students the first day of class.
- Parent conferences days and PTSO meetings are scheduled throughout the school year.
- Grade Level Meetings/Socials: Freshman Fest, Sophomore Social, Junior Jam, and Senior Advisement. These are informational socials for students and parents. The socials are held at different times and are spread out throughout the first nine weeks of school.
- Information about Title I will be posted on the school's website.

Indicator 3 Mitchell County High School offers a flexible number of meetings.

- Open House: information leaflets are available to parents. Open House will take place on the Sunday before the first day of school for students. Sign-up sheets are used to keep track of the number of participants for each event.
- Grade level meetings. The meetings are: Freshman Fest, Sophomore Social, Junior Jam and Senior Advisement. These are events hosted by students to provide both students and parents' information pertaining to a particular grade level. This also allows an opportunity for parents and students to ask any questions or voice any concerns that they may have. These activities are carried out at different times and

are spread over the first nine weeks of school. Sign-up sheets are used to keep track of the number of participants for each event.

- Information about the meetings are distributed through the alert notification, brochures sent home with students, and are listed on the school's web site.
- Parent Conferences are held at different times throughout the year.
- Meetings carried out Parent/Teacher/Student Organization (PTSO) at night or at academic socials.

Indicator 4: Mitchell County High School involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of its Title I programs and the Title I parental involvement policy.

- With contributions from parents, MCHS faculty, and district parent coordinator, this document was created and will be continually evaluated and updated as needed. The policy will be available for students to take home to their parents for feedback or parents can provide feedback on the school's website. The forms are available for download on the high school's website. Input will be collected throughout the year through surveys, feedback from parents, or discussions with parents at school events. A meeting will be held at the end of the school year to evaluate and revise policy as needed.

Indicator 5: Mitchell County High School provides parents of Title I students with timely information concerning:

- a. Title I programs through meetings, flyers, newsletters, Alert Now, school website.
- b. Results of the annual school review through a variety of ways: grade level meetings, parent conferences, CTAE Advisory meetings, PTSO meetings, phone notification, school sign, etc.
- c. Individual student assessment results are distributed individually to each child, and parent conferences are held as needed to interpret the results. Progress reports are distributed every three weeks; parent conferences are scheduled throughout the school year.
- d. Students receive a course syllabus and other handouts for each class with an explanation of the curriculum for that class, types of assessments, policies and procedures and information on the GPS standards for the class.
- e. The assessments are used to measure student progress and to determine the proficiency levels the students are expected to meet.
- f. Parents of Title I students are provided with opportunities for regular meetings through parent conferences, PTSO meetings and on various school committees.
- g. Parents have the opportunity to voice their concerns or questions at all meetings held (Junior Jam, Senior Advisement, Freshman Fest, etc.) All questions received are addressed within 24 hours.
- h. Any and all comments are collected in a variety of ways: on school's website there is a question and concern area for stakeholders; a suggestion box is also available in the front office; surveys are sent out twice a year for parents to complete and to indicate any concerns or questions that they may have.
- i. A copy of the survey and the tally for the surveys are submitted to the central office. They are available in the front office and are on the school's website.

A system newsletter is available the first day of school with the list of school personnel, phone numbers for school, and calendar of events. A school's website is also maintained and updated on a regular basis. A parent section is also a component of the web site. The system's newsletter with monthly events is printed monthly.

Indicator 6: Mitchell County High School provides assistance to parents:

- a. National Education Goals will be discussed at open house and at the grade level socials
- b. Georgia's Performance Standards are included in the course syllabus for each class and is reviewed by the teacher during parent conferences, open house, or distributed, if requested by the parent, etc. Standards for all classes are available in the parent resource room.
- c. Parents have input in the development of the school improvement plan. Copies of the plan are located in the data room, parent resource room, the media center and are placed on the school's website.
- d. Components of school wide program.
- e. (No E was listed on the template from the state)
- f. (No F was listed on the template from the state)
- g. Components of targeted assistance program, not applicable to Mitchell County High School.

- h. Parents receive information on the Georgia High School Graduation Tests (GHS GT) and the End of Course Tests (EOCT) during open house, academic socials, parent conferences and as requested by parents. Sample questions from GHS GT and EOCT are available in the parent resource room. Test results are given to students to share with their parents.
- i. (No I was listed on the template from the state)
- j. NA
- k. Parents will have access to Infinite Campus through the Parent Portal. Parents are able to see their child's grades at any time. Formal parent conferences are held four times during the year, and parents may schedule meetings with a teacher at any time. Progress reports are sent home every three weeks. Teachers also keep track of parent contact through a parent contact log.
- l. Parents are encouraged to serve on various school committees and to become active in their child's education by participating in school events. Events include serving on CTAE Advisory meetings, etc.

Indicator 7: Provides materials and training to

- a. Coordinate necessary literacy training and using technology to help parents work with their children to improve their children's achievement. Parents will be trained on how to use the Parent Portal on Infinite Campus in order to access their child's grade at any time throughout the year. Training dates will be set up and handouts will be sent home. Computers will be set up around the community in order for parents to have access to the portal.
- b. Help Title I parents work with their children to improve their children's achievement. Resources are available in the Parent Resource Center. Parents Conferences are scheduled throughout the year or a parent may request a conference. Progress reports are sent home every three weeks. Teachers keep a Parent Contact log throughout the year. Workshops will be offered throughout the year for parents: Helping With Homework/How to Study, Financial Aid Workshop, College Night for seniors, Translating Test Scores Career Pathways/Scheduling sessions. Information is also given out during the grade socials: Freshman Fest, Sophomore Social, Junior Jam, and Senior Advisement. Progress reports are sent home every three weeks and Parent Conference Days are held throughout the year to accommodate parents. Counselors pay home visits to parents. Also, faculty members throughout the year make home visits. Parents are welcome to visit the school at any time to discuss any concerns that they may have.

Indicator 8: Educates staff, with the assistance of Title I parents, in the value of parent contributions and how to work with parents as equal partners in order to build ties between home and school. Different means to involve parents will be discussed during faculty meetings. Parents will be invited to speak at faculty meetings. Parents have the opportunity to become involved in the different student organizations and sports events at the school. Parents are invited to serve on school committees. A *Get Acquainted* meeting will be held between parents and teachers – an opportunity for parents and teachers to get to know more about each other.

Indicator 9: Mitchell County High School will coordinate and integrate parental involvement programs, activities and strategies with Title I-B, Migrant, Homeless, and Vocational programs to the extent feasible and appropriate. Possible programs include having a potluck dinner with teachers and parents. The school will also develop other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. The resource center is located in the guidance department. Parents are encouraged to take an active role in ensuring that their children are in school and focused academically. Parents serve as advisory members on each of the Career, Technical, and Agricultural Education program areas. The counselors conduct home visits throughout the year.

Indicator 10: Develop appropriate roles for community-based organizations and business in parental involvement activities. Provide information about opportunities for organizations and businesses to work with parents and schools. Encourage the formation of partnerships between elementary schools, middle and high school and local business that include a role for parents.

- Promote partnerships and collaboration between school and other agencies or community groups
 - Boys & Girls Club, Booster Clubs, MCHS student organizations, those programs that SWGTC offers, etc.
- Serve on CTAE Advisory committees (comprised of business representative, teachers, students, parents, post-secondary education personnel, etc.)

Indicator 11: Coordinates and integrates the Title I parental involvement program with other programs and conducts other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. Opportunities for involvement include: parent teacher conferences, PTSO, parent resource library, parent surveys, volunteer, sponsorship of student organizations or student activities, etc. Parents will have the opportunity to learn more about child development through various workshops offered. Example: The Early Childhood Education Program will offer a workshop about child development for parents. The workshop will be offered during the day and at night. Parents have the opportunity to attend Doughnuts and Dialogue meetings where they can meet with the high school administrators about any questions or concerns.

Indicator 12: Parents will be involved in ongoing and end of year assessments to evaluate the effectiveness of the parent involvement initiatives. This will be done thorough surveys of parents and through the parent advisory committee. Students will take surveys home in November and again in February and return them to the designated person or parents can take survey on line. On the system's website is a place for parents to provide feedback or make comments at any time.

Indicator 13: Mitchell County High School provides opportunities for all Title I parents to participate, including parents with limited English proficiency, parents of students with disabilities, and parents of migratory students. Mitchell County High School acknowledges the needs of LEP parents, and we make every effort to ensure that all school correspondence is available in a bilingual format.

Indicators 14-16 Optional

Indicator 17: Mitchell County High School will conduct surveys with a section requesting input from parents as to what trainings and/or parent involvement activities are of interest to them. Surveys will be sent home by students to the parents and returned to school by students to the school level administrator designee. Information from surveys will be tallied and shared with faculty, staff, and Title I School Advisory Committee. If a parent has a specific request, every effort is made to meet their needs: example-transportation support, SAT registration, etc.

School-Parent Compact

Indicators 18-21: Mitchell County High School has jointly developed with and distributed to parents of Title I students a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement to help children reach proficiency on the Georgia content standards. It includes: the school's responsibility to provide high-quality curriculum and instruction; the parents' responsibility to support their children's learning and the importance of ongoing communication between parents and teachers through, at least, annual conferences, reports on student progress, access to staff, and opportunities to volunteer and participate in and observe the educational program.

Indicator 19: Staff pledge:

- provide high-quality curriculum aligned to the state performance standards.
- set high expectations and believe that every student can learn
- show respect for each child and his/her family
- plan and provide effective instruction and motivating learning experiences through an environment conducive to learning
- provide a safe learning environment through the use of preventive, supportive, and corrective discipline strategies
- maintain open lines of communication with student and his/her parents through parent conferences, open house, phone calls, e-mails, and regular progress reports
- demonstrate professional behavior and a positive attitude
- enforce classroom, school, and district policies fairly and consistently
- be involved with PTSO and/or other parent support groups
- provide an environment that allows for positive communication among the teachers, parents, and the students
- use data to make informed decisions

- inform parents of school activities and solicit their input on school improvement, parent involvement policy and student/parent/school compact
- provide opportunities for parents to volunteer and participate in school activities

Indicator 20: Parent/Guardian: Parent(s)/Guardian(s) are asked and encouraged to be involved in their child's education. As a parent/guardian, I, _____, agree the following items are important to my child's learning process and pledge to carry out the following responsibilities to the best of my ability:

- make education a priority by providing a home environment that encourages my child to learn, including adequate food and rest so my child is ready to learn
- encourage my child to read at home
- assure that my child attends school on time, all day, every day
- maintain regular communication with my child's teachers through attending parent conferences, open house, phone calls and/or emails, volunteering in the school, and regularly monitoring my child's progress in school
- support the school in developing positive behaviors
- talk with my child about his/her school activities/experiences every day and support my child in projects and homework
- show respect and support for my child, the teachers, and the diverse culture of the school
- support school and district policies and procedures
- support and participate in school events and programs
- participate, as appropriate, in decisions about my child's education

Indicator 21: Mitchell County High School has an open door policy that encourages parents to submit any questions or concerns they may have about any of our policies and procedures on an "as needed" basis. Teachers and administrators are available to parents throughout the course of the school day. Parent teacher conferences are held throughout the year. Progress reports are sent home every 3 weeks. Parents have access to the Infinite Campus Parent Portal through which they can see their child's progress. The Alert Now communication system is used by the office and teachers to keep parents inform of events. Teachers also use the Infinite Campus Messenger to send messages home to parents. The importance of communication is stressed in the Teacher/Student/Parent Compact (see Indicators 19 and 20).

The Parental Involvement Policy/Plan was reviewed with input from parents and faculty members, was revised on April 5, 2011, reviewed on July 27, 2011 and will be in effect for the period of the 2011-2012 school year.

The school will distribute this Parental Involvement Policy/Plan to all parents of participating Title I children and make it available to the community on August 1, 2011. Copies are available in the front office, parent resource room and on the website.

The plan was reviewed/updated on November 7, 2011.