



# Coffee High School Parental Involvement Policy

## PART I: GENERAL EXPECTATIONS

### 2017-2018 School Parental Involvement Policy

**Revised: (3/21/17)**

**District/LEA: Coffee County**

In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy, agreed on by such parents, that contains information required by section 1118 (b)(1) of the Elementary and Secondary Education Act of 1965 (ESEA) (school parental involvement policy). The policy establishes the school's expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The school will adhere to the following as required by law:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under section 1114(b)(2) of the Elementary and Secondary Education Act of 1965 (ESEA).
- Update the school parent involvement policy periodically to meet the changing needs of parents and the school and distribute it to the parents of participating children and make the parental involvement plan available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the school-wide program plan under section 1114 (b)(2) of the ESEA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parental involvement and will carry out programs, activities, and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring –*

- (A) parents play an integral role in assisting their child's learning;*
- (B) parents are encouraged to be actively involved in their child's education at school;*
- (C) parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) carrying out of other activities, such as those described in section 1118 of the ESEA.*

**PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOLWIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. Coffee High School will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used.

*All parents are encouraged to be involved in and provide comments/suggestions on the planning, review, and improvement of Title I programs and how Title I funds are spent through a variety of avenues listed below:*

- The School Governance Council which meets a minimum of six times a year*
- Open House is held at the beginning of each semester*
- The Annual Title I Parent Meeting is held in August*
- Parent Teacher Conferences are held at the end of first and third nine weeks*
- Parent Coordinator is available at the school, by phone, or by email contact anytime throughout the year*

2. Coffee High School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend, to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements and the school parental involvement policy, the school-wide plan, and the school-parent compact.

*The Annual Title I meeting will be held during August. Parents will be invited via email, phone, Parent Portal, school announcements, website, social media, and written invitation. The agenda for the meeting will include explanation of Title I, its requirements and parents' right to be involved. All parents are encouraged to attend.*

*The Annual Title I Parent Meeting will be held in August where all aspects of Title I will be addressed. Parents will be invited via e-mail, voice mail, Parent Portal, website, scroll, social media and posted signage. The agenda for the meeting will include explanation of Title I, its requirements and parents' right to be involved. All parents are encouraged to attend.*

3. Coffee High School will take the following actions to offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parental involvement.

- *PASS training will be offered county-wide in October.*
- *The School Governance Council meetings will be held the third Monday of each month at 6:00 p.m. at the Coffee High School conference room.*
- *The Annual Title I Parent Meeting will be held in the evening in August.*
- *Parent Teacher Conferences will be held in the afternoon at the end of the first and fourth nine weeks grading period.*
- *Appointments for parent teacher conferences will be scheduled during the day at the convenience of the parent and teacher as needed.*

4. Coffee High School will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs;
- Description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet;
- Opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child, and respond to any such suggestions as soon as practicably possible;

- *The Annual Title I Parent Meeting will be held in August*

- *Information concerning the Title I program will be provided via newsletter, brochure and will be available on the school website.*

- *Newsletters, handbook and brochures will be provided at Open House, Parent-Teacher Conferences and throughout the year to update parents on assessments (mid-terms, finals, common unit tests, Georgia High School Graduation Test, Scholastic Reading Inventory, PSAT, SAT, ACT, COMPASS, ASVAB, and End of Course Test), curriculum, Carnegie unit promotional requirements, changes in school policy and graduation requirements*

- *Teachers are available in the morning, during the teacher's planning period and after school for scheduled conferences at the request of a parent or teacher.*

- *Progress reports are sent home at 4.5 weeks of each grading period*

- *Teachers can be reached by e-mail through the school website*

*(<http://coffeehigh.ga.cch.schoolinsites.com/>).*

- *Parents can monitor a student's attendance, behavior and grades through Parent Portal.*

5. Coffee High School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

- *The Coffee High School and George Washington Carver Joint School Council evaluated and revised last year's school parent compact at its regular meeting on 30 April 2013.*

- *Parent input of rising sophomores was solicited concerning the school-parent compact before George Washington Carver Freshman Campus Honor's Day on 13 May 2013.*

- *Classroom visits were made by the parent coordinator at George Washington Carver Freshman Campus on 13 May 2013. Suggestions for changes to and comments concerning the student portion of the school parent compact were made by students during these classroom visits.*

- *Classroom visits were made by the parent coordinator at Coffee High School on 14 May 2013. Suggestions for changes to and comments concerning the student portion of the school-parent compact were made by students during these classroom visits.*
- *The Coffee High School Leadership team proofed and finalized changes to the school-parent compact at its annual retreat on 28 May 2013.*

6. Coffee High School will build the school's and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. Coffee High School will provide assistance to parents of participating children, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph -

- will provide assistance to parents of participating children, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph – the State's academic content standards;
- the State's student academic achievement standards;
- the State and local academic assessments including alternate assessments;
- the requirements of Part A;
- how to monitor their child's progress, and
- how to work with educators

- *Open House will be held at the beginning of each semester to provide a time for parents to meet their child's teachers, review class syllabi, discuss class requirements and expectations and to receive important educational information in written and verbal formats.*

- *Parent Teacher Conference will be held at the end of each first and third nine weeks to provide parents with an update on the students' academic progress, address any behavior or academic concerns with the classroom teacher or administrator, and receive important curriculum and policy information in written and verbal form.*

- *Honors Assembly is held at the end of April (seniors) and the beginning of May (underclassmen) to honor high achieving students in all academic areas. Extracurricular activities hold separate honors nights through the year.*

- *Parent Nights are held twice a year (August and January). Parents are invited via e-mail, texting, Remind 101, voice mail, website, newspaper, scroll and Parent Portal to these meetings and provided with important curriculum, graduation, assessment and county policy change information.*

- *The Annual Title I Parent meeting is held in August where attending parents are provided an overview of all aspects of the Title I program as it pertains to Coffee High School and its students. Parents are notified of this meeting via voice mail, e-mail, Parent Portal, scroll, website and posted signage.*

- *Individual parent teacher conferences to discuss a student's academic progress, behavior issues or any other relevant topic can be held at the request of parent or teacher before school, after school or during a teacher's planning period. Guidance counselors arrange and schedule these conferences.*

- *Phone conferences with teachers or administrators can be conducted at the convenience and discretion of the teacher, parent or administrator at any time deemed appropriate.*

- *Website addresses for academic preparation are provided on the school website, school scroll and individual teacher webpages. Some of the websites will also be made available through social media.*

- *Newsletters and brochures with helpful and needed information on school policy, curriculum, school activities and events and Title I will be provided to parents periodically throughout the school year (at least four times a year).*

- *PASS training will be conducted county-wide in October to help parents help their student be successful.*

- *Parent Lunch and Learn and Break for Breakfast Sessions will be scheduled throughout the school year. (Sessions will include informational topics relating to college, career, and life)*

- *Coffee High School provides each student a handbook of all school, county and Title I policies at the beginning of each year. This handbook can also be accessed via the county website (coffee.k12.ga.us).*

B. Coffee High School will provide materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by;

- *PASS training will be offered at the county level in October.*

- *Website addresses for academic practice and standardized test preparation will be made available on the school website, on individual teacher's webpages and through informational newsletters and brochures.*

C. Coffee High School will provide training to educate the teachers, pupil services personnel, principal, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and the school, by:

- *Professional Learning activities throughout the year will provide training on conferencing techniques, recruiting parents as advocates for education, disseminating information appropriately and effectively and non-confrontational constructive criticism.*

- *New teacher orientation before pre-planning includes training on appropriate parent teacher conferencing techniques.*

D. Coffee High School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- *Providing a Guidance Department with resources for PSAT prep, SAT prep, ACT prep, information on other post-secondary options, access to guidance counselors and other educational resources.*

E. Coffee High School will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in

an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- *Newsletters with up-to-date educational and school activity information will be available in the Career Center, Front Office and Attendance Office throughout the school year and will be prominently displayed and distributed at Parent-Teacher conferences*
  - *Postings of important information and notification of meetings will be disseminated through social media, the school website and newspaper articles*
- F. Coffee High School will provide other reasonable support for parental involvement activities under section 1118 as parents may request, by;

### **PART III. DISCRETIONARY SCHOOL LEVEL PARENTAL INVOLVEMENT POLICY COMPONENTS**

The following discretionary school level parental involvement policy components the school will implement to improve parental involvement.

- In order to maximize parental involvement and participation in their child’s education, arrange school meetings at a variety of times or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school;
- Establish a school-wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.

#### *CHS Events Calendar*

| Event  | Date   | Event   | Date                            |
|--|--|---|---------------------------------|
| CHS Student Orientation                          | July 31 & Aug. 1, 2017<br>8:00 – 4:00          | Senior Audit Night  | November 7, 2017<br>6:00-6:30   |
| SRI Testing                                      | August 7 <sup>th</sup> – 18 <sup>th</sup> 2017 | Progress Report Cards-1 <sup>st</sup><br>Semester (9 weeks) | November 9, 2017                |
| Open House<br>1 <sup>st</sup> Semester           | August 29, 2017                                | Parent Lunch & Learn  | November 16, 2017<br>12:00-1:00 |
| Annual Title I Meeting                           | August 29, 2017<br>6:30 – 7:30                 | Report Cards-<br>1 <sup>st</sup> Semester                   | January 11, 2018                |
| Progress Report Cards-<br>1st Semester (9 weeks) | September 14, 2017                             | Parent Night/Financial<br>Aid                               | January 18, 2018<br>6:00-7:00   |
| Parent Teacher<br>Conference-Fall                | September 14, 2017<br>12:00-8:00               | Parent Teacher<br>Conference-Spring                         | February 8, 2018<br>12:00-8:00  |
| AP Social  | October 24, 2017<br>6:00-7:30                  | Progress Report Cards                                       | February 8, 2018                |

|                            |                        |  |                       |
|----------------------------|------------------------|--|-----------------------|
| Open House<br>2nd Semester | TBA                    | Sophomore & Junior<br>Honors Night       | May 1, 2018<br>6:00   |
| SRI Testing                | April 2 - 13, 2018     | Zell Miller                              | May 14, 2018<br>10:00 |
| 0Progress Report Cards     | April 24, 2018         | Graduation                               | May 26, 2018<br>9:00  |
| Senior Honors Night        | April 24, 2018<br>6:00 | Report Cards-2 <sup>nd</sup><br>Semester | June                  |
| ASVAB Testing              | TBA                    |  |                       |