



Coffee High School Parent Involvement Procedures

In the spring of each year Coffee High School invites all parents (written or electronic) to become involved in their student's educational career. Such opportunities include parent teacher conferences, trainings, and workshops designed to foster collaboration between home and school and to better meet the needs of students. The correspondence includes an invitation to parents to meet periodically to discuss different forms of parent involvement. The time and location of the meetings is chosen to meet the needs of parents and encourage maximum attendance. Parents can find current information regarding activities and related parent services on the official school website.

Parents with limited English proficiency or disabilities are afforded the same opportunity to participate in their student's education. As a need is identified, whether a limited English proficiency or a disability, assistance shall be provided. All information and communication is sent in an easy-to-understand format and, to the extent possible, in a language parents can understand. A parent resource center has been established to assist parents in obtaining additional information and service to assist their student.

Revision of Schoolwide Plan: In the spring of each year a meeting is scheduled for the purpose of revising the School-wide Improvement Plan. All parents are invited to this meeting. During the meeting parents have an opportunity to provide input as to additional ways in which parents can become involved in school activities.

Revision of Parent Involvement Plan: In the spring of each year a meeting is scheduled for the purpose of revising the Parent Involvement Plan. All parents are invited to this meeting. During the meeting parents have an opportunity to provide feedback on the current plan in a collaborative setting.

A School/Parent Learning Compact is an agreement between the home and school. Revised annually, the agreement defines goals, expectations, and shared responsibilities of school, parents, and students as equal partners for student achievement. Upon completion of the Learning Compact, each student and their parent shall receive and be encouraged to sign a copy at the beginning of the school year. Parents of newly enrolled students shall receive a Learning Compact as part of the enrollment packet.

An Annual Title I Meeting is held in the fall of each year (prior to Nov 1) for parents to learn how Title 1 plans and processes and how funds are allocated. They have an opportunity to make suggestions or comments regarding future use of such funds.

In addition, parents are given the opportunity to serve on different school level committees and assist in different areas within the school. A school-wide list of parent volunteers is posted electronically and easily accessible for school officials to utilize when planning school sponsored events.

Parents also receive notification of the opportunity to participate in system-wide parent involvement activities such as the Parents Assuring Student Success (PASS) Trainings held at various times throughout the school year.

The school level Parent Involvement Coordinator coordinates parent involvement activities and provide support services for parents and students.