



### **Title I Parent Involvement Policy**

The school has adopted a policy addressing the importance of parent involvement to encourage parent engagement and involvement in a manner that is in keeping with Federal Guidelines for Title I. This policy has been created in conjunction with the school's staff and families through the use of written and oral feedback. In addition to existing policies and guidelines, the school also recognizes the need for a policy that meets the requirements under Section 1118 of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110).

Parents of Pride members are vital contributors in the education of their children. Accordingly, they are encouraged to participate in the development and structure of Title I activities and to be kept informed about programs in which their children participate. Moreover, they are to be kept informed of the academic and character development progress their children are making as a result of participation in these programs, for it is through mutual understanding and close cooperation between the school and home that each member of the Pride is empowered to improve his or her academic success. Two-way communication between the school and home, both verbal and written, provides a sound base for a good partnership to provide an effective educational program for all members of the Pride. Full realization of the partnership will be achieved through the on-going commitment and active participation of both the home and the school.

To ensure effective involvement of parents and to support a partnership among the school, parents, and community that will improve the Pride's character development and academic achievement, the school shall:

- Provide assistance to Pride parents and families in understanding such topics as the state's academic content and achievement standards, state and local academic assessments, and monitoring students' progress and work with educators;
- Educate principals, teachers, student services personnel, and other staff, with the assistance of parents and families, regarding the value and utility of parental contribution, ways to reach out to, communicate with, and work with parents and families as equal partners, ways to implement and coordinate parent programs, and ways to build ties between parents and the school;
- Conduct activities, such as Enrollment Meetings, Back to School Nights, Full Pride Nights, Parent Pride Night, parent teacher conferences, Parents of the Pride meetings, and other meetings and workshops that encourage and support parents in more fully participating in the education of their children;
- Provide staff members with school-issued cellphones so that parents and staff members may communicate in the evenings and on weekend days more consistently; and
- Ensure that curricular materials and class materials are available for review by parents.

#### **A. This Parent Involvement Policy is fulfilled as follows:**

1. Parents are notified in writing regarding their child's participation in Title I programs. The written materials include notification of the availability of the Parent Involvement Policy, as part of the Student Handbook, either on the website, or in hard copy by request from either the Middle



School or High School front offices, the Commitment to Excellence, and a summary overview of Title I programs that are offered during the school year. This notification will first be sent home with students at the beginning of each school year with clear directions on how to find each of these documents online or on where to request hard copies of the documents as needed.

2. The Commitment to Excellence was developed with input from parents. This contract describes how the parents, school staff, and students share the responsibility for improving students' character skills and academic achievement. It is given to all parents prior to school opening and is available online for further review. Parent input is collected through parent meetings and parent surveys.
3. Early in the school year, parents are invited to meet the staff, learn more about available Title I programs, ask questions, and give suggestions at Back to School Nights. At this time, they are given staff members' work cellphone numbers for easier communication. They also learn how progress is measured and how they will receive feedback about their child's progress. Parents are also invited to attend quarterly parent-teacher conferences.
4. Efforts are made to assist parents in understanding federal and state academic expectations, state content standards, student performance standards, the school curriculum, and school expectations and assessment results. This is accomplished by scheduling regular parent meetings throughout the school year, as well as by providing parents with contact information for each school staff member for follow-up with questions regarding standards, assessments and/or students' results. Further, the Executive Director participates in monthly meetings with the Parents of the Pride, a parent-led group of family members who wish to take additional action to support students and their families.
5. Parents are encouraged to visit the school to sit in on their child's classes, actively volunteer in the life of the school, and attend other meetings and events. In addition, the school encourages parents to offer their ideas and suggestions to the school staff, and conducts an annual written survey with parents to solicit written feedback. The Parents of the Pride also meets with the Executive Director once a month in regularly scheduled meetings in which they are able to share feedback and concerns about the school.
6. The school seeks ideas and suggestions from community-based organizations and coordinates parent involvement opportunities with such programs.
7. A school newsletter, the Pride Post, or similar communication is sent to all families each week. This communication provides for home reinforcement of skills and concepts taught at the school, as well as for celebrating student achievements and notifying parents of school events. Additionally, an email newsletter goes out each month to communicate the results of various school events and other announcements to families.
8. Efforts are made to accommodate parents with disabilities and with varying work schedules. Efforts are also made to provide information to parents in the language used at home (i.e. home language).
9. Through a parent survey each year, parents can share concerns and offer suggestions for the



continued improvement of the school's Title I program. Parents of scholars participating in the Title I program are encouraged to help organize, plan, and review the Title I programs in subsequent years.

10. Parent involvement activities are fully integrated into the School Improvement Plan process for academic accountability. The school improvement team, comprised of the school's leadership team members, uses parent feedback from surveys, Parents of the Pride meetings and other parental meetings in the process of revising the school improvement plan each year, as well as in completing the school's comprehensive needs assessment and creating and revising the Title I program plan for parent involvement for the year. In order to build consistent and effective communication between the home and the school, communication includes, but is not limited to, the following means and methods:
  - i. The Henderson Collegiate Student Handbooks
  - ii. Regular school newsletters and Pride Posts
  - iii. Regular collaboration with the parent-teacher organization, Parents of the Pride, who meets monthly with the Executive Director
  - iv. Back to School Night Meetings
  - v. The annual school calendar
  - vi. Special event and reminder notices
  - vii. Progress Reports and Report cards
  - viii. Parent-teacher conferences each quarter
  - ix. Full Pride Times, Parent Pride Night, Bring a Parent to School Weeks, and other activities geared for parent involvement
  - x. School assemblies/ceremonies (parents invited)
  - xi. The Commitment to Excellence
  - xii. Other phone calls and meetings at the parent's request by calling staff members' school-provided cellphones with questions or concerns

**B. Parent Workshops:** Back to School Nights are opportunities to help parents develop and use at-home skills that support their children's character development, social development, and academic efforts. Parents are given techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home.

**C. Ongoing Assessment and Evaluation of Parent Involvement Initiatives:** At least annually, the Parent Involvement Policy is reviewed and updated, incorporating parental feedback from surveys, parent-teacher conferences and Parents of the Pride meetings from throughout the year. This review



includes the analysis of parent survey results and parent attendance to all parent involvement activities so that the school can evaluate the effectiveness of parent involvement initiatives and its level of responsiveness to parent concerns. This assessment initiative helps the school identify barriers to greater parent participation. The school uses the findings of this review process to design strategies for more effective parent involvement and to revise, if necessary, this Parent Involvement Policy. Further, the parent survey results may be used as a measure in the performance evaluations of the school principals and staff members.