

## **Cass City High School Parent Involvement Policy**

Cass City Jr. /Sr. High School is committed to creating an exceptional learning environment through the shared responsibility of the school and parents/guardians. This partnership is derived from a mutual commitment towards developing and implementing each student's educational goals. Therefore, the school and parents together will take the following actions:

### **For the benefit of all students, Cass City Jr. /Sr. High School will:**

- Utilize a wide variety of strategies to educate diverse learners.
- Provide assessments to parents including report cards, standardized test results, and parent-teacher conferences.
- Maintain an educational environment that promotes safety and security.
- Develop curriculum that is consistent with the State of Michigan's standards and graduation requirements, and provide it to the community in a curriculum guide in which it will be accessible in different formats to all parents such as, Limited English speaking and seeing impaired.
- Provide each teacher with a school e-mail address for communicating with parents.
- Enlist parents to work collaboratively with the staff on School Improvement/Title I and Crisis Response Teams.
- Inform the community of after school programs such as tutoring, athletics, plays and sponsored clubs.
- Educate staff members on the value of parental contributions and how to communicate with parents as partners in the education of the student.

### **For the benefit of all students, parents will:**

- Actively participate in and support school functions and committees.
- Support the high school staff in maintaining a safe and exceptional learning environment through the enforcement of the dress code and code of conduct, as well as subsequent discipline resulting from misbehavior.
- Return all necessary communications back to the school in a timely manner.
- Attend parent-teacher conferences and open house events.
- Foster a healthy attitude towards education by providing a suitable home environment for studying and taking a personal interest in student's daily assignments and projects.

### **Responses from the school as to how the following activities will be implemented:**

#### **Section 1118 (C)**

1. **Convene an annual Title I meeting-** This meeting will take place during the summer school kick off picnic, two weeks before school starts. The students, parents, and staff will be invited to attend, the picnic in order to inform them of their rights to be involved in the child's education.

2. **Offer Flexible number of meetings-** There will be a number of meetings that will go on during the school year taking place in the morning and the evening and different location in order to accommodate parents and their schedules.
3. **Involve parents, in organized, ongoing, and timely way, in the planning, review, and improvement of programs-** Parents will be given the opportunity to sit on the stakeholder's committee in order to help with the ongoing task of keeping parents informed about what is going on and the changes at the school building levels having to deal with all aspects of School Improvement and Parent Involvement. These parents will also help write/edit surveys, compacts, and policies in order to meet the changing needs of our school and parents.
4. **Provide Parents of Participating Children**
  - A. At the begin of each year the parents will be given information about what different programs will be offered to Title students at the Jr./Sr. High School. This will be done at the annual Title meeting.
  - B. All parents receive a course description book which indicates all graduation requirements, course offerings, and curriculum overview for each course. Parents and students are able to choose their courses for the following year by filling out a course form which is to be signed by a parent or guardian agreeing to course selection. If parents have question or do not understand the course requirements or curriculum they are able to request a meeting with the Dean of Students, to get further assistance. Cass City Jr./Sr. High School Handbook also states the right of the parent to request any curriculum or materials from the building. It also states the process in which the parents can request these items if they have questions.
  - C. At any point in the year parents may request opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their child. After meetings, any suggestions that might be formulated from the meeting will be implemented as soon possible to see academic achievement from the student if suggestions are feasible.
5. **Provide parents with opportunities to comment on the school wide plan by:** If parents do not feel satisfactory with the school wide programs that the Cass City Jr. /Sr. High School has agreed on putting in place for its students, then the parents are able to submit any comments or concerns about the plan to the building principal at Cass City Jr. /Sr. High School.

### **Section 1118 (D)**

1. **Jointly develop a compact-** Parents will have the opportunity to seat on the stakeholder's committee and jointly come up with new ideas or suggestion to improve the Student/Parent/Teacher compact. Attached is the Parent/Student/Teacher compact that shows all the school responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the achievement standards. It also states how parents will be responsible for supporting their children's learning, such as monitoring attendance, homework, completion, etc.
2. **The importance of communication between Teachers and Parents-**

- a. The Parent/Student Compact will be reviewed during Parent Teacher Conferences after first marking period to ensure that all involved are keeping up with their responsibilities. If at any point of the school year a teacher or parent feels the need to review the Parent/Student/Teacher Compact a meeting can be set up to review the Compact with all parties.
- b. **Provide frequent reports-** This will be done on all assessments and also parents will be able to access their child's grade book online through our skyward program. Also, test failure notices and remediation packets will be sent home with students.
- c. **Afford parents reasonable access to staff opportunities to volunteer-** Parents will be afforded the opportunity to partake in any field trips their children may be involved in. Also classroom activities, career days, job fair, and community service projects are all great opportunities we have to offer parents willing to volunteer.

### Section 1118 (e)

1. **Provide assistance to parents in understanding such topics as the state's academic content standards and state student academic achievement standards, state and local academic assessments-** State and local academic assessments are posted to each student's skyward account to give parents access to the data. All parents receive a course description book which indicates all graduation requirements, course offerings, and curriculum overview for each course. At orientation nights for 7<sup>th</sup> and 9<sup>th</sup> grade students, parents go through breakout sessions which talk about different subjects such a state academic standards, curriculum, and what the expectations of each of the students are based on by grade level. State and local assessments are talked about as to how assessments are used to identify students for supplemental instructions. If parents have question or do not understand the course requirements, curriculum, student academic achievement standards or state content standards they are able to request a meeting with the Dean of Students to get further assistance. We also provide guidance on, if the parent has questions, what is the process to get the information they are seeking within our student handbook which is posted online and made available to parents in the office as well.
2. **Shall Provide materials and training-** training that will be made available to all parents will be Skyward training, which will detail how the parents will be able to access grades, assessment results, behavior issues, and attendance. Also, if students and guardians have low literacy rates, we make books available on tapes, CD's, and on-line when possible.
3. **With the assistance of parents, educators, teachers, pupil services personnel, principals, and other staff in the value and the utility of parents' contributions-** The TIPS Training Program (Teachers Involve Parents in Schoolwork) on building effective parent involvement and relationships between teachers and parents will be done several times during the year, yet at the begin of the year it will be the most intense to build these strong bonds off the bat.
4. **Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs-** Such programs would include the Parent as Teacher Program, parent resource centers, encourage and support parents in more fully

participating in the education of their child, such as educational board game nights.

5. **Ensure that information activities are sent to the parents of participating children in a format, to extent practicable, in a language that parents can understand-** Information that will be sent home will be done in several ways such as letter form, e-mail, and phone messages encouraging parental involvement. If parents are non-English speaking parents the information can be sent in their native language. If at any time the parent does not understand information that is sent to them, they may contact the office for clarification.
14. **Shall provide such other reasonable support for parental involvement activities-** Parents will have the opportunity to request any parent involvement activities that they feel would increase their child's academic success. If they feel they need more support with material or training they may make request to the Cass City Jr. /Sr. High School Principal.

### **Section 1118 (F)**

**Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children-** Information about opportunities for parents to participate in their child's education will be sent home. At any time parents feel that they fall into one of the categories stated above or want to participate working or volunteering with their child's education, accommodations will be made through the ISD and their services to ensure ability to do so. If at all possible a translator will be brought in to assist parents in understanding what they will be able to help with or if the parent is bilingual and the student is having trouble the parent might be asked to come in and translate for the teacher to the student. Cass City Jr. /Sr. High School is a handicap accessible building. Parents that might have disabilities will not face any barriers that would prevent them from participating.