

## Appendix A – Parent Involvement Plan

### 2010-2011

1. Parents of students enrolled at Newnan High School are invited to a variety of parent meetings during the school year, including a Parent Talk meeting that discusses the Title I program and the legal requirements surrounding the program. Parents also receive information regarding the School Improvement Plan and NHS's efforts to continually improve student success in the classroom as evidenced on the Georgia High School Graduation Test, End of Course Tests, and the graduation rate. Parents are kept informed by regular updates on the school and school system websites, through Parent Portal, and through information posted in the Research and Vision Room. (RV).
2. Parent meetings are offered frequently through the year, primarily during evening hours; however, parents may also meet with teachers, administrators, coordinators, counselors, reading specialist, and instructional coach during school hours as well. Parents are notified of meetings through a variety of methods, including our phone communication system (which in addition to informing parents of absences can also send pre-recorded messages to every parent/guardian phone number in the school), school and system websites, RV data updates, school newsletters, newspaper articles, letters/flyers home, and personal telephone calls from staff. Childcare is generally available for most programs during the evening; however, the majority of programs and services offered through the school are child friendly. Home visits are made by administrators, counselors, and other staff members as needed when requested or necessary by the school or parents.
3. School administrators and the Title I Coordinator involve parents in the planning, review, and improvement of programs. Newnan High School has a School Council that consists of parents, teachers, administrators, and business partners. The council meets a minimum of four times a year and is also made aware of parent and community partnership surveys that provide input on strengths and weaknesses of parent involvement and communication within the school. Ideas and suggestions are continually relayed to staff to consider and to respond.
4. Parents are continually and consistently provided verbal and written information concerning the following:
  - The Title I programs offered through the school are relayed via the Principal and Administrative Team, the Title I Coordinator, instructional coach, reading specialist, and guidance counselors to parents throughout the year concerning instructional programs and software, technology, remediation courses, personnel, and instructional tools purchased through funding.

- School administrators and the local education agency are responsible for reporting the results of the annual school review to parents and to the community. These results are usually reported through local newspapers, district website, and at the school.
  - The school provides individual assessment results and interpretations through parent information nights and through individual conferences as needed.
  - A description and explanation of the school curriculum is provided to parents and students through the Career Planning Guide presented to incoming freshman. The NHS school handbook also includes other important information concerning procedures and policies of Newnan High School.
  - The assessments used to measure student progress and the proficiency levels the students are expected to meet are established and relayed for individual classes by staff through a course syllabus, for students as a whole through the student handbook, and through report cards and progress reports.
  - Opportunities for parents to regularly meet to formulate suggestions, share experiences with other parents, and to participate as appropriate in decisions relating to their children are provided through parent meetings and conferences, family nights, open house, College, Career, & Community Night, workshops, and informational nights geared toward specific topics of importance to students and parents.
  - Faculty, staff, and administration are continually encouraged to use phone calls, emails, and handwritten notes home to provide timely responses to parent suggestions. Parents are also provided with surveys in which they can evaluate and provide feedback on available workshops. The Principal then shares the responses and provides immediate action when necessary.
  - Unsatisfactory parent comments regarding any facet of Title I programs or other offered workshops are gathered through surveys and presented to the Principal to use in immediate action or through planning for the next school year.
5. Parents are provided information concerning:
- National Education Goals as stated in No Child Left Behind through the NHS website.
  - Faculty, staff, and administration explain the state's content standards and student performance standards (GPS) in the class setting and through other school personnel as needed. Newsletters are also a source of information for the parents.

- Parents are presented with an explanation of the Schoolwide Title I program at the fall Open House Parent Talk meeting. The Schoolwide Title I Plan is also available for parents to view any time at the school's Parent Resource Center located in the lobby of the Main Building and in the school's Research and Vision Room located in the conference room of the 9<sup>th</sup> Grade Building.
  - State and local assessments are explained to parents throughout the year through school newsletters, phone communication systems, and school and district websites. Assessments are End of Course Tests, Georgia High School Graduation Tests, Georgia High School Writing Tests.
  - Requirements of Title I, Schoolwide program are explained to parents at the Open House meetings at the start of each semester and through the school newsletter.
  - Ways parents can monitor their children's progress and work with educators to improve the performance of their children are relayed through the Infinite Campus Parent Portal System, Student Support Team meeting announcements, IEP meetings, the school calling system, and individual parent conferences as needed.
  - Ways parents can participate in decisions relating to the education of their children are continually encouraged through Parent-Student-Teacher Compacts, school newsletters, and communication with teachers and administrators.
6. Administrators and the certified support staff help parents improve their child's achievement by providing materials and support throughout the year by providing:
- Workshops and information on student progress
  - Materials and technology housed in the Parent Resource Center located in the lobby of the Main Building and in the Research and Vision Room located in the conference room of the 9<sup>th</sup> Grade Building
  - Access to Parent portal, allowing parents to review periodic grade reports and maintain regular communication with teachers
  - Encouragement to attend parent conferences, support team conferences, and IEP meetings
7. Administrators, certified support staff, and counselors provide assistance and information to teachers, pupil services, personnel and other staff, with the assistance of parents, in the value and utility of contributions of parents. The above staff provides assistance in how to reach out to, communicate with, and work with parents as equal partners and implements and coordinates parent programs and builds ties between the home and school through workshops that pertain the specific need of the school and demographic, participating in meetings and conferences as needed, and providing strategies of necessary relevance.

8. The Title I Coordinator, the instructional coach, the reading specialist, administrators, and counselors can provide, if necessary, contact information regarding programs such as Head Start, Even Start, Reading First, Early Reading First, Title I-B, Migrant, Title I-C, Homeless, Vocational Education, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Programs, Public Preschool Programs and other programs to the extent feasible.
9. The Principal and the administrative team work with community-based organizations and businesses through a School Council. The Principal provides information about opportunities for organizations and businesses to work with parents and schools and targets the formation of partnerships (e.g. JGG, Work-based Learning, Kiwanis, Clark Atlanta, Youth Leadership – YMCA, Boys and Girls Clubs, etc.) Business representatives attend School Council meetings and provide motivation for students based on their academic and citizenship achievements. The administrative team also works with community-based organizations to encourage students to achieve academically and personally.
10. Newnan High School also maintains the Parent Resource Center located in the lobby of the Main Building. The center houses resources designed to inform parents. The Title I Coordinator also provides contact information for the county Parent Resource Center to assist in child development and child rearing techniques.
11. To the extent possible, the administration provides opportunities for the participation of ELL parents, parents with disabilities, and guardians of students residing in group homes in all parent involvement activities. Parents are also provided information about programs in a language they understand.
12. The administrative team and the Title I Coordinator provide other reasonable support for parental involvement activities as parents may request.
13. The Principal and the Title I Coordinator work with the teachers, parents, and students in the implementation of the Newnan High School Title I Compact. The compact outlines to parents their areas of responsibility including the areas of:
  - Monitoring attendance
  - Maintaining and fostering a safe learning environment
  - Encouraging the willingness to learn
  - Participating in school activities to support my child's learning experience
  - Maintaining communication with staff
  - Encouraging positive choices in school and in life
  - Teaching the importance of respect

The compact also stresses the importance of communication between parents and teachers. Students, teachers, and parents sign the compact acknowledging the role each has in the education process.

Communication is consistently provided through:

- Parent-teacher and student-teacher conferences
- Midterm and Nine Week Report Cards
- School workshops, programs, and meetings
- Opportunities to participate in and visit classrooms
- Student Support Team/IEP meetings
- Phone Communication System
- NHS Website
- NHS & Title I Newsletters

Through the compact the school also acknowledges its responsibility to provide high-quality curriculum and instruction in a supportive learning environment.

### **Partnership**

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student achievement, Newnan High School **shall** provide assistance to parents of children served by the school in understanding such topics as the State's academic content standards and State academic achievement standards, State and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children;

### **NHS shall**

1. provide materials and training to help parents work with their children to improve their children's achievements, such as—
  - (a) literacy training,
  - (b) math competency
  - (c) technology usage, and
  - (d) activities/strategies for parents to use at home with their children.
2. educate teachers and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between home and school;
3. to extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with the Parent Resource Center Coordinator and other programs that encourage and support parents in more fully participating in the education of their children;
4. ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a language the parents can understand;
5. provide such other reasonable support for parental involvement activities under this section as parents may request.

6. make every effort to provide an inviting and friendly environment that fosters engagement and opportunities for parents to participate in their child's education.
  
7. make available Individual Score Reports as soon as they are released by the testing companies. Students are responsible for picking them up in the Guidance Office. Parents can contact the Guidance Office if they need assistance in obtaining a copy of or in understanding the testing reports.
  
8. maintain a school and county Research and Vision Room where current data are prominently displayed and available for public examination. Also, a summary of the school's performance is available in a brochure that parents can access in the Parent Resource Center. Finally, links to the Georgia Department of Education's Adequate Yearly Progress Report is included on Newnan High School's website. By clicking on the link, website visitors are connected to the state's accountability publication and view a detailed report for the school and each of the school's sub-groups.