

METRO TECH HIGH SCHOOL

Parental Involvement Policy & Compact

METRO TECH HIGH SCHOOL PARENTAL INVOLVEMENT POLICY

Metro Tech High School's parent involvement policy provides an understanding of the joint responsibility of the school and parents/guardians for improving student academic achievement and school performance. Metro Tech High School provides opportunities for parent/guardian involvement by:

- Convening an annual meeting, at a convenient time, to which all parents/guardians of participating children are invited and encouraged to attend, to inform parents/guardians of their school's participation under Title I, and to explain the requirements for Title I, and the right of the parents/guardians.
- The school Assistant Principal of Instruction shall:
 - ✓ Invite all parents/guardians of participating children to the annual meeting at school.
 - ✓ Explain the rights of parents/guardians to be involved in establishing the compact.
 - ✓ Provide an overview of Title I and give parents/guardians an opportunity to express questions and concerns.
 - ✓ Determine the mechanisms by which the committee work will be communicated.
 - ✓ Seek the involvement and input of parents/guardians.
 - ✓ Provide child care so that all parents/guardians may attend.
- Offering a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement.



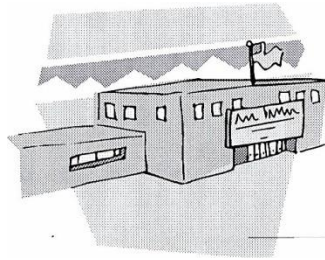
• The school Assistant Principal of Instruction shall:

- ✓ Provide parents/guardians with opportunities to ask questions and dialogue informally about student academic achievement and school performance.
- ✓ Engage school-based parent organizations to assist with communication and implementation needs.
- ✓ Develop and use outreach programs to involve community groups and organizations.

Involving parents/guardians in an organized, ongoing, and timely way, in the planning, review, and improvement of the school parental involvement policy and the joint development of the school wide program plan (under 20 U.S.C. 1114).

• The school Assistant Principal of Instruction shall:

- ✓ Identify and establish a process by which an adequate representation of parents/guardians of participating children can occur.
- ✓ Establish a schedule for the school-based committee to plan, review, and recommend improvement to the District parent involvement policy.



• The school Assistant Principal of Instruction shall:

- ✓ Provide parents/guardians of participating children timely information about programs.
- ✓ Communicate updates through use of school newsletters, the District website, email and telephone contact, and home visits if needed.

The school Assistant Principal of Instruction will provide a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.

• The school Assistant Principal of Instruction shall:

- ✓ Provide parents/guardians, upon request, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as possible.

- ✓ Develop a feedback loop for parents/guardians to ask questions and receive follow-up.

If the school wide plan is not satisfactory to the parents/guardians of participating children, the school Assistant Principal of Instruction shall:

- ✓ Submit any comments when the school makes the plan available to the Governing Board.
- ✓ Provide a process for parents/guardians to express concerns and complaints.

Shared Responsibilities for High Student Academic Achievement

Metro Tech High School is responsible for providing a high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the state's student academic achievement standards.

Each parent/guardian is responsible for supporting their children's learning by:

- Monitoring attendance, homework, and television viewing.
- Volunteering in their child's classroom and participating, as appropriate, in decisions relating to their children's education and extracurricular activities.

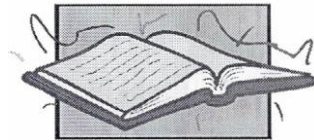
Communication between teachers and parents/guardians occurs on an ongoing basis through:

- Frequent reports to parents/guardians on their children's progress.
- Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of class activities.

Building Capacity for Involvement

To ensure effective involvement of parents/guardians and to support a partnership among the school's involved Metro Tech High School shall:

- Provide assistance to parents/guardians of children served in understanding the state's academic content standards and state student academic achievement standards, state and local assessments, monitoring a child's progress, and work with educators to improve the achievement of their children.
- Provide materials and training (such as literacy, technology, etc.) to help parents/guardians work with their children.
- Educate teachers and other staff in the value of contributions of parents/guardians and how to effectively communicate with and work with parents/guardians as equal partners.
- Implement and coordinate parent/guardian programs that will build ties between them.
- Ensure that information is sent to the parents/guardians of participating children in a format and language that parents/guardians can understand.
- Involve parents/guardians in the development of training for teachers, school Assistant Principal of Instructions, and other educators to improve the effectiveness of such training.
- Provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources for such training.
- Pay reasonable and necessary expenses associated with local parental involvement activities, including child care costs to enable parents/guardians to participate in school-related meetings and training sessions.
- Train parents/guardians to enhance the involvement of other parents/guardians.
- Use outreach programs to involve community groups and organizations.
- Arrange school meetings at a variety of times, or conduct in-home conferences between teachers and other educators, in order to maximize parental involvement and participation.



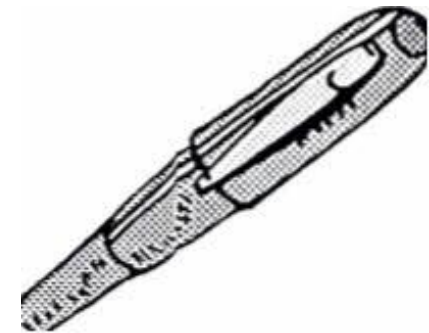
- Adopt and implement model approach to improving parental involvement.
- Establish a District-wide parent advisory council to provide advice on all matters related to parental involvement in supported programs.
- Develop appropriate roles for community-based organizations and businesses in parent/guardian involvement activities.
- Provide such other reasonable support for parental involvement activities under this section as parents/guardians may request.

In carrying out the parental involvement requirements of this policy Metro Tech High School will provide full opportunities for the participation of parents/guardians with limited English proficiency or disabilities, including providing information and school reports in a format and in a language such parents/guardians understand.

COMPENSATORY EDUCATION

(Checklist for Development, Implementation, and Maintenance of Metro Tech High School Parent Involvement Policy for Title I Program)

The development, implementation, and maintenance of parent/guardian involvement policies must be accomplished with meaningful consultation from parents/guardians of children participating in Title I programs. The Assistant Principal of Instruction designates a person to be responsible for the process of obtaining meaningful consultation. This checklist includes some measures designed to encourage meaningful consultation.



This is an annual checklist. Check steps as completed.

Plan regular meeting throughout the school year with parents/guardians to discuss the Metro Tech High School policy; identify dates, convenient times, places, and persons whose attendance is desired. Offer meeting in the morning or evening, and if funds are available under Title I for this purpose, provide childcare or home visits, as such services relate to parent/guardian involvement.

- Plan an agenda for meeting to be held to discuss Metro Tech High School’s policy:
 - Always begin with “introducing where we are now” and end with “next steps.”
 - Agendas should provide for two-way communication between Metro Tech High School and parents/guardians of children participating in Title I programs.
 - Agendas can be built around the federal compliance requirements as stated in the district and school-level compacts as developed.
 - Agendas should also include a section to inform parents/guardians of their school’s participation under Title I and explain Title I’s requirements regarding parental involvement, including the right of the parents/guardians to be involved.
 - Agendas should also include a section to describe and explain the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
 - If requested by a parent/guardian, agendas should also include a section for parents/guardians to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.
 - Agendas should also include a section to involve parents/guardians in the planning, review, and improvement of Title I programs, including the joint development of the school-wide program plan.
 - Another agenda topic is how funds are allotted for parent/guardian involvement in activities; parents/guardians of children receiving services must be involved in these decisions.

Notify interested persons of meeting dates to discuss the Metro Tech High School policy including:

- Parents/guardians of students participating in Title I programs
- Staff members
- Students participating in Title I programs

- School Board members
 - Media
 - Officials of private schools
 - Coordinators for other school programs, (e.g. Head Start and preschool programs)
 - Other
 - Publicize the meeting dates, times and locations to discuss Metro Tech High School’s policy.
 - Make all Open Meeting Law notifications and postings for meeting to be held to discuss the Metro Tech High School policy. (Notice and record keeping shall be in accord with the open meetings laws)
 - Appoint a recording secretary to keep meeting minutes.
 - Provide copies of working drafts to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand.
 - Determine “success” indicators in order to evaluate the effectiveness of the parental involvement compact in improving the academic quality of the schools.
 - Review the “success” indicators in order to evaluate the effectiveness of the parental involvement policy in improving the academic quality of the schools.
 - Identify barriers to greater participation by parents/guardians, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. Use the findings of such evaluation to design strategies for more effective parent/guardian involvement.
 - If the school-wide program is not satisfactory, to the parents/guardians of participating children, submit any parents/guardians comments on the policy when the school makes the plan available to the Governing Board.
- Provide status reports to the Governing Board and, periodically, request the Board’s approval of the parental involvement policy as it evolves.
- Revise the applicable parental involvement policy as necessary.

COMPENSATORY EDUCATION

(Notice to parents)

Improving Basic Programs Operated by Local Educational Agencies:

At the beginning of each school year, a school that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the school will provide the parents on request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following: [20 U.S.C. 6311(h)(6)(A)]

- Whether the teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status.
- The teacher's baccalaureate degree major and any other graduate certifications or degrees.
- Whether paraprofessionals provide services to the students and, if so, their qualifications.

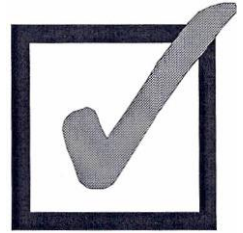
Metro Tech High School must provide to parents information on the level of achievement of the parent's child in each of the state academic assessments. [20 U.S.C 6311 (h)(6)(B)(i)]

Metro Tech High School must provide parents timely notice that the parent's child has been assigned, or has been taught for four (4) or more consecutive weeks by, a teacher who is not highly qualified. [20 U.S.C 6311 (h)(6)(B)(ii)]

Academic Assessment and Local Education Agency and School Improvement

Metro Tech High School shall promptly provide to parents of each student enrolled in the school if it is identified for school improvement, corrective action or restructuring: [20 U.S.C 6316(b)(6)]

- An explanation of what the school identified improvement is doing to address the problem;
- An explanation of what the district or State educational agency is doing to help the school address the achievement problem;
- An explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and
- An explanation of parent's option to transfer their child to another public school (with transportation provided by the agency when required) or to obtain supplemental educational services for the child.



Whenever the school fails to make adequate yearly progress and/or is restructured, the district shall provide the teachers and parents with an adequate opportunity to comment and participate in developing a plan. [20 U.S.C 6316(b)(8)(c)]

The district shall provide annual notice to parents of each student enrolled in an elementary school or a secondary school identified for school improvement under 20 U.S.C. 6316(b)(1)(E)(i), for corrective action under 20 U.S.C. 6316(b)(7)(C)(i), or for restructuring under 20 U.S.C. 6316(b)(8)(A)(i): [20 U.S.C. 6316(e)(2)(A)]

- The availability of supplemental education services;
- The identity of approved providers that are within the district or whose services are reasonably available in neighboring districts; and
- A brief description of those services, qualifications, and demonstrated effectiveness of each such provider.

Parental Involvement

Parents shall be notified of the parental involvement policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school. [20 U.S.C. 6318(b)]

Metro Tech High School shall: [20 U.S.C. 6318(c)]

- Provide an explanation of what the identification means, and how the school compares in terms of academic achievement to other district schools and the state educational agency;
- The reason for the identification;
- Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation, and to explain the requirements of this part, and the right of the parents to be involved;
- Offer a flexible number of meetings;
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under 20 U.S.C. 6314(b)(2);
- Provide parents of participating children:
 - ✓ Timely information about programs under this part;
 - ✓ A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
 - ✓ If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions to the education of their children, and respond to any such suggestions as soon as practicably possible.

Voluntary Public School Choice Program

The school or district shall provide to parents of students in the area to be served by the Voluntary Public School Choice program with prompt notice of: [29 U.S.C. 7225d(a)(2)]

- The existence of the program;
- The program's availability; and
- A clear explanation of how the program will operate.

Student-Parent School Commitment

Student Name: _____ **Grade** _____ **ID#** _____

Parent/Guardian Commitment:

- Work with and support the faculty and staff of Metro Tech High School
- Help my student attend regularly and on time; provide current contact information
- Encourage my student to complete and submit school work and ask for help when needed
- Attend Open House, parent conferences, awards assemblies, and parent meetings
- Support the school's rules, as well as district and state policies

Parent/Guardian Signature _____ *Date* _____

Student Commitment:

- Be an active participant in my education
- Attend regularly and on time
- Complete homework and class work, study for tests
- Seek and accept help to achieve academic success
- Follow school, classroom, and district rules
- Treat people and property with respect

Student Signature _____ *Date* _____

Teachers' Commitment:

- Clearly communicate expectations and standards by providing a Plan for Success
- Maintain a safe and respectful environment necessary for learning
- Keep accurate records of attendance and grades
- Communicate student progress regularly to parents and students with progress reports
- Uphold high expectations for behavior and academic achievement
- Contact parents/guardians and school personnel when grades or attendance are deficient

Teacher Signature _____ *Date* _____

School/Administrators' Commitment:

- Provide a safe and respectful campus
- Support teachers, parents/guardians, and students as school instructional leaders
- Communicate with parents/guardians on a regular basis with letters, meetings & marquee
- Provide additional assistance for students falling below academic standards
- Inform parents and students about helpful school and community resources
- Maintain relevant information from state and federal law

Assistant Principal of Instruction Signature _____

Date _____