

Allen County-Scottsville High School

Parent Involvement Policy

Title I School-Wide Program

EXPECTATIONS FOR PARENT INVOLVEMENT

The Allen County-Scottsville High School has adopted the following parent involvement policy and plan. This policy and the plan to implement it have been developed jointly and in agreement with, and will be distributed to the parents of students in this school.

All comments indicating parent's dissatisfaction with the district's Title I plan shall be collected and evaluated.

Allen County-Scottsville High School shall convene an annual meeting, at a time that is convenient for parents, to which all parents of students in this school are invited and encouraged to attend. At this meeting, parents will be informed of the Title I School-wide Program, the purpose of Title I, requirements of Title I, and their right to be involved. Particular attention shall be given to reaching those parents who are economically disadvantaged, disabled, lacking English proficiency, lacking literacy, or any racial or ethnic minority background.

Allen County-Scottsville High School shall offer a flexible schedule of meetings to parents and may provide other services such as child care and transportation as needed.

Allen County-Scottsville High School shall involve parents in an organized, ongoing, and timely manner in Title I planning, review and improvement of the programs, jointly development of the parent involvement policy for the parents of the school.

Parents of students in this school shall be provided:

- timely information and opportunities to attend regular meetings
- school performance profiles and their child's individual assessment results and an interpretation
- a description and expectation of school curriculum, assessments, and proficiency levels

- a timely response to parent suggestions

SHARED RESPONSIBILITIES FOR HIGH STUDENT PERFORMANCE

Allen County-Scottsville High School has jointly developed with parents, for all students in this school, a parent-school compact that describes:

- the school's responsibility to provide high quality curriculum, and instruction in a supportive and effective learning environment that will enable students to meet the state's academic expectations
- ways in which each parent will be responsible for supporting his/her child's learning
- the ongoing communication between parents and teachers through: parent/teacher conferences at which time the learning compact may be discussed, progress reports to parents, reasonable access to staff, observation of classroom activities, and opportunities to volunteer and participate in their child's class.

BUILDING CAPACITY FOR INVOLVEMENT

Allen County-Scottsville High shall build the capacity for strong parent involvement by:

- providing assistance to participating parents in understanding national, state, and local goals, standards, and assessments, Title I, Part A programs, and how to monitor their child's performance as well as information on how parents can participate in the education of their child
- providing materials and training to parents such as literacy training not otherwise available to help parents improve their child's achievement
- educating all school staff on methods to reach out, communicate with and work with parents as equal partners
- ensuring, to the extent possible, information sent home is in a language and form parents can understand. For parents with English as a second language, provide information in their primary language
- involving parents, where appropriate, in development of training for teachers and other staff that improves instruction
- developing appropriate roles for community-based organizations and businesses to encourage partnerships with primary, intermediate, middle and high schools
- training and supporting parents to enhance involvement of other parents, where appropriate.

Allen County School District Title I Parent Involvement Plan

The Allen County School District recognizes the importance of involvement by parents and the community in our efforts to improve student achievement and success.

Annual Meetings

Two annual meeting will be held to include parents in the planning process and the evaluation of the district's Title I program. The fall Title I meeting will be held after state assessments results are released in early fall. Information concerning parental rights, school programs, local and state assessments, proficiency levels, and parental involvement will be distributed and discussed. The school Title I plan will be explained and parental resources will be available. Copies of the Parental Involvement Policy, school's Learning Compact, and a summary of the Parental Involvement Survey will be given to parents. There will also be an opportunity for parents to discuss the use of Parental Involvement funds at the school level. Materials will be available for non-English speaking parents.

In the spring Title I meeting, parents will have the opportunity to be involved in the adoption of the school's Parent Involvement Policy and will be able to complete a Parent Involvement Survey to voice any concerns or opinions about the Title I program. Any changes to the school's Learning Compact will be made at this time. Parents will be encouraged to become active participants in their child's education. Any available workshops or trainings will be discussed.

Parental Communications/Other Meetings

Parent-teacher conferences are held at each school after the 1st and 3rd nine weeks grading periods. Parents will be notified of the dates and times of the meetings and if they need to sign up for specific meeting times. Other as-needed conferences with teachers or administrators may be scheduled at the convenience of the parents and schools.

Each school will also hold an Open House at the beginning of the school year. This provides students and parents to meet teachers and administrators. Individual conferences can be scheduled at this time to address any specific concern of the parent. This is also an opportunity for the parent to become familiar with their student's learning, the subject's content and to learn more about how to become an active participant in their student's educational success.

A written notice will be sent to parents of all students identified as needing programs services. The letter states what assessments were used for identification, the assessment results, the services provided, and methods used to monitor the student's progress, and the time-lines involved in the programs. Parents may contact the school if they have specific questions or they may set up a meeting to address any possible concerns.

Various other programs will be held throughout the school year. Student Showcases, Family Read Nights, PTO meetings, awards programs, and other recognition or informational programs and trainings will be available. School will make every effort to contact parents concerning the dates, times, and locations of each program. Such efforts may include; letters sent home with students, notices in the local newspaper and radio stations or reminders in newsletters or emails.

Each school has a Site Based Decision Making Council that consists of teachers, an administrator and parent representatives. The SBDM council assist the school's principal with the development of policies and procedures to promote the success of the school and it's students. Parents are encouraged to run for the parent representative seats on the council, attend the monthly meetings or be involved with the council's standing committees. Monthly meeting times are announced at the beginning of the school year and are held at convenient times during the afternoon. Brief updates are made at each meeting concerning school activities, assessment results and curriculum decisions.

Parental Involvement in Planning, Review and Implementation of the Title I Program

The Allen County School District has a district Leadership Team that consist of the school principals, the district Title I director, the district Instructional Supervisor, and the Superintendent. The Leadership Team will meet in the spring to consider the individual school's needs assessments, the input from the school's SBDM councils, and any comments or concerns from parents or community members at meetings, or on the written survey evaluations. The team will review all the available data and information before designing the Title I Implementation Plan for the district.

Providing Timely Information

Fall meetings—parents will be notified concerning the date, time and location of the annual Fall Title I meetings held at each school. Parents will receive information concerning state assessment results, instructional practices, parent rights, school programs, proficiency levels, parental involvement activities, and parent information survey results. Copies of the school's Learning Compact and Parent Involvement Policy will be distributed. Parents will have an opportunity to voice any concerns or make suggestions for improvements in the program.

School Performance Profiles—each school receives school-level scores from the state assessments given to students in the spring. By early fall, each school is notified of their proficiency levels, classifications, labels, proficiency goals and any possible rewards or sanctions. These performance levels are released for public viewing on the Kentucky Department of Education's website in late September to early October. Individual student scores form state-level assessments are sent home to parents in early October. These contain assessment scores and proficiency levels for the student in each tested subject area.

Individual Student Assessments—parents will receive individual student progress reports at the 4.5 week mark and report cards every 9 weeks. Parent-teacher conferences will be scheduled at the end of the 1st and 3rd nine weeks for parents to discuss grades or other concerns. Conferences may be scheduled on an individual basis as needed at the convenience of the parents and teachers. Scores from other standardized or unit-level test will be sent home as soon as they are available. Parents should schedule a meeting with their student’s teacher to discuss any concerns about assessment results.

Description and Explanation of the School’s Curriculum—students are given a handbook at the beginning of the school year. A Code of Conduct is also distributed to all students. Parents are informed about the school’s curriculum at the school’s Open House, at monthly SBDM meetings, at PTO meetings, at the annual Fall Title I meeting and at Parent-Teacher conferences.

Title I Violation Complain Procedure

1. The complaint must be in writing and addressed to the District Title I Coordinator. The complaint must contain the following:
 - a. The name of the complainant and the contact information;
 - b. The nature of the complaint (the specific violation of the administration of the Title I, Part A program).
2. The Title I Coordinator must maintain a complaint log. The log must include the following:
 - a. The name of the complaint;
 - b. The receipt date of the complaint;
 - c. The log-in number assigned to the complaint for tracking purposes;
 - d. the name of the staff to whom the complaint will be referred (if applicable);
 - e. The date of the response to the complaint.
3. The Title I Coordinator must respond to the complaint within thirty (30) working days upon receipt of the complaint.
4. The Title I Coordinator must maintain a copy of the complaint, log, and response on file in the District office.
5. After the complainant has received a response from the Title I Coordinator, the complainant has thirty (30) days to appeal the local decision. The appeal must be filed in writing with the Kentucky Department of Education in compliance with 704 KAR 3:365.

