

# WASHINGTON HIGH SCHOOL Parent Involvement Policy and Procedures

2015-16

Washington High School is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if Washington High School and home work together to promote high achievement by our children. Neither home nor Washington High School can do the job alone. Parents play an extremely important role as children's first teachers. Support for their children and for the school is critical to children's success at every step along the way.

Washington High School recognizes that some students may need the extra assistance available through the Title I program to reach the state's high academic standards. Washington High School intends to include parents in all aspects of the school's Title I program. The goal is a school-home partnership that will help all students to succeed.

## PART I-SCHOOL PARENTAL INVOLVEMENT POLICY REQUIRED COMPONENTS

- A. Washington High School will jointly develop/revise with parents the school parental involvement policy/procedures and distribute it to parents of participating children and make available the parent involvement policy/procedures to the local community.
  - School staff will develop a draft and share the draft with a group of parents to provide input and make revisions as necessary.
  
- B. 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 under this part and to explain the requirements of this part, and the right of the parents to be involved.
  - Dec. 8<sup>th</sup> at 6:30.
  
- C. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, child care, or home visits, as such services related to parental involvement.
  - The WHS counseling department will conduct regular home visits based on referrals through our building RtI process.
  - Student Led Conferences have scheduled times, but every attempt will be made to accommodate the parents' schedule.
  
- D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, schoolwide under Section 1114, and the process of the school review and improvement under Section 1116.

- Parent input will be sought at an annual meeting. This year that meeting will be held on Dec. 8<sup>th</sup> at 6:30.
- E. Provide parents of participating children—
- a. Timely information about programs under this part.
  - b. 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.
  - c. If requested by parents, 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 such suggestions as soon as practically possible.
- Parents will be provided with this information and these opportunities at our annual meeting. This year, Dec. 8<sup>th</sup> at 6:30.
- F. If schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district.
- Will update with comments, if any, after our annual meeting on Dec. 8<sup>th</sup>.
- G. Washington High School will inform parents and parental organizations of the purpose and existence of the Parental Information and Resources Center (PIRC) in Washington.
- Will be done at our annual meeting on Dec. 8<sup>th</sup>.

## PART II-REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level parental involvement policy, each school shall jointly develop with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

-Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement.

-Provide frequent reports to parents on their child's progress.

-Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

- Student Conferences (SLC's) are held in the Fall and Spring. Results for a variety of assessments are sent home as soon as we receive them. Quarterly progress reports will be mailed home at the conclusion of the first and third quarters. Semester grades will be mailed home at the conclusion of first and second semester. Additionally, classroom grades will be updated and uploaded in Online Grades every two weeks (at a minimum).

- Parents may volunteer in the school by following the district volunteer protocol. Requests may be made to participate in or observe classroom activities 24 hours in advance of the desired visit. Arrangements may be made by contacting the main office at 253-298-4700 during school hours.

### BUILDING CAPACITY REQUIREMENTS FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and district under this part-

- Shall provide assistance to the parents of children served by the school or district, as appropriate, in understanding such topics as the state's academic content standards and state student academic achievement standards. State and district assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children.
  - Our district grade book includes all of the academic standards that students are assessed on.
  - SLC's are held in the fall and spring to inform parents of students' progress.
  - Teacher's regularly email and call parents to inform them of students' progress.
  - Counselors and support staff conduct home visits as necessary through our building RtI process.
- Shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.
  - Materials are provided at our annual Back to School Night and will be provided at our Title I Info Night and School/Parent Plan Meeting.
- Shall educate teachers, pupil services personnel, principals, 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 parents and the school.
  - We work to build ties with parents in the following ways:
    - Our district grade book includes all of the academic standards that students are assessed on.
    - SLC's are held in the fall and spring to inform parents of students' progress.
    - Teacher's regularly email and call parents to inform them of students' progress.
    - Counselors and support staff conduct home visits as necessary through our building RtI process.
- Shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home

Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

- e. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language parents can understand.
  - We provide interpreters at our SLC's.
  - We provide information in a variety of languages to the extent they are available.
- f. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.
  - SLC's are held in the fall and spring to inform parents of students' progress.
  - Teacher's regularly email and call parents to inform them of students' progress.
  - Counselors and support staff conduct home visits as necessary through our building RtI process.
- g. May adopt and implement model approaches to improving parental involvement.
  - Our comprehensive guidance program, Navigation 101, is recognized by our state as a best practice for increasing parental involvement.

### PART III-ACCESSIBILITY REQUIREMENTS

In carrying out the parental involvement requirements districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.

- We provide interpreters at our SLC's.
- We provide information in a variety of languages to the extent they are available.
- We conduct home visits as needed, and based on referrals through our building RtI procedures.

### PART IV-ADOPTION

This Washington High School Parental Involvement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent Involvement Policy/Procedures were developed/revised by Washington High School on 12/11/2015 and will be in effect for the period of school year. The school will distribute these Parent Involvement Policy/Procedures to all parents of participating Title I children and make it available to the community on or before 12/11/2015.

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(Signature of Title I Authorized Representative)

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(Date)

These parents were involved with the development of this document:  
(List parents)