

# Lee High School Parent and Family Engagement Plan 2020-2021

## **Part VI –School Parental Involvement Plan as required by Title I.**

As a requirement of Title I, the school is required to develop a parent and family engagement plan each school year. This plan is to be developed jointly with parents and then distributed to all parents. The plan describes how parents can become involved in the decision making at the school and participate on committees at the local and district level.

### **A. Parental Involvement: Describe how the school will convene an annual meeting to inform parents of the school’s participation in Title I and explain Title I requirements, including the 1% set-aside, and the right of parents to be involved.**

1. During the month of September, Lee High School will hold its Annual Title I meeting for all parents of participating children. The following topics will be discussed during the meeting and throughout the school year including:
  - a. current instructional programs which are scientifically based and how they are implemented in the school
  - b. Title I school-wide requirements and offerings,
  - c. state mandated testing requirements,
  - d. district and school assessments and how this information is utilized,
  - e. school’s curriculum,
  - f. high school graduation requirements and student achievement expectations
  - g. Parents will be informed of the 1% set-aside funds and how they are used specifically to support parental involvement activities.
2. Parents will be notified of the annual meeting and parental involvement activities by:
  - a. notices sent home with the students,
  - b. School Cast
  - c. school’s marquee
  - d. school website

### **B. Parental Involvement: Describe: 1. How there will be a flexible number and format of parent meetings offered; 2) How parents will be involved in the planning, review and improvement of the Title I Program and 3) How funds allocated for parent involvement are being used in the school.**

1. The Annual Title I meeting will be held at flexible times to meet the needs of the parents. The meeting will be scheduled, for an example, 9:00 am, 1:30 and 5:30 pm. The meetings may also be presented in various formats for example: Power Point, etc. All other parent meetings will be scheduled at various times of the day to meet the needs of the parents. All Title I parents have the opportunity for involvement by either participating in one or all of these meetings.
  - a. Parent Advisory Committee will be formed to offer parents an opportunity to be involved. Parents will have the opportunity to review and revise the School-Parent Compact, decide how the 1% set-aside funds should be spent, and provide input into the revision of the school and district’s parental involvement plan.
2. The leadership and staff of Lee High School have a strong belief in the importance of parental involvement and therefore have put measures in place to offer parents meeting with a flexible schedule.
3. The 1% set-aside funds, allocated for parental involvement are spent according to the decision of the Parent Advisory Committee. The funds are used to purchase items to support the parenting activities at the school, (i.e. informative brochures and pamphlets, promoting parenting activities and workshop.
  - a. Parents will be encouraged throughout the year to express concerns, questions, and suggestions regarding the school-wide parental involvement component.

- b. Parents will be surveyed to acquire their input regarding activities, training, and materials that school should offer to parents the following year when the plan is implemented.
- c. Each year, the ACIP, including the Parental Involvement Component will be reviewed, evaluated, and revised, if determined appropriate.
- d. Results of parent's survey will be reviewed and changes in the plan considered and completed, with a majority of the committee agrees to changes.

**C. Parental Involvement: Describe how the school provides parents of participating children timely information in a uniform and, to the extent practicable in a language they can understand, about programs under Title I, a description and explanation of the curriculum in use, forms of academic assessments, and achievement expectations used, and, if requested by parents, opportunities for regular meetings to formulate suggestions and participate as appropriate in decisions related to the education of their children.**

- 1. Parents will be given information regarding the Title I program and course of study requirements for reading, mathematics, language arts, science, and social studies. Parents will also be given information regarding:
  - e. Scheduling process for parent-teacher conferences, how they can participate in decisions related to the education of their child, subjects that are taught and how students are assessed.
  - f. Encouraged to schedule and attend the parent-teacher conferences. The teachers and parents will also have the opportunity to individually discuss the child's progress. Requirements for high school graduation will be presented.
  - g. Efforts are made to offer this meeting at the beginning of each semester. All forms that the parents need to complete will be passed out and explained.
  - h. In addition to the annual meeting, Lee High School will conduct an orientation for incoming ninth grade students.
  - i. All non-English speaking parents will be given information in the language that they are most familiar with. Translators for parents will be provided during the annual meeting when necessary. Every effort will be made to communicate clearly to parents and encourage their questions and/or concerns.

**D. Parental Involvement: Describe how parents, the school staff, and the students share responsibility for improved student academic achievement for participating students (How the School-Parent Compact is jointly developed with Title I parents; how it is used, reviewed and updated).**

The School-Parent Compact is reviewed, revised and updated annually by the Parent Advisory Committee. The Parent Advisory Committee is made up of parents, parent coordinator, curriculum specialist and students when appropriate. The revisions are given to the curriculum specialist to include in the next year's Continuous Improvement Plan (ACIP). The School-Parent Compact is housed in the curriculum specialist's office and used during parent-teacher conferences.

- a. The compact is developed through a coordinated effort by school faculty, parents, and the ACIP planning committee. All parents will be given a copy of the new compact. All parents, students, and principal will be asked to sign the compact signifying the commitment in partnership with the school ensuring their child success in school.
- b. The compact will be discussed with teachers at faculty meetings and each teacher will be expected to explain the compact to their students and obtain student's signature.

**E. Parental Involvement: Describe procedures to allow parents to submit comments of dissatisfaction with the Continuous Improvement Plan (ACIP)**

The Continuous Improvement Plan (ACIP) is reviewed annually during the month of April. Parents are notified of the scheduled review and invited to participate. Parents and a community representative included on the ACIP committee will represent our school's parents and community. During the review process, notices will be sent home for all parents that the continuous improvement plan is under review.

- a. Parents have a right to offer input regarding the revision of the plan. The notice will also state after the plan is finalized and approved; and the parent finds the plan to be *unsatisfactory*, they have a right to submit their concerns in writing to the school.
- b. Parents have a right to review the final document. Should a parent be dissatisfied with the plan or have concerns about the content, they may submit those concerns in writing to the ACIP committee. The ACIP committee will address those concerns within 10 days.
- c. Parents concerns, questions, and suggestions are also encouraged in an informal settings created by the parent coordinator.

**F. Parental Involvement: Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children. (See ESSA Sec 1116, requirements for building capacity in parental involvement).**

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:

- (1) Shall provide for parents of participating children in understanding such topics as the State's academic content standards and State student achievement standards, State and local academic assessments, the requirements of Title I, and how to monitor their child's progress and work with teachers to improve the achievement of their children. (Describe)**

Lee High School will accomplish this through its annual Title I Parent's Meeting, which will be held at the beginning of the school year. Parents will receive an overview of the state academic content standards, academic achievement standards, and assessment. An explanation will be given regarding Title I, what services will be offered, and how parents can be involved in their child's education.

- (2) Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.**

Parental involvement funds will be used to purchase parenting skills booklets and other materials based on the interest of the parents will be offered.

- (3) Shall educate teachers, office personnel, and other school 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. (Describe)**

Lee High School will continue to work with its teachers through in-service, faculty meetings, and PLC meetings in understanding the importance of parental involvement. Parents are welcome to attend a Faculty Learning Lab. Faculty and staff members are available to assist parents in meeting the academic needs of their children.

- (4) Shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal programs, and conduct other activities, such as parent resources centers, that encourage and support parents in more fully participating in the education of their children. (Describe)**

Lee High School coordinates its parent involvement activities among our programs and all funding sources within our school. A bilingual teacher also provides assistance when needed. Every effort is made to ensure the coordination of resources provide the best opportunities for all members of our parent community to fully participate in the education of their children.

- (5) 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 the parents can understand. (Describe)**

Information about all school meetings, parent notices, and assessment information will be sent to parents in a format and language which is familiar to them. Our bilingual teacher also assists in verbally communicating with our parents as needed. Extraordinary efforts will be made to ensure that barriers related to language are eliminated so that all parents may participate.

- (6) Shall provide such other reasonable support for parental involvement activities as parents may request.**

Our school will offer reasonable, support to parents when requested so that their full participation may be allowed. Each case will be evaluated on an individual basis to see what request(s) will be feasible.

- G. Parental Involvement: Describe how the school will ensure the provision of parent with limited English proficiency, parents with disabilities, and parents of migratory students; including providing information and school reports in a format and, to extent practicable, in a language that parents can understand.**

- a. Bilingual teachers who assist in verbal communications with parents.
- b. Every effort is made to accommodate parents with disabilities.
- c. Lee is fully handicapped accessible.
- d. Parents with disabilities have access to all levels of the facility.