

MANILA HIGH SCHOOL PARENT INVOLVEMENT PLAN 2017-2018

Parent Involvement Committee:

Angie Gipson, parent facilitator
Mary Smith, committee chair
Mark Manchester, Principal
Tonia Eubanks, teacher
Susan Hollis, parent
Ray Benson, parent
Beth Jolliff, parent

Manila high school will use various communication strategies to provide additional information to parents and to increase parental involvement in supporting classroom instruction.

- The school will create a Web site to house classroom Web sites for each teacher. Homework assignments and pertinent classroom information will be available on classroom websites. Also, parents can access their child's grades using a PIN number they received at the beginning of the school year. Parents may use e-mail to communicate with members of the school staff.
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress.
- The school will provide to parents reports/report cards every four weeks with information regarding their child's academic progress
- The school counselor will send parents a parent-friendly letter that explains their child's test results and standardized test score
- The school will use the student handbook, school Website, and parent orientation meetings about the Schoolwide Title I Plan and how to get a copy upon request.

MHS will host parent meetings, conferences and activities regularly throughout the year. Dates and times will be flexible in order to increase parental involvement and build staff and parent capacity to engage in these types of efforts.

- Manila School District will host an annual Title I meeting each spring to discuss any changes that have occurred in the program during the school year and updates that need to be made for the coming school year. For the 2017-2018 school year, this meeting will be held on March 15th. The schools also host annual Title I meetings the first week of August each year. These meetings provide information to parents about curriculum, the parent's right to request information pertaining to the professional qualifications of teachers; the state of the school as reported on the Annual Report Card; student assessment reports; the school's progress in comparison to other districts; complaint procedures

regarding Title I issues; the right of disabled parents to request aids for communication with the school; the Parent Involvement Plan; and, the School-Parent Compact. The 2017-2018 meeting will be conducted by Mark Manchester on August 10th.

- Teachers will hold conferences individually with parents of children in their classrooms. Parents will be given a summary of the student's test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures.
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
 - Mentor
 - Teacher assistant
 - Tutor
 - Open House
 - Back to School Bash
 - Parent Guest Speakers
 - Red Ribbon week
 - Choir and Band concerts
 - Jr. & Sr. Parent Meetings
 - Various committees
 - Clerical assistant
 - Chaperones for trips
 - Parent Teacher Conferences (October 2017, March 2018)

Manila high school will provide information to parents about volunteer opportunities.

- MHS will provide information to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation, the use of and access to the Department of Education website tools for parents.
- MHS staff will participate in professional development on Parental Involvement. The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts shall require no fewer than two (2) hours of professional development for teachers designed to enhance the understand of effective parental involvement strategies. No fewer than three (3) hours of professional development for administrators designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.
- The school will work with Manila Middle School to help provide a smooth transition from one school to the next by raising parental awareness of procedures and related activities. The school will host special orientation

programs for parents and students to help with the transition. Parents will have the opportunity to meet the new teachers at the end of the school year.

- The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientation of parents. As needed, brief training sessions will provide parents and community members with the information they need to participate as school volunteers in order to put them at ease and make the experience pleasant and successful.

Manila High School will work with parents to create a School-Parent-Compact.

School staff, parents, and students will develop a school-parent-student compact. This compact will outline how parents, school staff, and students share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards. All stakeholders will sign the compact.

MHS will provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide school improvement plan, and the Annual Title I Meeting to engage them in the decision-making processes regarding the school's Title I, Part A Program?

- The school will engage parents in decision making about the allocation of its Title I, Part A funds for parental involvement.
- To take advantage of community resources, the school shall consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement. The current advisory commissions include: Alumni Association, FFA Alumni Committee, FBLS Advisory Committee, FCCLA Advisory Committee, and District & School Leadership Teams.
- The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school. The current organizations include: Band Parents Organization, Choir Parents Organization, & MHS Pride Committee.

Manila High School will provide resources for parents?

- The school will distribute Informational packets each year that includes a copy of the school's parental involvement plan, survey for volunteer interests, recommended roles for parents/ teachers/students and school, suggestions of ways parents can become involved in their child's education, parental involvement activities planned for the current school year and information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, e-mail...).
- To promote and support responsible parenting, the school shall, as funds are available: Purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library, advertise the current selection, and give parents the opportunity to borrow the materials for review.

- Create a parent center.
- Include in the school's policy handbook the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
- The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator. MHS counselor, Angie Gipson serves as the parent facilitator.

MHS will engage parents in the evaluation of the school's parental involvement efforts.

The school will engage parents in the annual evaluation of the Title I, Part A Program's parental involvement efforts through an annual evaluation using a comprehensive needs assessment.. The Title I committee, made up of teachers, parents and school staff, will determine the effectiveness of the parental involvement plan and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parental involvement will be a part of the evaluation, the assessment will also collect specific information on the number of parents participating in workshops and meetings; the specific needs of parents; the effectiveness of specific strategies; and the engagement of parents in activities to support student academic growth.

How will your school use the parent interest surveys to select, plan and implement parental involvement activities that will be offered throughout the year?

- The school will ask parents to fill out a parent interest survey at registration or at the beginning of each school year to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically.
- The school will use the results of the parent interest survey to plan the parental involvement activities for the year.
- The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation.
- Sponsor seminars to inform the parents of high school students about how to be involved in the decisions affecting course selection, career planning, and preparation for postsecondary opportunities. The school counselor conducts these seminars each spring.

Manila High School will plan the Annual Title I Meeting that must be conducted separately from other meetings.

- The school will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program. The 2017-2018 meeting will be held on Aug.10, 2017. The school will provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to

meet. The agenda, the sign-in sheet and the minutes for this meeting must be generated separately from any other events and kept on file in the school's office.

Parents may contact Angie Gipson, High School Parent Facilitator, if they have questions or need additional information about any of the actions listed in this plan. Please call (870) 561-4417.