

# Horatio High School

## Parent Involvement Plan 2017-18



Superintendent: Lee Smith

Principal: Stephanie Rowe

Parent Coordinator: Jenifer Seale

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[www.horatioschools.org](http://www.horatioschools.org)

**Horatio High School provides the following communication strategies to provide additional information to parents and to increase parental involvement in supporting classroom instruction:**

- Horatio School District website has been created to house a variety of student, teacher and parent resources.
- . 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.
  - *Person Responsible: Web Administrator/Classroom Teachers/Counselor/Principal*  
*Timeline: Ongoing*
  
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress.
  - *Person Responsible: Teachers/Principal*    *Timeline: Ongoing*
  
- Horatio High school will provide to parents reports/report cards every four weeks with information regarding their child's academic progress and upcoming classroom and school events.
  - *Person Responsible: Teacher/Principal*    *Timeline: Annually*
  
- School Reach, an automated telephone system, will be used to notify parents of ongoing activities and will keep parents abreast on all school related information.
  - *Person Responsible: Computer Tech/Counselor/Principal*    *Timeline: Ongoing*
  
- An outdoor electronic sign placed on the highway of the school will be used for awareness of school activities and other relevant information for parents and the community.
  - *Person Responsible: District Secretary/Principal*    *Timeline: Ongoing*

**Horatio High School offers the following parent meetings, conferences and activities regularly throughout the year:**

- Teachers will hold annual conferences individually with parents of children in their classrooms. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures.
  - *Person Responsible: Teachers/Principal* *Timeline: 1st 9 weeks and 3rd 9 weeks*
- Orientation will be provided for all students and their parents for a detailed summary of course selection and career planning. Parent signatures will be required for scheduling of courses and/or changes or additions to schedule.
  - *Person Responsible: Counselor/Principal* *Timeline: Beginning of year*
- Annual report of the school will be conducted at the beginning of each year. Explanations of state wide assessment and standards will be addressed.
  - *Person Responsible: Principal/Superintendent* *Timeline: Beginning of school term*
- Horatio High school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
  - Library assistant
  - Reading buddy
  - Mentor
  - Teacher assistant
  - Tutor
  - Awards day presentation
  - Guest speaker
  - Student Health Screening
  - Parent education workshops
  - Orientation presentations
  - Open House
  - Parent-school organization
  - Red Ribbon week
  - Choir concerts
  - Parent Center
  - Various committees
  - *Person Responsible: Parent Coordinator/Teachers/Principal* *Timeline: Annually*

**Horatio High School will provide opportunities to parents about volunteer opportunities in the following ways:**

- The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientation of parents. Teachers will explain the requirements to parents and encourage them to become involved in the school. 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.
  - *Person Responsible: Parent Coordinator/Principal    Timeline: Annually*
  
- Horatio High School will provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer, the use of and access to the Department of Education website tools for parents, assistance with nutritional meal planning and preparation and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education.
  - *Person Responsible: Parent Coordinator/Principal    Timeline: Annually*
  
- Two hours of professional development enhancing the understanding of effective parental involvement strategies is required for all teachers. No fewer than three hours of professional development is required for administrators designed to enhance understanding of effective parent involvement strategies and the importance of administrative 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.
  - *Person Responsible: Parent Coordinator/Principal    Timeline: Annually*

**Horatio High School 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 1 meeting to engage them in the decision-making processes regarding the school's Title 1, Part A program in the following manner:**

- Horatio High School will create a Parental Advisory Committee consisting of parents, parent coordinator, counselor and administrators. This group will meet 2 or 3 times a year, or as necessary to create and/or make additions to the current parent plan. Parents will be critical stakeholders in the implementation and evaluation process of our school.
  - *Person Responsible: Principal/Superintendent    Timeline: Ongoing*
- Horatio High school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school.
  - *Person Responsible: Principal    Timeline: Annually*

**Resources for parents will be provided by the school in the following ways:**

- Horatio High school will distributed 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...).
  - *Person Responsible: Parent Coordinator/Principal    Timeline: Ongoing*
- 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.
  - *Person Responsible: Parent Coordinator/Principal    Timeline: Annually/Ongoing*
- 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.
  - *Person Responsible: Parent Coordinator/Principal    Timeline: Annually*

- The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator.
  - *Person Responsible: Principal    Timeline: Annually*
- Horatio High School will provide a web site that contains a parent resource section. This section will host a variety of parent resources including the Parent Involvement Plan, Parent informational Packets and Edline.
  - *Person Responsible: Parent Coordinator/Web Administrator    Timeline: Annually/Ongoing*

**Horatio High School shall engage parents in the evaluation of the parental involvement efforts in the following manner:**

- Horatio High School will provide an evaluation survey to all parents. This survey will be available to all parents online through our district website. A hard copy will also be available during the spring parent teacher conferences. To increase more participation, all parents will be informed about the survey through School Reach and the outdoor electronic sign.
  - *Person Responsible: Parent Coordinator/Principal    Timeline: Annually*
- These surveys will help determine if the academic quality of the school has improved, if parental participation has increased and help to identify any barriers that may exist that hinder parent participation. The Parent Advisory Committee will be responsible for determining solutions, and/or making changes and additions to current policy.
  - *Person Responsible: Parent Coordinator/Principal    Timeline: Annually*

**Horatio High School will use the parent interest surveys in the following ways to select plan and implement parental involvement activities that will be offered throughout the year.**

- Horatio High School will provide parent interest surveys at registration of each year to get information from parents concerning the activities they feel are most beneficial in the efforts to support their child academically. The survey will include a section for parent suggestions on resources to consider for purchasing. A resource list of parent volunteers will be compiled and distributed to administrators, teachers and the parent advisory committee. An updated list will be provided on a regular basis as new volunteers sign up throughout the year.
  - *Person Responsible: Parent Coordinator/Principal    Timeline: Annually*

- Horatio High School and the Parent Advisory Committee will use data collected from the spring survey to evaluate the previous year and plan for the upcoming year.

Person Responsible:

- *Parent Committee/Parent Coordinator/Principal* *Timeline: Annually*
- Horatio High School will 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.
  - *Person Responsible: Counselor/Principal* *Timeline: Ongoing*

**Title 1 Meeting: Horatio High School shall hold an Annual Title 1 Meeting separate from any other meeting or activities to ensure that there is ample time to provide a description of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level that students are expected to meet.**

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  - *Person Responsible: Administrators/Title 1 Coordinator*  
*Timeline: Annually/Fall*

## **Parental Involvement Committee Members**

**2017-2018**

Jenifer Seale – Parent Facilitator

Stephanie Rowe – Administrator

Sharon Lindsey - Test Coordinator

Tammy McAlister – Literacy Specialist

Ginger Young – Counselor

Raylene Young - Technology Coor.

Crystal Rankin – Parent

Ashley Elmore - Parent