

Summit Academy North High School Parental Involvement Policy

Philosophy

Summit Academy North High School is the quality choice in education, a place where collaboration, uniqueness and diversity are celebrated. Students are given the opportunity to enhance their growth through utilizing individual learning styles. Staff members will become nurturing facilitators empowered with the knowledge and resources which promote quality growth. We strive to foster respect, personal responsibility and confidence. The staff of Summit Academy North High School knows that parents play an integral role in assisting their children's learning at school. To ensure academic success for all students, the staff will create a full partnership with parents. The school will offer parents the opportunity to assist their children in attaining their highest potential by involving them in the development of school programs and activities. To accomplish this, parents had input in the development of the Parental Involvement Policy.

Components

To meet the NCLB requirements of Section 1118, Summit Academy North High School will do the following:

1118(b) School Involvement Policy Development

- Summit Academy North High School Title 1 Schoolwide Parent Involvement Policy was created as a collaborative effort between parents and staff. By meeting monthly at our FACT-PTO meetings, parents are afforded the opportunity to play an integral role in the evaluation and continued development of this policy. Annual surveys are also utilized to continual update and improve our Schoolwide Title 1 program. Furthermore the following continue to be implemented:
 - Involve parents in developing the Teacher-Parent Compact and Parent Policy. The School Improvement Team will meet annually to evaluate the results of parent survey to increase future parent participation.
 - Parents will be given the opportunity to aid in the development of the School Improvement Plan.
 - Parents will be given MDE(Michigan Department of Education) Expectations based on current grade level through meetings at the beginning of the year, conferences and district website.
 - Review the Parent-Teacher Compact with parents at conferences (although not required at the secondary level).
 - Explain the Title 1, Part A program and requirements to all parents.
 - State and local assessments will be explained to all parents by including the test expectations, testing protocols and results.
 - Parents will be given the opportunity to review their child's academic progress through Power School Grade Book System, report cards, progress reports, Academic Planning nights and conferences.
 - Provide materials and training to parents to help them understand the curriculum.
 - Staff will be trained on how to effectively communicate with all parents.

- Make information and activities accessible to all parents (e.g., limited English proficiency, disabled, migrant, economically disadvantaged) in a variety of forms.
- FACT (Family Action Communication Teams) meetings will focus on building community relationships.
- Use parent feedback to make changes to our parent involvement plan and policy.

1118 (c) Policy Involvement

1118 (c) (1) Annual Title 1 Meeting

Annually Summit Academy North High School hosts a Schoolwide Title 1 Meeting. All parents are encouraged to attend this meeting. To meet the needs of the majority of parents we host both a day time option as well as an evening option on a different date. The purpose of the annual Schoolwide Title 1 meeting is to inform all parents of Title 1 processes, their child's participation and the rights of parents to be involved at all times.

1118 (c) (2) Flexible Meetings

In order to accommodate all parents who cannot attend school functions/conferences, alternative arrangements are made for them. These include before school and evening hours.

During monthly FACT meetings, childcare is provided to families who attend. This enables parents to participate who might not have been able to. Because the meetings are held on school nights, students can attend with their parents and have a quiet place to do homework. A staff member supervises the students who are working on homework, so they can help them if they need it.

In addition to the above, conferences are held twice per year at various times on different days with parents being supported in scheduling conferences on different days and times as needed. Academic Planning nights are also schedule twice per year (separate from conferences) to further support the home and school partnership.

1118 (c) (3) Program Planning, Reviewing and Improvements

Summit Academy North High School holds meetings at the convenience of parents to evaluate the effectiveness of our parent involvement plan and policy, in addition to Schoolwide Title 1 programs. This affords parents the opportunity to contribute to the review of the plan, contribute to planning and provide input to the school improvement process. Furthermore, at monthly FACT-PTO meetings, parents are encouraged to offer feedback at these times as well. A annual parent survey has also been implemented to provide another means for parents to contribute to the planning, review and improvements to the Title 1 programs offered. The survey is conducted in the spring and

results are analyzed at subsequent FACT meetings in the fall to discuss any concerns. Changes and improvements will be made at that time on an ongoing and systematic basis. Sign in sheets are utilized to measure parent participation at school functions.

While not required, Summit Academy North High School has each student/staff/parent review and sign a compact annually providing another means of stakeholder communication and feedback. The compact allows parents/students/staff to check off what they are able to commit to.

Open Houses, conferences and other parent nights are held throughout the year to share individual and student achievement data.

1118 (c) (4) (A) Timely Information

State and local academic assessments are discussed with parents as assessment information becomes available. Parents receive a "parent-friendly" PLAN, EXPLORE, ACT/MME or MEAP reports as applicable. These reports are discussed with parents at conference time and at additional evening nights as needed. Scores are reported in a timely fashion and explained to the parent in simple terms to help them understand the progress of their child. Local assessments are recorded in our Power School Grade Book system, which parents have access to at any time. Power School access is sent home via parent letter with instruction on how to operate the system. Parents without Internet access are offered the opportunity to come to the school for Internet use. Parents are also invited to attend orientation sessions that will help to further explain how to access student assessment data.

Students receive individual quarterly report cards and at the end of the first and third marking period, student/parent/teacher conferences are held. For students that are failing more than one course, those students are invited to an Academic Planning night to discuss further interventions. The Academic Planning nights precede conferences so that other interventions can be implemented prior to the end of the marking period.

Additional evening parent nights are schedule to review student achievement data as it becomes available. Any parent in need of a translator, having information explained 1:1, or any other special need would be accommodated on an as needed basis. We pride ourselves on ensuring that all parents and guardians are able to be a partner in their child's education.

Parents/Guardians and students are encouraged to meet with teachers and administration at anytime they have questions or concerns. This affords parents the opportunity to meet in the morning, evenings or per their schedule.

1118 (c) (4) (B) Curriculum and Assessment

Parents are given the MDE expectations based on the Michigan Merit Curriculum. These expectations were based on State Standards of what a child should know, to be college ready, prior to graduation. Teachers review the expectations with parents at conference time and they are always available on our District website. Annually the curriculum is reviewed at parent orientation events.

At annual open houses and during conferences parents are provided with the opportunity to discuss the curriculum and review it with staff. Parents are further updated in newsletters, planners and through Academic Planning Nights and other parent information nights, the expectations and the assessments being used to monitor and measure student progress. Parents are informed of the proficiency levels students are expected to meet. This information is also communicated at conferences, newsletters, through our weekly automated phone calling system and at other parent information events.

We encourage stakeholders to meet with us at any time to discuss any curriculum and assessment questions they may have.

1118 (c) (4) (C) Opportunities for Regular Meetings

Summit Academy North High School offers monthly FACT-PTO (Family Action Communication-Parent Teacher Organization) meetings during which, parents are provided with the opportunity to formulate suggestions, internet availability for all stakeholders to communicate via email (anyone without home internet is welcome to utilize a school computer), planner policy that encourages parents to write notes to teachers, annual Title 1 meetings, parent information nights, conferences, Academic Planning nights and parents are encouraged to meet with teachers and administrators at any time.

Summit Academy North High School encourages an open door policy by reminding parents of our availability and by welcoming them to contribute input. Annual surveys provide another means for parents to contribute their feedback.

The opportunities for regular meetings that Summit Academy North High School provides to parents, affords the school the ability to respond to any suggestions in a timely manner. We value the input of our parents as being an integral component of program improvement.

1118 (c) (5) Ensure Parents the Opportunity to Submit Comment if Not Satisfied

Summit Academy North High School has an open door policy. Any parent who has a concern, are encouraged to meet face to face to discuss those concerns. In addition to face to face meetings, parents are encouraged to call, email, and/or write a note to inform us of any concerns that may exist. At monthly FACT-PTO meetings, parents may also voice any concerns they have. These meetings are announced on our website and are set at the same

day and time each month. Parents may also choose to voice concerns anonymously on the annual survey that does provide a comment section.

1118 (d) (1) Jointly develop a compact that outlines a shared responsibility for improved student academic achievement.

Summit Academy North High School developed the Parent Involvement Plan and Student/Parent/School compact in cooperation to ensure that all stakeholders had the opportunity for a shared responsibility to improve student achievement. The compact affords parents the opportunity to commit to all components or choose the components that they are able to commit to due to different circumstances at home.

The compact is reviewed annually during our initial Title 1 meeting in the fall. Changes are made based on stakeholder feedback. Additionally, surveys are conducted annually and that feedback is also considered as the compact is reviewed.

The Summit Academy North High School Student/Parent/Staff compact clearly illustrates the shared responsibility to improve student academic achievement and build and develop lasting partnerships to help children achieve the state's high academic standards.

1118 (d) (2) (A) (B) School/Parent Compact Development

In collaboration with Summit Academy North High School students, parents, including parents of Title 1 students and teachers, the Parent/Student/School compact was developed to communicate the high expectations of all stakeholders. While Summit Academy North High School is not required to review the compact, annually at fall conferences our teachers do review the compact with each student and parent. The Parent/Student/School compact was developed to afford parents the ability to check off the items that they are able to commit to. At conferences, specific strengths and challenges as it pertains to the child's achievement is discussed. Any parent not able to attend conferences is encouraged to schedule a different conference at another day and time. Beyond conferences, during the year including Academic Planning Nights, College Readiness nights, via email, through PowerSchool (which can be accessed at any time) and a variety of other means, parents do receive frequent reports on their child's progress.

1118 (d) (2) (C) Parent Participation

Summit Academy North High School offers numerous opportunities for parents to volunteer, observe classroom activities, meet with staff, and participate in their child's classroom. Parents are welcome to attend field trips, help the teachers with projects, help in the office, observe the classroom and otherwise contribute as they are able. Summit Academy North High School has an open door policy, therefore, parents are encouraged to contribute in the classroom and school as they are able.

Parents are welcome to be in contact with administration and teachers through phone calls, emails, parent/teacher conferences, FACT-PTO meetings, newsletters and through

face to face meetings.

1118 (e) (1) Building Capacity for Involvement

Provide assistance to parents to understand content standards, assessments, Title 1 programming, monitoring child's progress and how to work with educators.

To ensure that parents are informed about academic standards and assessments, Summit Academy North High School will provide the following:

Parent/Teacher Conferences:

Parent/Teacher Conferences are held twice per year. Content standards, assessments, Title 1 programming, how to monitor a child's progress are all discussed during these conferences. For any parent that is not able to attend conferences, they are encouraged to meet with teachers at a more convenient date and time.

Curriculum:

All parents receive a copy of the Michigan Merit Curriculum upon enrollment. Additional copies are available in the office at any time and online. Parents are encouraged to meet with administration and teachers at any time they have questions regarding the curriculum.

Assessment Information Nights:

As data becomes available for PLAN/EXPLORE/ACT/MME, information nights are scheduled at varying times so that parents have the opportunity to better understand what the parent reports mean and how they can better support their child. All parent reports are sent to parents in a timely manner.

Local Assessment Data:

The results of District Assessments can be accessed through PowerSchool at any time. Furthermore, these results are reviewed at conferences twice per year and also during Academic Planning night for struggling students. Parents also understand proficiency requirements as they are frequently communicated through the planner, weekly automated phone calls, teacher emails and newsletters.

Title 1 Staff:

These staff members are available at conferences, orientations and are easily accessible to parents to help share and interpret data. In addition to that, for students that require additional progress monitoring, weekly/daily/twice monthly communication may be made as well through check in/check out procedures, planner and phone calls.

Academic Planning Night:

Parents of struggling students are invited in to learn new ways to help their student be successful in high school.

Freshman Orientation:

Parents and students are invited to attend an evening orientation where parents learn about high school requirements, college readiness skills and how they can help ease the transition from middle school to high school.

Guidance Center Presentations:

Annually Summit Academy North High School partners with the guidance center to educate families regarding topics including Stress and the Economy, Suicide Prevention and Awareness among other topics.

Annual Parent Expo:

The annual Parent Expo is a free event that all stakeholders are invited to attend. Sessions include helping the struggling reader, street drug awareness, "No Excuses", among many other sessions.

Science Fair Information Night

This session is available to all parents to answer information regarding Science Fair projects. Teachers will be available to discuss the rubric used for grading, the expectations of the project and materials needed.

Summit Academy North High School promotes an open door policy. At any time, parents are encouraged to meet face to face with administration and/or teaching staff. In addition, parents who may require support for a learning disability, physical challenge, limited English, are provided with any additional support as needed including providing translators, having things read or whatever needs the parent/guardian may have.

Any parent who needs additional support to understand such topics as the state's standards, state and local achievement data, how to monitor a child's progress and how to work educators to improvement achievement of their children may meet with teachers and administration at any time.

1118 (e) (2) Provide Materials and Training for Parents

Summit Academy North High School offers training and materials to parents through the following activities:

➤ Parent/Teacher Conferences:

Parent/Teacher Conferences are held twice per year. Content standards, assessments, Title 1 programming, how to monitor a child's progress are all discussed during these conferences. For any parent that is not able to attend conferences, they are encouraged to meet with teachers at a more convenient date and time.

➤ **Assessment Information Nights:**

As data becomes available for PLAN/EXPLORE/ACT/MME, information nights are scheduled at varying times so that parents have the opportunity to better understand what the parent reports mean and how they can better support their child. All parent reports are sent to parents in a timely manner.

➤ **Academic Planning Night:**

Parents of struggling students are invited in to learn new ways to help their student be successful in high school.

➤ **Freshman Orientation:**

Parents and students are invited to attend an evening orientation where parents learn about high school requirements, college readiness skills and how they can help ease the transition from middle school to high school.

➤ **Guidance Center Presentations:**

Annually Summit Academy North High School partners with the guidance center to educate families regarding topics including Stress and the Economy, Suicide Prevention and Awareness among other topics.

➤ **Annual Parent Expo:**

The annual Parent Expo is a free event that all stakeholders are invited to attend. Sessions include helping the struggling reader, street drug awareness, "No Excuses", among many other sessions.

➤ **Science Fair Information Night**

This session is available to all parents to answer information regarding Science Fair projects. Teachers will be available to discuss the rubric used for grading, the expectations of the project and materials needed.

Additionally, Summit Academy North High School Provides materials and training for parents through the following:

- Monthly Newsletters
- Weekly Automated Phone Calls
- PowerSchool
- Open Houses
- Hard copies of curriculum available in office, digitally available online
- Monthly FACT-PTO meetings that also always include Title 1 as an agenda item providing opportunity for parent contributions and suggestions in a systematic way.
- Title 1 Parent Information Meeting held in the fall of every year.
- Community Resources provided as needed.

- MOODLE
- Technology training during open houses and orientations. The technology department also welcomes the opportunity to help any parent struggling with technology at any time.

1118 (e) (3) Training for School Staff

Summit Academy North High School educated teachers, pupil services personnel, principals, and other staff in the value and utility of the contributions of parents, and in how to reach out to, communicate with, and work with parents, implement and coordinate parent programs, and build ties between parents and the school.

At the beginning of each school year all staff are trained on how to effectively communicate with parents. All staff are provided with the following resources: "Parents on your Side" (Lee Cantor) and "Love and Logic" (Jim Faye).

Through effective communication with parents, they feel valued and welcomed as members of our school family.

Additionally, Summit Academy North High School requires that teachers are in frequent communication with parents via email, phone calls, meetings, planner use and also through PowerSchool to build ties between parents and the school.

All new staff engaged in training that supports parent communication and fostering relationships with parents.

All staff contributes to quarterly district newsletters, monthly school newsletters, contribute to the weekly automated phone call and participate in FACT-PTO meetings. Staff has been supported to understand why these types of communications are beneficial and are provided continued guidance.

Staff has also participated in various sessions with The Guidance Center. These sessions have helped staff to better understand the impact the economy has had on families and students and how to better meet the needs of our stakeholders during these challenging times.

1118 (e) (4) Coordinate and Integrate Parent Involvement with Other Programs

- The annual Parent Expo has been a part of increasing community involvement.
- Free presentations from The Guidance Center
- Parent Volunteers and Parent Guest Speakers
- Multi-Cultural Night
- Guest Speakers including but not limited to Betsy Geddes and Mike Kostoff.

- FACT-PTO
- Fundraisers
- Annual Blood Drive
- School Improvement Team
- Title 1 Parent Partnering
- End of Year Picnic
- Senior Breakfast
- PBIS Awards
- Classroom Visits

1118 (e) (5) Provide information in a format that that is understandable to parents to ensure that all parents are informed in a timely manner.

Summit Academy North High School will do the following:

- Weekly automated phone calls that contains critical information including upcoming meetings and other activities, due dates and deadlines and any other important information.
- Transcript of weekly automated calls will be posted online.
- Transcript of weekly automated call and other important information is also sent home in a school wide weekly email.
- Upcoming events, meetings and activities will be included on the Summit Academy North High School web page.
- Upcoming events, meetings and activities will be included in quarterly newsletters.
- As needed, bulletins containing important information will be mailed home.
- Quarterly report cards
- Specific invitations pertaining to student specific needs are mailed home as needed and may include invitations to summer enrichment programs, credit recovery, Academic Planning nights, orientations and other applicable invitations. These will be sent well in advance of an event in parent friendly language.
- Fact to face meetings
- Phone calls
- Email
- Planner Use

Summit Academy North High School will provide any accommodations needed (including translators and support for parents/guardians with physical and/or learning challenges) to provide any and all materials in an understandable format.

1118 (e) (14) Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children.

Summit Academy North High School will do the following:

- We notify parents of our written parental involvement policy in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, provide notice and the policy in a language the parents can understand. In addition, we make the parental involvement policy available to the local community by publishing it on the school's website.
- All staff will make every effort to accommodate parent requests to ensure parents' individual needs are met in order to foster a positive parent involvement partnership.
- Summit Academy North High School encourages all parents to participate. Parents of migratory children, parents with disabilities and parents with limited English proficiency are provided with translators and translated materials, materials read or provided in an audio format as able, provide for 1:1 meetings to have materials broken down further and to provide the opportunity for further explanation as needed. Any accommodation that a parent requires, Summit Academy North High School will work toward implementing to foster a positive home/school relationship.

1118 (f) Accessibility for disabled parents, LEP parents and parents of migratory children.

To provide for the accessibility of all families, Summit Academy North High School will do the following:

- Provide Handicap Accessible Facilities
- Open door policy providing flexible meeting times for parents with teachers and administration.
- Provide a translator for meetings, conferences and phone calls as required.
- Provide translated materials as needed.
- Provide accommodations for hearing impaired parents.

- Provide audio accommodations and any other accommodations that may be required for a visually impaired parent.
- Provide transportation to community organizations as appropriate and needed.
- Provide community resources to families struggling to make community connections.
- Summit Academy North High School will work diligently to ensure that all parents including, but not limited to, those that are limited English proficient, have learning disabilities, parents of migratory children and any other parent that may require accommodations; that they are provided with materials in a format that is easily understood by them per their specific need.

LEP – Limited English Proficient

Parents of children identified as limited English proficient are communicated the following:

- The reasons for the identification of their child as limited English proficient and in need of placement in a language instruction educational program;*
- *The child's level of English proficiency, how that level was assessed, and the status of the child's academic achievement;*
 - *The methods of instruction used in the program in which their child is, or will be participating, and the methods of instruction used in other available programs, including how those programs differ in content, instructional goals, and the use of English and a native language in instruction;*
 - *How the program in which their child is or will be participating will meet the educational strengths and needs of their child;*
 - *How the program will specifically help their child learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;*
 - *The specific exit requirements of the program, including the expected rate of transition from the program into classrooms that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school for the program if Title I, Part A funds are used for children in secondary schools;*
 - *In the case of a child with a disability, how the program meets the objectives of the child's individualized education program (IEP) under the Individuals with Disabilities Education Act (IDEA) or the child's individualized services under Section 504 of the Rehabilitation Act of 1973 (section 504);*
 - *Information pertaining to parental rights, including written guidance—*
 - *Detailing the option that parents have a right to decline enrollment in a language instructional program and to choose another program or method of instruction if available,*
 - *Detailing the right that parents have to remove their child immediately from the program upon the parents' request, and*
 - **The notice and information is provided in an understandable format and, to the extent practicable, provided in a language that the parents can understand.**

Student-Parent-Staff Compact
SUMMIT ACADEMY NORTH HIGH SCHOOL
Agreement for Achievement
A LEARNING PARTNERSHIP BETWEEN SCHOOL AND HOME

Our Mission

To nurture and inspire
our school community
and facilitate quality educational opportunities
in a safe learning environment.

Our Agreement for Achievement

This mutual agreement will serve as a sign of our commitment for establishing and maintaining our shared responsibilities for student learning and student achievement between school and home. The purpose of this agreement is to clarify each partner's responsibilities in our strife for educational equity and excellence for all students.

Parent/Guardian Commitment:

I want _____ to be successful in school. Therefore, I promise to do all of the following (IF YOU ARE NOT ABLE TO COMMIT TO ALL ITEMS, WE ENCOURAGE TO CHECK OFF THOSE ITEMS THAT YOU ARE ABLE TO COMMIT TO):

- **Teach** my child self-respect and to respect others.
- **Encourage** my child to do his/her best in school.
- **Ensure** that my child attends school daily.
- **Send** a well rested, nourished, loved child ready to learn each day.
- Get my child to school **on time**.
- **Provide** an adequate environment for homework assignments and offer assistance.
- **Attend** school functions like open house and FACT, supporting school activities, volunteering my time at school or home and attending parent/student/teacher conferences.
- **Review** school-to-home communications and respond promptly.
- **Help** my child see how school learning is needed in the real world.
- **Recognize and praise** my child's efforts and progress.
- **Share** information with school staff about unique family or child circumstances that may affect my child at school.
- **Share** concerns about my child or about the school and work together with Summit to resolve problems.
- **Support** the school's code of conduct and efforts to make Summit a safe and peaceful community for learning by holding my child accountable for his or her actions.

Parent(s)/Guardian(s) Signature(s) _____

During conference the teacher and I met and reviewed our portion of the compact. Date _____ initial _____

Student Commitment:

I want to be successful in school. Therefore, I promise to do all of the following:

- **Cooperate** with the grown ups at my home in the mornings so I can be at school each day and be in my classroom on time.
- Come to class **ready to learn** with a positive attitude.
- **Remember** to give parents/guardians and teachers all letters, messages and notes from school or home.
- **Obey** the classroom and school rules.
- **Cooperate** with other students and adults at school.
- **Try** my best to do the best.
- **Finish** all my class work and homework on time and in a quality way.
- Make **peaceful choices** in what I say so that I do not hurt anyone else's feelings,
- Make **peaceful choices** in what I say so that I do not hurt anyone else's body.
- To arrive to arrive to school on time every day.
- To remain on campus all day, including during lunch.

Student's Signature _____

Teachers' Commitment

We want _____ to be successful. Therefore, we promise to do all of the following:

- Provide a **positive learning environment** where each child will begin to be responsible for his or her own learning.
- Set **high teaching standards** for ourselves which promote Summit's and the States' standards and benchmarks.
- Deliver a **high quality**, appropriate curriculum through motivation and interesting learning experiences.
- Teach **effective study skills** and strategies to ensure retention of learning.
- Show that **we care** about all students and respect the uniqueness of all students and their families.
- Address each student's needs and **encourage individual talents**.
- **Build self esteem** by helping each student become high achieving.
- **Notify the parent(s)/guardian(s)** as soon as a tardy, attendance, behavior or academic problem develops through notes or phone calls.
- **Help parents** to support learning and positive behavior at home.
- **Support** the school's code of conduct and efforts to make Summit a safe and peaceful learning environment by not tolerating any type of hurtful behavior.
- Establish an **"open door policy"** and warm atmosphere for parents/guardians during classroom visits and when participating in activities.

Teachers' Signatures _____

