

## Parent Involvement Policy

McEwen High School

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We at McEwen High School are of the belief that education is the shared responsibility of family, school, student, and community. To that end, this parent involvement policy has been developed. It will be reviewed annually.

We have a parent – Teacher committee that meets quarterly to discuss ways to improve family/school relationships and possible activities to be held during the year that involve parents. A copy of the agenda and notes from these meetings are kept on file in the office.

Additionally, teachers, administrators, and the school counselor conduct many activities throughout the year with the intent to increase parental involvement in the educational process. Some of these activities are:

1. Inviting parents to chaperone events involving students
2. Asking parents to judge local competitions
3. Asking/inviting parents to assist in preparing students for various events, i.e. vocational competitions, homecoming float building, etc.
4. Send various information sheets home to keep parents informed of current and future activities
5. Send progress reports home at the mid-point of the nine-weeks
6. Send report cards home at the end of each nine-week marking period
7. Make phone calls to parents as needed
8. Conduct parent/teacher conferences twice each year
9. Ask parents to come in for additional conferences with teachers as needed
10. Speak to parents informally when they meet out in the community
11. Invite parents to contact teachers by email as needed
12. Conduct M-Team meetings as appropriate
13. Initiate student improvement contracts
14. Send testing information letters home

We regularly communicate with parents using various means, for example:

**Remind** - A free communication platform for schools and teachers to safely and efficiently communicate with students and parents about important school and classroom information and activities. Subscribers sign up as a student or parent and choose to receive messages by text, email, or in the app.

**Facebook** - The school's Facebook page is [www.facebook.com/mcewenhighschool](http://www.facebook.com/mcewenhighschool). Posts are made frequently about important school news, events, and information.

**Twitter**- Parents, students, and community members can follow MHS on Twitter@McEwenHS. Frequent posts are made about school information, news, and events.

**School Website** - The school's website is [www.mcewenhighschool.org](http://www.mcewenhighschool.org). The website contains a wide variety of helpful information for students and parents—course information, graduation requirements, scholarship and financial information, college information, school calendar, faculty/staff information, extra-curricular activity information, and much more.

**Skyward** - MHS is using the web-based student management system, Skyward, to provide information to students and parents about grades, discipline, and attendance. Students and parents receive their own personal logins and can access student information from any location with Internet access. There is also a free Skyward App.

Our licensed professional school counselor is very proactive in involving parents in their child's education and keeping parents informed. Some of the activities the counselor conducts are:

1. Freshman Orientation – Each Spring we conduct a Freshman Orientation night for eighth grade students and their parents to assist them in the transition to high school. At this meeting, the counselor passes along useful information, including a wide variety of subjects that will be helpful to students and parents throughout the child's high school career and beyond. Parents and students are given the website where they will find State Standards for courses and practice tests on which the students will be tested along with a list of graduation requirements and expectations.
2. Conduct a financial aid workshop in December each year for seniors and their parents.
3. Plan and conduct a College and Career fair in September for juniors and seniors.
4. Help parents with Skyward access to help them monitor their student's progress.
5. Prepare, update, and promulgate a course catalog, master course schedule, and registration packet each spring for each student and parents to help facilitate updating the student's six-year plan and class selection for the following year.
6. Work closely with students, and their parents, who failed one or more subjects during a marking period to help them understand options for classes they have to retake. Conferences are scheduled as needed.
7. Post announcements on social media sites and the school website once students' schedules are available for the next school year.
8. Communicate with any student or parent who may have questions regarding their classes.
9. Publish honor rolls in local news-paper and post it at school and on school website each nine-weeks.
10. Meet with students in the classroom and send test information home via students at least two weeks prior to all standardized (ASVAB, PSAT, PLAN, EOC, TNReady, etc).
11. Plan and conduct separate awards day ceremonies for seniors and underclassmen to honor student achievement. Invitations are sent to parents for these events.
12. Progress reports and report cards are sent home and are required to be returned with a parent signature.
13. Phone calls are made to parents of students whose academic progress is in question.
14. Hold conferences with parents regarding their child's personal/social/emotional and/or college/career issues. Parent or counselor can request these conferences.

15. Visit each English class to provide important information. During these meetings students are given websites where they can see what standards they will be tested on in each area and take practice tests to help them prepare.
16. Plan and conduct an Open House each fall for all students and parents where students are given their schedule and visit each of their classes for a short period of time. During their time in each class, students and parents are given an overview of the class and told what items are needed for the class and are given the opportunity to ask questions.

The students' report cards are used to send a variety of information to parents at the end each nine-weeks. Grades, attendance, school mission statement, grading scale, and other information is included. A statement that parents have the right to access their child's record is included. Also, on the report card are websites that show the test standards for state mandated tests. These sites also contain practice tests the students can take to help them prepare for the upcoming tests.

In addition to contacting parents for various reasons, the principal sends absentee letters to parents when their child misses five days, ten days, and causes the Central Office to send out a letter at 15 days. Every freshman and new student is given a copy of the student handbook upon arrival at MHS. This handbook contains information regarding what is expected of students and how we do things at MHS. It also contains all the mandated information required by state and federal law. Sophomores, juniors, and seniors are given a new sheet containing Student Handbook changes at the beginning of each year. Student Handbook information is designed to be proactive by letting students and parents know how to be successful at McEwen High School.