

## PARENT INVOLVEMENT POLICY

1. As a part of our school improvement process, the faculty divided into data teams and examined a multitude of data about our school. One of the key concerns of teachers and community was the lack of parent involvement at the high school level. Currently the school leadership team meets regularly working to find ways to actively engage our parents, as well as ways to become more involved with our business community. Some of the activities sponsored by the leadership team include a local job fair, the formation of a partnership with the Chamber of Commerce and Middle Georgia Tech to provide useful post-secondary options for our students, and the organization of advisement conferences where all parents are invited to school to talk to teacher advisers about the student's schedule.
2. We will continue to involve parents in organizations that support academics and activities at school. These include the Big Red Booster Club and the Band Boosters.
3. Classroom teachers are required to make direct contact with parents/guardians of students who are struggling with their academic work. Advisement teachers also contact parents when report cards are issued and concerns are identified. In addition, teachers are encouraged to make positive contacts to parents. We believe that parents like to hear from the school when things are going well in addition to when there are problems.
4. At the nine week grading period we send home a report card. To gain insight from parents, surveys are conducted and parents are invited to attend focus groups. These tools are used to gain knowledge about how parents view academic programs. We also invite parents to participate in the visioning process as we create and revise our mission and vision. We have conducted several surveys to evaluate how well our school improvement initiatives are succeeding.
5. Infinite Campus, a web based grade book, has been very instrumental in opening the doors of communication with parents. Through this medium parents can check the attendance and grades of their children on a daily basis. Administrators and counselors also have access to this program. Many parents have learned to check their children's grades at their work place, even if they do not have a computer at home.
6. Hawkinsville High School has a very interactive web page. It is constantly updated and contains information that is often needed by parents. It contains a copy of our student handbook, our balanced score card and course offerings.
7. We have several opportunities for parents to visit the school.
  - a. Open House in August: Parents come with students to pick up their schedules and meet their child's teachers.
  - b. Senior Meeting: The parents of all seniors meet with the counselor for an informational meeting to help students have a successful senior year and make a smooth transition to post-secondary education.
  - c. 8<sup>th</sup> Grade Parent Meeting: The parents of all the upcoming 8<sup>th</sup> graders come to the high school to gather information about registration for the high school. Students provide tours of the building and a brief introduction to all electives that the school has to offer. We also provide every 8<sup>th</sup> grade student with a course offering guide to use to guide them in making their course selections.
  - d. High School Advisement: Homeroom Teachers for 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades invite parents to come to the school during the pre-established conference night. During this time the homeroom teacher reviews test scores, grades, and registration for the next school year.
  - e. Conference Nights: Twice a year the school system releases students early to encourage parents to come into the school and conference with teachers.
8. SST/504: Each student who is on SST and 504 has been assigned to an advisement teacher. This teacher works with these students every day to ensure academic success. One of the main tasks of the teacher is to stay in constant contact with the parents of SST/504 students.
9. Special Education: Our special education teachers work closely with the parents of students in that program. The parents participate in developing the child's Individual Educational Plan (IEP) and in developing Behavior Intervention Plans, if needed. We also have a parent mentor who works with parents of our special needs students. She answers questions for them, provides rides to IEP meetings, and helps them get needed modifications/equipment for students.
10. Coordination with outside agencies: Hawkinsville High School works with a number of outside agencies to ensure the success of students. All of these agencies also work with parents to support children.

- a. School Social Worker and Apex: These officials work with HHS and parents on issues such as truancy, physical and sexual abuse, pregnancy, and drug and alcohol abuse. We often depend on this person when we cannot contact parents.
- b. Department of Family and Children’s Services: This agency works with the social worker to address numerous family issues and concerns. They provide a person who comes to the school to work with our pregnant students.
- c. Family Connections: This organization works directly with families to ensure that students graduate and to reduce the rate of unplanned pregnancies. They support the school with physical help and financial aid for students.
- d. Workforce Development Center: HHS has developed a partnership with Central Georgia Tech, The Workforce Development Center and our local businesses. We are providing post-secondary training to students based on the needs of our local business community. This partnership is a result of a survey given to parents, students, and businesses to determine what programs we most needed to offer. From these surveys, we also discovered that parents wanted the school to provide more career guidance to students. As a result, we have initiated a Career Fair.
- e. School Resource Officer: Our SRO is one of our most valuable sources when assisting parents. He/she often takes students home when parents cannot provide transportation or when they do not have a telephone. He/she will visit the home to get required school papers signed. He/she also provides transportation for students and parents to court or DFACS when needed. Sometimes our only connection to parents is through the SRO.

Hawkinsville High School believes that the education of students is a responsibility shared by students, staff, parents and community. We are dedicated to finding ways in which we can involve parents and the community for the benefit of our students.

## **PARENT NOTIFICATION RIGHT TO KNOW ABOUT TEACHER QUALIFICATIONS**

In the Pulaski County School District, each school places the information that may be requested in the student handbook.

In compliance with the requirements of the Every Students Succeeds Act, parents may request the following information:

1. Whether the student’s teacher –
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child’s teacher’s and/or paraprofessional’s qualifications, please contact:

Hawkinsville High School, Charles Myers	478-783-7210
Pulaski County Middle School, Natasha Kilgore	478-783-7215
Pulaski County Elementary School, Monica Bass	478-783-7275
District Office, Debbie Puckett	478-783-7200

## PARENTAL INVOLVEMENT POLICY

Pulaski County Elementary School supports and encourages parental involvement within our school. Parents are welcome guests in our building. We value their input and insight into their child's academic and social endeavors. The faculty and staff at PCES are constantly revising, brainstorming, and implementing new ways to involve parents in their child's education. We believe by working together, we will produce a brighter tomorrow for all of us.

Parents receive progress reports concerning their child's education status every four and one half weeks and report cards every nine weeks. Another way for parents to stay updated on their child's progress is through the use of the parent portal in Infinite Campus. This program provides each parent with a password. The password allows each parent to view their child's grades from each class. Teachers can write notes concerning each assignment in which the parents can view these notes to better understand their child's grades. Assignments are sometimes submitted early so parents may know a specific assignment will be assigned in the future. Students also have access to their grades.

The Pulaski County School System has a website in which each school within the system has a separate link. The website provides a link to compare assessment scores. The website also provides the email addresses of the staff at each school so parents and other community members may contact staff members as needed.

Parent conferences are scheduled two times per school year. Of course a parent is welcome to meet with their child's teacher at any time during the school year, but parent conferences are scheduled each year at the end of the first and third nine weeks. The parent conference days are scheduled to include the evening hours to accommodate parents who are not able to leave their job during the day. These conferences allow the parent to meet with all their child's teachers at one designated time. **Parents must schedule an appointment with the front office.**

Our parents are notified often about programs that may help their child academically now and in the future. Eligible students are invited to attend our After School program. Parents will receive information concerning the After School program.

One way we involve the community as a whole is by providing articles for the local paper. The articles consist of information about the school such as option for extra help for students, general explanations of test scores, and extracurricular activities in which the students are involved.

One of our main community resources is Family Connections. This group consists of teachers, administrators, parents, community members, and business owners within our community. The Family Connections meetings are held four times per year. They are big supporters of the school system and help with finding grants and other items of assistance the school may need.

At PCES, we have an open-door policy where parents are concerned. Teachers are encouraged to contact parents about the positive aspects of their child's education and areas that may need improvement behaviorally and academically. We embrace help and support from parents. By working together, we realize our students stand a greater chance of being successful adults.

### *Parent Notification-Right to Know about Teacher Qualifications*

In compliance with the requirements of the ESSA, parents may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

Whether the student's teacher-

- has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- is teaching in the field of discipline of the certification of the teacher.

It may also be requested as to whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's qualifications, please contact:

Hawkinsville High School, Charles Myers 478-783-7210  
Pulaski County Middle School, Natasha Kilgore 478-783-7215  
Pulaski County Elementary School, Monica Bass 478-783-7275  
District Office, Debbie Puckett 478-783-7200