

## Academic Center of Excellence

### Parental Involvement Plan

Updated 2013

The Academic Center of Excellence is dedicated to the well-being of each student that we encounter. A major ingredient to our success is parental involvement. Given the minimal direct contact that ACE has with students, parental contact and support is paramount. The mission of our Parental Involvement Plan is to enable and encourage all parents to participate as informed partners with school personnel in implementing our programs in an effort to improve student academic achievement and school performance.

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, and ensuring that parents:

- A) play an integral role in assisting their student's learning;
- B) are encouraged to be actively involved in their student's education at school and home;
- C) are full partners in their student's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their student.

ACE will take the following actions to involve parents in the process of school review and improvement:

- A) Parent representatives on the ACSIP team;
- B) Parent Survey sent home at the end of each semester;
- C) Invitation to Annual Report to the Public

ACE will plan and implement the following effective parental involvement activities to improve student academic achievement and school performance:

- A) Orientations: Parents are given information regarding graduation requirements; can access online curriculum and grade reports; and can acquire volunteer information.
- B) Interviews: Parents and students are required to participate in an interview with a grade-level advisor after application has been processed for ACE.
- C) Parent-Teacher Conferences: Parents are given at least two set times a year to meet and discuss academic performance of students with teachers.
- D) Informational brochures: Parents will have access to reference materials as needed.
- E) Informative letters: Parents receive informational letters detailing how their child performed on state standardized testing.
- F) Progress reports are emailed weekly to parents.
- G) Parent Night: Counselor will provide information to parents regarding ACT/SAT tests, college applications, financial aid applications, and other information related to students' future plans.
- H) Parents will be invited to two honor roll assemblies each year to honor students who achieve honor roll status.
- I) Parents will be invited to participate in our monthly community service projects.

To ensure success, ACE will provide parents with guidance in understanding the following through advisors; conferences; school newsletters; local media; website and informational flyers.

- A) the state's academic content standards;
- B) the state's student academic achievement standards;
- C) the state and local academic assessment including formative assessments;
- D) how to monitor their student's progress;
- E) how to work effectively with educators.

ACE will provide materials and training to help parents work with their students to improve their student's academic achievement by ensuring the following is available:

- A) Materials and training provided for parents to enable them to work with their students on open- response writing, vocabulary skills, and math skills;
- B) Parent Center will be maintained by Counselor so pertinent information is easily accessible to help with possible needs.

ACE will educate its entire staff on how to reach out to; communicate with; and work with; parents as equal partners by ensuring that:

- A) Teachers receive regularly review strategies on how to work with parents and students using *Love and Logic* philosophy;
- B) Professional books, videos, and weekly newsletters are provided for teachers on this philosophy;
- C) Discussions during common plan time on how to work as partners with parents.

ACE will take the following actions to ensure that information related to the school and parent programs, and other valuable information is sent to parents:

- A) School and district website with parent information is updated regularly;
- B) Fliers are sent out with students informing parents of upcoming meetings;
- C) Phone message system (School Announcement) calls parents to inform them of upcoming events;
- D) Parent Handbook is sent home at the beginning of the school year;
- E) Parent Survey is given out at the end of each semester during fall/spring PTC.
- F) School- wide email enables parent communication with staff.
- G) Frequent contact with parent/guardian of all students.