



AYP IDENTIFICATION LETTER FOR WINDOVER HIGH SCHOOL

Dear Parent of a Windover Student

Your child is a student at Windover High School. You know that your child is important to us and that we want to provide every opportunity for success.

Each school in Michigan is required to test students every year using the Michigan Merit Exam (MME). The results of these tests, as well as participation on the tests and graduation rate are used to determine whether our school is making adequate yearly progress (AYP).

This year, Windover High School is identified for improvement because only 43% of the seven students this school was responsible for during the Spring 2009 testing cycle were proficient in English Language Arts, which is below the required 61% proficiency level set by the State of Michigan. Our school did make AYP in math this year with 57% passing (the state target for 2008/2009 was 55%). A comparison of our test scores to the State average can be found on the next page. In order to address this problem, the entire staff and I are committed to improve every aspect of the program. Last school year we began to change the way the school is governed. Decisions concerning school improvement are now more in the hands of a school improvement team made up of the teaching staff and administration. In the past those decisions were left in the hands of one administrator. Professional development has become focused on improving communication and understanding between the staff and the students thus increasing the ability to effectively teach each child. The administration is more involved in classroom observation in order to make suggestions and to lend support to the teaching staff. The curriculum and grading system has revamped to ensure the state standards will be addressed so each student will be better prepared to meet those standards in the future. In the coming year we will commit to further training in the understanding of how students communicate and learn and also how to better resolve conflicts within the classroom before they develop into disruptions that get in the way of learning. When the students and teachers return in the fall they will find that each academic classroom has access to new and better technology. Our kids are growing up in new world with constantly evolving technology, and it is important that we keep up with that evolution. Next year our school will be more modern in its application of technology in the classroom, our curriculum will be aligned with state standards, and we will all be more aware of how to communicate effectively in order to increase understanding. Everyone involved with this program is dedicated to providing a quality education to each student that chooses to attend this school.

You can assist our efforts. Be involved on all levels with your son or daughter's educational process. Talk to your child everyday. Ask what they have learned each day. See to it that

they get the rest they need each night. Make every effort to get you child to school on time, each school day. And, volunteer at the school when you can. We are always looking for parents that are willing to be involved in committee work, to help out with issues like school improvement, field trips, and conferences. Get to know more about our programs and how you can be a part of the team that is working so hard to help your son or daughter learn the information that is essential to have a successful future and to be a productive and contributing member of our community.

Since the school is identified for improvement, the district must offer you the opportunity to transfer your child to another school in this district or another neighboring school. Since Windover is a charter school, and we only have one school within our district, what this really means is you have the choice of either allowing your child to remain here at Windover or you may transfer your son or daughter back to the home district. Each of the home districts have been making adequate yearly progress based on NCLB regulations, so each district is an alternative under the No Child Left Behind Act. Each of the districts already provides free transportation to and from school and all are willing to enroll your child. If transportation is a problem this district is responsible for providing that transportation. If this district receives more applications than can be accommodated, priority will be given to the lowest-achieving children from low-income families. You will be notified by mail of your child's transfer status.

To help you decide, we have provided test information from the schools that made AYP along with Windover's information so you can compare them. Based on this information, you may choose a school using the enclosed transfer form. Transportation to this school will be provided. You must complete this form by Sept. 8th and return it to Windover High School for consideration.

If you decide not to transfer your child and your child is eligible for free or reduced price meals, free tutoring may be available to your child. You will receive a separate letter about free tutoring.

To discuss this decision further, please call me, Interim Principal Greg Armstead, at 989-832-0852 and I will be happy to help you.

Sincerely,

Greg Armstead

Enclosures: **Academic Achievement Comparison for Identified Areas
Transfer Information
Public School Choice/Transfer Request**

Windover High School Academic Achievement Comparison for Identified Areas

This chart compares Windover's academic achievement in the subject and grade identified for improvement to the State average.

	Percent of All Students Proficient in English Language Arts	Percent of Students in a Specific Subgroup Proficient in Mathematics	Percent of Students Proficient in Science
Windover High School	43%	57%	43%
State Average	52%	49%	56%
Required Proficiency Level	61%	55%	%

Windover High School Transfer Information

Your student may be able to transfer to the following schools. Please complete the attached Transfer Request Form or contact Greg Armstead at 989-832-0852 for more information.

At this time it is my understanding that each of the high schools in all of the surrounding districts has made adequate yearly progress and is in full compliance with No Child Left Behind. The full extent of the grades and achievement levels are not yet available for viewing by the public, but will be available soon on the web at <http://www.michigan.gov/mde>. In the center of the page you will find a column labeled "most requested". In that grouping you will find the access to the school report card section of the site. Select that section and enter the name of any of the local schools or districts to view the current information about each school and district concerning NCLB.

**Windover High School No Child Left Behind (NCLB) Public School
Choice/Transfer Request**

Please print all requested information accurately and clearly

Please complete one application per child. Check ONLY Option 1 or Option 2 below.
Return this request form on or before <date> to:

*Windover High School
Greg Armstead, Interim Principal
32 S. Homer
Midland, MI 48640
Phone: 989-832-0852
Fax: 989-839-7699*

Please complete the following student information:

Student Name: _____ Student ID#: _____

Student's Grade: _____ Student's Date of Birth: _____

Name of School Student Currently Attends: _____

Parent/Guardian Name: _____

Address: _____

Home Phone: (____) ____-____ Alternate or Cell: (____) ____-____

Is this student currently enrolled in special education? Yes No

Parent/Guardian Statement:

I have received and understand the notification sent informing me that <school name> did not make adequate yearly progress (AYP) and has been identified for improvement. I also understand that I have the option to transfer my child to another school that has not been identified for improvement and is making AYP. Based on this information, I choose:

OPTION 1: Transfer to another school

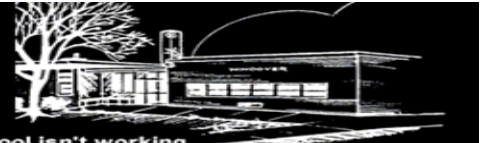
First choice of school I wish to transfer my child to: _____

Second choice of school I wish to transfer my child to: _____

OPTION 2: Remain at Windover High School

Parent/Guardian Signature

Date



June 29, 2009

Dear Parent of a Windover Student:

Help your child succeed in school! As a result of the federal No Child Left Behind Act, your child may be able to receive extra help in mathematics and reading. You can receive **free** tutoring because Windover High School is identified for restructuring, and your family meets the income limits under the law.

Windover High School is identified for restructuring because it has not made adequate yearly progress in English Language Arts last year on the Michigan Merit Exam (MME), and has for various reasons failed to meet all of the requirements under the No Child Left Behind laws for 6 years; however, we did improve enough in the Spring of 2008 to achieve the status of "Safe Harbor" in both ELA and math, and we made Adequate Yearly Progress in math this year. In 2008 we were placed in Phase 4 of NCLB because our graduation rate was below the acceptable limits set by the state. We were able to make adequate improvement in the graduation rate for 2009, but we failed to make safe harbor in English Language Arts. We did hire a new full time English Language Arts teacher for the 2008/2009 school year, and we continue to offer the services of an on-site reading tutor. Next year we will increase the number of hours the reading tutor will be on-site to further help the many students we work with who struggle with reading. As a result of our failing to meet an acceptable level of achievement to satisfy the No Child Left Behind legislation we will again offer free after-school tutoring services to the students that qualify. If you have received this letter then your son or daughter qualifies for that service.

In order to help your child do better in school, you can now choose a **free** after school tutoring program. A list of programs that have been approved by the Michigan Department of Education is included with this letter. Any of these programs will provide tutoring that is coordinated with what is being taught in school and aligned with the state expectations. Each program is different. You will need to review the information about each program and decide which is best for your child. No person affiliated with Windover can give guidance toward any one particular tutoring provider; however, following are some questions you should consider before choosing a tutoring service.

Think about the answers to these questions to help you decide:

- When and where will the tutoring take place?
- How far is it? *Please note that transportation to the tutor and to your home may not be provided.*
- How often the tutor will meet with your child and how long is each tutoring session?
- What programs, by grade level and subject areas, are provided by that tutor?
- What type of instruction is used (e.g., small group, one-on-one, or computer based instruction)?
- What are the tutor's qualifications?
- Does this program seem to fit your child's needs?

Included in this letter is a Tutor Selection Form. When you are ready to select a tutor from the list, complete this form and return it to Greg Armstead at Windover High School 32 S. Homer, Midland, Mi. 48640 in the self-addressed stamped envelope enclosed. Your Tutor Selection Form should be filled out and returned as soon as possible for your child(ren) to be eligible to participate. It is important that you select a first, second, and third choice of providers due to limited availability.

If the district receives more applications than there is space available, students will be selected based on academic need. Students who demonstrate the greatest academic need will be offered services first. If your child is not selected to receive tutoring services, you will be notified by mail. If your child is selected to receive services, we will send a confirmation letter to you, the provider you selected, and your child's school.

The No Child Left Behind Act also allows students to transfer to another school, and that would be a high school with available space in any of our surrounding districts. The school must be currently meeting the requirements of AYP. If you do choose to transfer your child to another district, Windover may be responsible for the cost of transporting your child to and from that district (unless that district offers free transportation). If you have any questions concerning transferring your child to another program, or about transportation to and from another program, please contact Greg Armstead at 989-832-0852 ext. 204.

The school staff want to help you with this information, so please do not hesitate to contact us at (989) 832-0852 with your questions.

Sincerely,

Greg Armstead, Acting Principal
Windover High School

Enclosures: District Report Card, List of Tutors Approved by the State, Stamped & Addressed Envelope



Tutor Selection Form

School Name: _____

Student Name: _____

Parent/Guardian Name: _____

Phone Number: _____

Please select from one of the following options:

___ **YES**, I would like my student to receive free tutoring! I have selected the following providers:

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

___ **NO**, I do not want my student to participate in the free tutoring program.

Please send the completed form to me, Greg Armstead, at Windover High School no later than 9/01/2009. If you need help selecting a provider please contact me at 989-832-0852.

Parent Signature

Date