

Quincy Junior High School Parent Involvement Policy and Procedures

2011-12

Quincy Junior High School is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if Quincy Junior High and home work together to promote high achievement by our children. Neither home nor Quincy Junior High can do the job alone. Parents play an extremely important role as children's first teachers. Support for their children and for the school is critical to the children's success at every step along the way.

Quincy Junior High recognizes that some students may need the extra assistance available through the Title I program to reach the state's high academic standards. Quincy Junior High intends to include parents in all aspects of the school's Title I program. The goal is a school-home partnership that will help all students to succeed.

PART I-SCHOOL PARENTAL INVOLVEMENT POLICY **REQUIRED** COMPONENTS - COMMUNICATION

- A. Quincy Junior High will jointly develop/revise with parents the school parental involvement policy/procedures and distribute it to parents of participating children and make available the parent involvement policy/procedures to the local community.

-QJH has an active parent on our building learning improvement team and on the District Leadership Team.

-Parents have an open invitation to participate in Parent-Teacher Advisory Team (PTAT) activities, to be a part of the building Learning Improvement Team, and to be involved in school activities.

- B. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.

-Parents are invited to attend the Parent Teacher Advisory Team meetings during the evening hours.

-Parents are invited to be involved in PTAT in quarterly newsletters and at the orientation meetings held for incoming seventh grade students.

-Parents are invited to attend the Compact/Parent Orientation Night through the newsletter and by personal invitation mailed to their home. Parents are also called to be reminded of the meetings.

-Title I, Part A, Part C, and other program requirements will be explained to parents via student conferences and quarterly district Parent Advisory Committee (PAC) meetings.

- Evening conferences for parents in November and March.

C. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, child care, or home visits, as such services related to parental involvement.

-Parent nights are offered in the evening. Dinner is provided for the whole family and day care is provided for younger siblings.

-The School Messenger System will contact parents when a child is absent from school without a valid excuse.

-The School Messenger system will be used to inform parents of up coming special events at the school as well as emergency situations.

D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, schoolwide under Section 1114, and the process of the school review and improvement under the Section 116.

-Parents have the opportunity to view the school improvement plan and the parent involvement plan at the Open House that occurs in September of each year.

-Parents also have the opportunity to participate in these plans at the Compact Night and the yearly PTAT meetings.

-We have also had parent representation on our building learning improvement team when the program was developed.

E. Provide parents of participating children-

a. Timely information about programs under this part.

b. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.

c. If requested by parents, opportunities for regular meeting to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.

-Parents are given a description of the curriculum used at QJH in the newsletters. At the -Parent MSP nights school personnel explains how student NWEA and MSP scores are used to measure student progress, place students in classes and how we inform students of their progress.

-Parents are also strongly encouraged to regularly check their child's student planner. -Through the planner, parents can check on daily assignments and be informed as to test dates.

-Parents are able to gain access to their child's current grades, attendance and discipline to check for missing assignments and monitor progress online through the Skyward Grade program.

-Student progress reports and grades will be mailed home every four weeks.

- Parents will have opportunities for input in planning, reviewing, and improving their child's Student Learning Plan via conferences, building LIT meetings, or individually scheduled meetings.
- Evening student-led conferences with parents in November and March.
- Grade reports or progress reports are mailed home to parents every four (4) weeks.

F. If schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district.

-We have not had parents voice concerns about the plan that has been developed.

PART II-REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT - PARENT/SCHOOL COMPACT

As a component of the school-level parental involvement policy, each school shall jointly develop with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and student will share the responsibility for improved student academic achievement.

-Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement.

-Provide frequent reports to parents on their child's progress.

-Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

-The school jointly develops a school-parent compact.

-A Parent compact in template form is shared out with parents at fall student-led conferences. Parents are given the opportunity to individualize this form for their children.

-Within the compact are lists of stated activities, which may include, but are not limited to monitoring attendance, limiting TV and video games, supervising internet access, homework completion, etc.

- Parent conferences are scheduled twice yearly or on an as-needed basis. Both sessions have evening time slots available to make it easier for working parents to attend. Additional meetings regarding student progress can be scheduled by parents or teaching staff on an as-needed basis.
- Parents receive frequent reports of their child's progress with 4 progress reports and 4 quarter/semester grades mailed home throughout the year.
- Parents have regular access to meet with their child's teachers before and after school and during the teachers' planning periods.
- Parents are notified by school parent liaison when their child is at academic risk and assigned to after school tutoring
- Parents are able to gain access to their child's current grades, attendance and discipline to check for missing assignments and monitor progress online through the Skyward Grade program.
- In participation with 21st Century, staff is contacting parents regarding student participation in the 21st Century program and their academic progress.
- Gear Up program is available for 7th grade students to promote post high school education or training.

PART III - ADOPTION

This Quincy Junior High School Parental Involvement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by LIT meeting minutes. This policy was available for parents to read and to provide input on at our annual Open House night. There was also parent representation in developing this program through our LIT team.

The Parent Involvement Policy/Procedures were developed/revised by Quincy Junior High on March 14, 2012 and will be in effect for the period of the 2011-12 school year. The school will distribute these Parent Involvement Policy/Procedures to all parents of participating Title I children and make it available to the community on or before March 14, 2012.

 (Signature of Title I Authorized Representative)

 (Date)

These parents were involved with the development of this document:

Kathleen Horning

QJHS Open House

September 1, 2011

Dear Parents

Our school's Parent Involvement Policy is available for you to read and make comments. Please sign your name and give us any suggestions on how we can improve parent involvement in our school. Thank you.

1. _____

2. _____

3. _____

4. _____

5. _____

