

**LINCOLN JUNIOR HIGH SCHOOL**  
**PARENTAL INVOLVEMENT PLAN**  
**2017-2018**

*Lincoln Junior High School      1206 NW Leopard LN*  
*Bentonville, AR 72712            479-254-5250*

**STANDARD I: Parenting**

**Goal: Lincoln Junior High School will promote and support parenting skills and student learning by providing resources to enhance and improve parenting techniques and skills.**

To promote student learning, the school will offer support to parents by providing resources to improve parenting techniques and skills:

1. LJHS will maintain a Parent Center, which houses books, magazines, and other literature focusing on responsible parenting tips. Parents are encouraged to visit the Parent Center to view and check out the literature, which is located in the Lincoln Learning Center (LLC) and near the LJHS front desk. LJHS also encourages parents to attend district presentations about successful parenting, advertised through daily announcements and e-mails.
2. LJHS will prepare and distribute family kits appropriate for students in grades 7-8 that include the following:
  - a. The school's parental involvement program.
  - b. The recommended role of the parent, student, teacher, and school.
  - c. Ways for parents to become involved in the school and his or her child's education.
  - d. Activities planned throughout the school year to encourage parental involvement.
  - e. A system to allow parent and teachers to communicate in a regular, two-way, meaningful manner with the child's teacher and the school's administrative staff.
  - f. The student handbook which includes the recommended role of the parents, teachers, student and school.
  - g. Volunteer opportunities for parents. Most are coordinated by PTO.
  - h. Information regarding PTO that include events, volunteer opportunities and an application for membership.
  - i. School webpage address
  - j. Anti-bullying policy
  - k. Emergency contact cards
3. LJHS will promote parenting websites and community resources to parents through the counseling services. Parents may use the school computers to check grades and visit these websites. The district social worker will assist as needed to support the family's needs.
4. Plan and engage in other activities determined by the school to be beneficial to promoting and supporting responsible parenting.
  - a. School employees will recognize that there are a variety of parenting traditions and practices within the community's cultural and religious diversity.
  - b. Staff members will be encouraged to demonstrate respect for families and the family's primary role in the rearing of children to become responsible adults.
  - c. Inform parents of free parenting classes and workshops offered within the community and school system. Example: Jones' Center in Springdale, AR.
5. The principal of LJHS will designate one certified staff member who is willing to serve as a parent facilitator.

**STANDARD II: Communication**

**Goal: Lincoln Junior High School will use a variety of meaningful and regular home to school communication strategies in order to increase parental involvement in supporting classroom instruction.**

To encourage communication with parents, the school will schedule no less than two parent/teacher conferences per school year.

1. Conferences will be held in September 21<sup>st</sup> & 26<sup>th</sup> and during second semester our Career Action Conferences – (CAP) will be March 8<sup>th</sup> and 13<sup>th</sup>, 2018.
2. LJHS will provide support services and follow-up conferences as needed with individual families. LJHS administration highly encourages immediate contact between parents and teachers when concerns arise. Likewise, teachers will notify parents of positive interactions and work by the student witnessed by the teacher.
3. Provide clear information regarding course expectations and offerings, student placement, school activities, student services, and optional programs.
  - a. All families will be provided with a course description guide for their grade level. (CAP meetings in March 8<sup>th</sup> & 13<sup>th</sup>, 2018.)
4. Send report cards and make available regular academic update reports available to parents on the *Home Access Center*. Provide support services and follow-up conferences as needed. *Grade Watch or the program LJHS is using*, will alert parents to missing assignments.
  - a. Interim reports will be sent at the end of each grading quarter.
  - b. Semester report cards will be sent to parents.
  - c. Every three weeks, a progress report will be sent home.
5. Disseminate information on school policies, discipline procedures, assessment tools and school goals. Include parents in any related decision making process.
  - a. School goals will be reported by principal to parents.
  - b. Student handbooks will be distributed to all students as part of their agenda planner.
6. Translate communications to assist non-English speaking parents when requested. (ELL Parent Nights: Oct. 10, 2017 & April 3, 2018)
7. Teachers will maintain a webpage or google classroom websites, send out a weekly newsletter, or send out mass communication emails to parents regarding classroom instruction and assignments so that parents may take an active role in their child's education.
8. Provide opportunities for parents to communicate with principals and other administrative staff.
  - a. Email, conferences, meet the teacher night and open houses
9. Promote informal activities at which parents, staff, and community members can interact.
  - a. Science Night: March 6, 2018
  - b. Math Night: May 8, 2018
  - c. Literacy Night: January 23, 2018
  - d. History Night: March 6, 2018
  - e. Charity Cup: October 25<sup>th</sup>- November 1<sup>st</sup> 2017
  - f. Coffee with the Counselors: May 15, 2018
  - g. PTO Meetings: Third Thursday of every month (Could change due to testing, holidays, etc.)
10. Provide staff development regarding effective communication techniques and the importance of regular two-way communication between the school and the family.
11. Email to each student's home a weekly newsletter to keep parents informed of upcoming events and happenings at the school. A special section of the newsletter will be dedicated to parenting topics or tips as well as information regarding available parenting classes or workshops.
12. Parents who request them are emailed daily school announcements.
13. Special days are set aside as "LEOPARD LUNCHES" when parents are issued a special invitation to eat on campus with their child. (November 1, 2017 & in February 21, 2018)

14. The school may plan and engage in other activities determined by the school to be beneficial to encourage communication with parents.
  - a. Host orientation sessions for new students. (May 4, 2018)
  - b. Host “MEET THE TEACHER EVENING” so that parents can meet their child’s teachers. (Aug. 8, 2017)
  - c. Sponsor math, literacy and science nights for parents.
  - d. Host subject specific “PARENTS MAKE A DIFFERENCE NIGHTS” so that parents can become more involved in their child’s education.

d. How parents can assist with and make a difference in his or her child’s education

This includes conferences, ESL, and TITLE I nights, and Parents Make a Difference Nights.

2. LJHS will send home an overview of the year end state test that will be done at school, with an explanation of the test purpose, standards assessed, and how parents will be notified of the results.
3. LJHS students on IEP or AIP’s will receive individual instruction plans will specific goals as necessary.

**STANDARD III: Volunteering**

**Goal: LJHS will welcome parents and encourage their added support through volunteer opportunities.**

1. To welcome parents in the school, LJHS shall create a welcoming environment by:
  - a. Encouraging parents to visit their child during lunch or in the classroom.
  - b. Ensuring that office staff greetings, signage near the entrances and any other interaction with the parents create a climate in which parents feel valued and welcome.
  - c. Train and encourage staff members to welcome all visitors to the school, which ensuring a safe environment for students.
2. Engage in other activities determined by the school to welcome parents into the school.
  - a. Volunteer and visitor name tags are prominently displayed in the main office are easily accessible to parents entering the building.
  - b. The school marquee will be used to welcome, inform and show appreciation to parents during the school year.
  - c. The school will host a volunteer appreciation event to recognize and thank volunteers. Parents may also be recognized at award assemblies and in the school newsletter.
  - d. A parenting welcome banner will be periodically hung on the outside and/or inside of the building to create a climate in which parents feel welcome and valued.
3. LJHS will promote volunteer opportunities to enhance instruction.
  - a. Establish volunteer policies and training for all volunteers. (Such as helping the front desk)
  - b. Effectively utilize volunteer resources.
  - c. Encourage LJHS alumni to mentor students.
4. LJHS will promote joining PTO playing an active role in PTO. Volunteer activities include but are not limited to:
  - a. Meeting attendance: Third Thursday of every month (Could change due to testing, holidays, etc.)
  - b. Specific role, such as PTO president, treasurer, etc.
  - c. Assist in fundraising for LJHS scholarships given to teachers.
  - d. Determine LJHS scholarship recipients for LJHS teachers and seniors.
  - e. Assist in promoting teacher appreciation through monthly birthday celebrations, holiday celebrations, conference meals, and Teacher Appreciation Week activities. This includes volunteering for making food, decorations, and other items.

**STANDARD V: Decision Making**

**Goal: Recognize that parents are full partners in the decision making process that affects his or her child and family.**

To encourage parents to participate as full partners in the decisions that affect his or her child and family, the school shall:

1. Frequently publish the school’s process for resolving parental concerns, including how to define the problem, whom to approach first, and how to develop solutions.
2. Sponsor seminars to inform parents how to be involved in the decisions affecting course selections, career planning, and preparation for post-secondary opportunities.
  - a. Parents are active partners in the annual CAP (Career Action Plan) Conferences where students discuss their career goal and select classes for the next school year.
3. Form a parental involvement advisory committee to share ideas, needs and desires for the school. Suggestions will be presented to the administrative team.
4. Treat parent concerns with respect and demonstrate genuine interest in developing solutions.
5. Engage in other activities that the school determines will encourage parents to participate as full partners in the decisions that affect his or her child and family.
  - a. Parents serve on the school improvement committee.

**STANDARD IV: Learning At Home**

**Goal: LJHS will assist parents in playing an integral role in assisting and promoting student learning in the home environment.**

To help parents in assisting students, the school shall:

1. Hold opportunities for parents to attend conferences and presentations to overview:
  - a. What students will be learning
  - b. How students will be assessed
  - c. What parents should expect for their child’s education

**STANDARD VI: Collaborating with the Community**

**Goal: Recognize that community resources strengthen school programs, family practices and student learning.**

To take advantage of community resources, the school shall:

1. LJHS will participate in a school wide Samaritan Center charity drive one week annually, competing against local junior highs.  
Charity Cup: October 25<sup>th</sup>- November 1<sup>st</sup>, 2017
2. LJHS will partner with local businesses during VITAL LINK, a program that allows every 8<sup>th</sup> grader the opportunity to job shadow a community member at their place of business for two days.  
April 26<sup>th</sup> & 27<sup>th</sup>, 2018.
3. LJHS will partner with Crystal Bridges, Museum of Art, and other local business for a 7<sup>th</sup> grade field trip. April 26<sup>th</sup> – 27<sup>th</sup>, 2018
4. Mi Futuro, a volunteer group from Walmart, will mentor LJHS students to overcome obstacles. The goal is to teach these students to set personal educational goals. (Bi-weekly meetings)
5. Engage in other activities that the school determines will use community resources to strengthen school programs, family practices, and student learning.
  - a. The school will seek support for students and parents by contacting the local businesses for coupons and prizes for activities and events.
  - b. Local businesses are used during VITAL LINK, a program that allows our students to job shadow in the community for two days.
  - c. Student organizations with the assistance of parents and teachers will provide service to non-profit agencies in the community.
  - d. Develop partnerships with local businesses and service groups.
  - e. Provide a list of resources when needed to parents at any time.

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Parental Involvement Committee: Don Hoover, Principal; Tacuma Williams and Kim Fernandez, Assistant Principals, Deborah Jefferson, 8<sup>th</sup> Grade Counselor, Julie Knight, Student Advocate/Parent; & Michelle Reed, Parent, Delaney Smith, 8<sup>th</sup> grade student.

\*\* Special thank you to Jayna Moffit, one of our eighth grade math teachers here at LJHS. She provided some extra research to complement our parental plan, so that parents can easily look up information. I appreciate the extra step.

~Lisa