

**Washington Junior High**  
**Parent and Family Engagement Plan**  
**2019-2020**

**Standard I: COMMUNICATION**

***Communication between home and school is regular, two-way, and meaningful.***

**To encourage communication with parents, the school will:**

- ⌘ Prepare family kits appropriate for families who have children in grades 7-8, describing:
  - ⌘ The recommended role of the parent, student, teacher, and school.
  - ⌘ Ways for the parents to become involved in the school and his or her child's education.
    - Join the Parent-Teachers Organization
    - Attend scheduled Parent/Teacher Conferences
    - Attend the school's Open House
    - Communicate through email or phone calls with the school/teachers
    - Contact the Counseling Office for assistance with academic planning and/or other relevant issues affecting your child's education
    - Volunteer to sponsor or help with various school activities and/or functions through PTO
    - Use Home Access Center
    - Connect to the school's social media and online information networks
  - ⌘ Activities planned throughout the school year to encourage parental involvement.
    - Parent/Teacher conferences – 9/17/19 & 9/26/19
    - Parent/Student Orientation
      - Locker Day – 8/6/19
      - Open House Night – 8/22/19
      - Back2School Bash – 8/16/19
    - Assemblies, concerts, productions, and classroom presentations – 8/29/19, 10/18/19, 10/24/19, 10/25/19, 11/5/19, 11/12/19, 11/13/19, 12/12/19, 12/17/19, 12/18/19, 1/10/20, 3/19/20, 4/23/20, 5/14/20,
    - Field trips – 9/16/19, 9/26/19, 12/20/19, 3/17-19/20, 5/7/20, 5/8/20
    - Spirit Nights – 10/26/19, 10/29/19
    - Athletic events – 9/10/19, 9/17/19, 9/24/19, 11/20/19, 11/21/19, 12/12/19, 12/16/19, 1/9/20, 1/13/20, 1/16/20, 1/23/20, 1/30/20, 2/3/20, 2/6/20
    - Parent Book Club – 10/8/19, 11/18/19, 3/30/20, 5/8/20
    - Awards Assembly – 5/26/20
    - ESL Nights – 11/19
    - Parent Meetings for upcoming students
      - S.S.P. Conferences – two days in March 2020

- A system to allow the parents and teachers to communicate in a regular, two-way, meaningful manner with the child’s teacher and the school principal.
  - Email
  - School mailings
  - Home Access Center (Daily access to current grades and attendance)
  - Telephone calls
  - Conferences
  - School and teacher websites (portal website)
  - Google Classroom
  - Facebook page
  - Instagram
  - Twitter
- ⌘ To encourage communication with parents, the school shall schedule no less than two (2) parent-teacher conferences per school year.
- ⌘ Fall Parent-Teacher conferences
  - ⌘ Parent-Teacher SSP Conferences (Spring)
- ⌘ Use a variety of communication tools on a regular basis, seeking to facilitate two-way interaction through each type of medium.
- ⌘ Email
  - ⌘ Telephone calls
  - ⌘ Conferences scheduled on an as needed basis
  - ⌘ School mailings (letters, postcards, newsletters, etc.)
  - ⌘ School and teacher websites
  - ⌘ Facebook page
  - ⌘ Instagram
  - ⌘ Twitter
- ⌘ Establish opportunities for parents and educators to share “partnering” information such as student strengths and learning preferences.
- ⌘ Conferences scheduled on an as needed basis
  - ⌘ Sharing information pertinent for the student and/or the parent through the Counseling Office
- ⌘ Provide clear information regarding course expectations and offerings, student placement, school activities, student services, and optional programs.
- ⌘ Course Description Guides
  - ⌘ Class syllabus
  - ⌘ SSP Conferences
  - ⌘ School calendar
  - ⌘ Student handbook
  - ⌘ Club meetings
  - ⌘ Announcements
  - ⌘ Counseling Department

- ✧ School and teacher websites
  - ✧ Facebook page
  - ✧ Twitter
  - ✧ Instagram
  - ✧ WJHS Daily Email
- ⌘ Send report cards and regular progress reports to parents. Provide support services and follow-up conferences as needed.
  - ✧ Regular report card notices
  - ✧ Emails or phone calls are used if student receives consecutive zeros
  - ✧ CATS Cafe – (During Lunch Homework lab assigned by teachers)
  - ✧ Math tutoring available through the math department daily from 7:45 – 8:30.
  - ✧ Home Access Center to monitor grades
  - ✧ RTI Scheduler during Priority time
- ⌘ Disseminate information on school policies, discipline procedures, assessment tools, and school goals, and include parents in any related decision-making process.
  - ✧ Student handbook (online and hard copies distributed as needed)
  - ✧ Hold conferences with parents at least twice a year, with follow-up as needed
  - ✧ PTO meetings with principal and teacher representatives
  - ✧ Student Handbook Committee includes parent representatives
  - ✧ Parent meetings
- ⌘ Encourage immediate contact between parents and teachers when concerns arise.
  - ✧ School policy per teacher handbook
  - ✧ Teacher in-service training
- ⌘ Distribute student work for parental comment and review on a regular basis.
- ⌘ Translate communications to assist non-English speaking parents.
  - ✧ School forms are available in Spanish
  - ✧ Translators provided for conferences when necessary.
- ⌘ Communicate with parents regarding positive student behavior and achievement, not just regarding misbehavior or failure.
  - ✧ Awards and certificates given to students for effort, leadership, and achievement in various areas of learning.
  - ✧ ESL Recognition Night
  - ✧ Teachers are encouraged to contact parents when there is a positive report concerning their student.
- ⌘ Provide opportunities for parents to communicate with principals and other administrative staff.
  - ✧ Email
  - ✧ Telephone
  - ✧ Scheduled conferences
  - ✧ PTO meetings
  - ✧ Facebook page
  - ✧ Twitter
  - ✧ Instagram

- ✧ Any scheduled school activity
- ⌘ Promote informal activities at which parents, staff, and community members can interact.
  - ✧ Locker Day
  - ✧ Open House
  - ✧ 8<sup>th</sup> Grade picnic
  - ✧ Student performances and athletic events
  - ✧ ESL Parent Nights
  - ✧ PTO gatherings
  - ✧ Spirit Nights
  - ✧ Field trips
  - ✧ Academic Nights ( Maker space, Tinkerfest, Fine Arts)
- ⌘ Provide staff development regarding effective communication techniques and the importance of regular two-way communication between the school and the family.
  - ✧ Parent involvement workshops
  - ✧ Monthly faculty meetings
  - ✧ CAP Conferences
  - ✧ Teacher handbook
- ⌘ Establish a policy for parent and classroom visitation
- ⌘ Review and update the Parent Involvement Plan regularly based on parent feedback.

## **Standard II: PARENTING**

***Parenting skills are promoted and supported.***

### **To promote student learning, schools will:**

- ⌘ Purchase parenting books, magazines, and other informative material regarding responsible parenting through the school library, advertise current selection, and give parents an opportunity to borrow the materials for review.
  - ✧ Communicate the importance of positive relationships between parents and their children.
  - ✧ Parent Conferences
  - ✧ Parenting Information Center in Library
  - ✧ Reach out to all families, not just those who attend parent meetings.
    - School website
    - Parent letters
    - Twitter
    - Facebook page
    - Instagram

- ⌘ Create parent centers
  - ⌘ Provide an accessible parent/family information and resource center to support parents and families with training, resources, and other services.
    - WJHS Library
    - Hallway Pamphlet Holder and Bulletin Board
  - ⌘ Link parents to programs and resources within the community that provide support services to families.
    - School district website
    - WJHS Counseling Department
    - WJHS Community Resource Informational Sheet
    - Student Advocate
- ⌘ Plan and engage in other activities determined by the school to be beneficial to promoting and supporting responsible parenting.
  - ⌘ Establish policies that support and respect family responsibilities.
  - ⌘ Encourage staff members to demonstrate respect for families and the family's primary role in the rearing of children to become responsible adults.
  - ⌘ Provide instruction to parents on developmentally appropriate learning activities in the home environment, health and nutrition information, and distribute information regarding cultural, recreational, academic, health, social, and other resources that serve families within the community as needed.
    - Counseling Department
    - Student Advocate
    - School Nurse

### **Standard III: VOLUNTEERING**

***Parents are welcome in the school, and their support and assistance are sought.***

**To welcome parents in the school, the school shall:**

- ⌘ Not have any school policies or procedures that would discourage a parent from visiting, specifically including:
  - ⌘ Policies requiring parents to pick-up their child outside the school building each day; and
  - ⌘ Policies prohibiting the parents from visiting a child's classroom.
- ⌘ Ensure 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.
- ⌘ Educate and assist staff members in creating an inviting climate and effectively utilizing volunteer resources.
  - ⌘ Staff development in-service and training

- ⌘ Publish a volunteer resource packet, listing the interests and availability of volunteers for school staff members' use, specifically including:
  - ⌘ Surveys for parents regarding their interests, talents and availability so volunteer work will be meaningful.
  - ⌘ How frequently a volunteer would like to participate
  - ⌘ Options for parents who are unable to volunteer in the school building, but may do so at home or at place of employment.
  - ⌘ A system to match school needs with volunteer interests, for contacting all parents to assist as the year progresses.
- ⌘ Print statements attesting to the school's commitment to parental involvement and distribute statements to parents of students.
  - ⌘ Student handbook
  - ⌘ Parent letters
- ⌘ Establish volunteer policies and training for all volunteers.
- ⌘ Parents will be asked to share expertise in content-related areas
- ⌘ Parents will be asked to participate in PTO
- ⌘ Parents will be invited to participate in club and organization activities
- ⌘ Parents will be asked to serve as Wildcat Dads
- ⌘ Show appreciation for parents' participation and value their diverse contributions.
  - ⌘ Host the Volunteer Luncheon
  - ⌘ Recognize "Friends of WJHS" using school marquee and assemblies

#### **Standard IV: STUDENT LEARNING**

***Parents play an integral role in assisting student learning.***

**To help parents in assisting students, the school shall:**

- ⌘ Schedule parent involvement evenings where parents are given a report on the state of the school as well as an overview of:
  - ⌘ What students will be learning
    - Inform parents of the expectations for students in each subject at each grade level. (Class syllabus at open house and teacher websites)
    - Provide information regarding how parents can foster learning at home, give appropriate assistance, monitor homework, and give feedback to teachers.
  - ⌘ How students will be assessed
  - ⌘ What parents should expect for their child's education
  - ⌘ How parents can assist with and make a difference in his or her child's education
    - Involve parents in setting student goals each year and in planning for post-secondary education and careers. (CAP Conferences)
    - Informational brochures in Counseling Department
    - Parenting Information Center in Library

- Encourage the development of a personalized education plan for each IEP/AIP/504 qualified student, where parents are full partners.
- ⌘ Provide opportunities for staff members to learn and share successful approaches to engaging parents in their child's education.
  - ⌘ Staff Development in-service and training
  - ⌘ Monthly faculty meetings where shared "Successes" are the beginning of each meeting.
  - ⌘ Professional Learning Communities

**Standard V: SCHOOL DECISION-MAKING AND ADVOCACY**

***Parents are full partners in the decisions that affect children and families.***

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

- ⌘ Publish the school's process for resolving parental concerns, including how to define the problem, whom to approach first, and how to develop solutions.
  - ⌘ Student handbook
  - ⌘ Class syllabus
  - ⌘ School website
- ⌘ Sponsor seminars to inform parents how to be involved in the decisions affecting course selections, career planning, and preparation for high school and post-secondary opportunities.
  - ⌘ Parents are active partners in the annual CAP (Career Action Plan) Conferences where students discuss their career goals and select classes for the next school year.
- ⌘ Treat parent concerns with respect and demonstrate genuine interest in developing solutions.
- ⌘ 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.
- ⌘ Designate a staff member to serve as a Parent Facilitator
- ⌘ Form a parent involvement advisory committee to share ideas, needs and desires for the school. Suggestions will be presented to the administrative team.

**Standard VI: COLLABORATING WITH COMMUNITY**

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

**To take advantage of community resources, the school shall:**

- ⌘ Contact alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement.
- ⌘ Distribute information regarding cultural, recreational, academic, health, social, and other resources that serve families within the community.
- ⌘ Foster student participation in community service.
- ⌘ School clubs, organizations, and seminar class projects

- ⌘ Community stakeholders will be invited to collaborate and be involved in the education of students.
  - ⌘ Vital Link-local businesses are involved in allowing students to job-shadow in the community for two days.
  - ⌘ Class speakers
  - ⌘ Assembly programs
- ⌘ Involve community members in school volunteer programs.
- ⌘ Collaborate with community agencies to provide family support services and adult learning opportunities, enabling parents to more fully participate in activities that support education.
- ⌘ Inform staff members of the resources available in the community and strategies for utilizing those resources.
  - ⌘ Flyers and brochures made readily available to staff
  - ⌘ Guidance and Counseling Office
  - ⌘ Student Advocate

### **Parent Facilitator and Committee Members**

Marla York is the WJHS Parent Involvement Facilitator and can be reached at 479-254-5365  
[mayork@bentonvillek12.org](mailto:mayork@bentonvillek12.org).

Committee Members: Pam Thompson, PTO Representative; Kathy Matherly, Parent representative; Timothy Sparacino, Principal; Blake Cook, Assistant Principal; Marla York, Parent Facilitator; Julie Kramer, Counselor; Jon Thomas Loveless, Student representative.