

**2011 – 2012 SCHOOL YEAR**  
**MADISON JUNIOR HIGH SCHOOL**  
**PARENT INVOLVMENT POLICY**

The Madison Junior High School will:

1. Involve parents in the planning, review, and improvement of the school’s parental involvement policy, in an organized, ongoing, and timely way.

<i>Activity/Task</i> (What will be done)	<i>Staff Responsible</i> (Who will be doing it)	<i>Timeline</i> (When it will be done)	<i>Steps</i> (How it will be done)
Annual parent planning/policy meeting	Title I Staff	May 2011-2012	Date will be set and invitation sent home to parents
<ul style="list-style-type: none"> <li>▪ Send invite to parents</li> <li>▪ Follow-up phone calls               <ul style="list-style-type: none"> <li>▪ Parent input</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Title I Staff</li> <li>▪ Parents play a vital role in providing input on our policies and programs</li> <li>▪ Teachers/Title I staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ May 2012</li> <li>▪ Quarterly newsletter will encourage parent input (November 2011-January 2012-April 2012-June 2012)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Invitation sent with form to return; if no response a follow-up phone call will be made to parents</li> <li>▪ Newsletter mailed home quarterly</li> </ul>

2. Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.

**N/A TARGETED ASSISTANCE**

3. Hold an annual meeting to inform parents of the school’s participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.

<i>Activity/Task</i> (What will be done)	<i>Staff Responsible</i> (Who will be doing it)	<i>Timeline</i> (When it will be done)	<i>Steps</i> (How it will be done)
Open House	Title I Staff	October 2011	<ul style="list-style-type: none"> <li>▪ Call parents</li> <li>▪ Invitation sent home</li> <li>▪ Table/booth set-up at Open House to share Title I information with parents</li> </ul>

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4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.

<i>Activity/Task</i> (What will be done)	<i>Staff Responsible</i> (Who will be doing it)	<i>Timeline</i> (When it will be done)	<i>Steps</i> (How it will be done)
Title I information mailed home: <ul style="list-style-type: none"> <li>▪ Letters</li> <li>▪ Progress reports</li> <li>▪ Announcement</li> <li>▪ Training</li> <li>▪ Open house</li> <li>▪ Monthly packets with reading, writing and math are sent home to parents to work with their child on</li> </ul>	Title I Staff	Ongoing throughout school year 2011-2012	<ul style="list-style-type: none"> <li>▪ Letter sent home with any paperwork to explain</li> <li>▪ Referral to ESL/ADA website as needed</li> </ul>

5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.

<i>Activity/Task</i> (What will be done)	<i>Staff Responsible</i> (Who will be doing it)	<i>Timeline</i> (When it will be done)	<i>Steps</i> (How it will be done)
<ul style="list-style-type: none"> <li>▪ Letter and test results sent to parent</li> </ul>	Principal Title I Staff Regular ed teachers	October, December and June (or as the results come in) 2011-2012	Letters and test results will be sent home with explanation, encouraging parent to call
Soar to Success	Title I Staff	50 min/3x wk 2011-2012	small group and 1:1 instruction
Saxon Math	Title I Staff	60 min/4x wk (8-wk sessions groups change) 2011-2012	small group and 1:1 instruction

6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.

<i>Activity/Task</i> (What will be done)	<i>Staff Responsible</i> (Who will be doing it)	<i>Timeline</i> (When it will be done)	<i>Steps</i> (How it will be done)
Newsletters sent home	Principal	Bi-weekly 2011-2012	Parents encouraged to participate in school activities

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7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.

<i>Activity/Task</i> (What will be done)	<i>Staff Responsible</i> (Who will be doing it)	<i>Timeline</i> (When it will be done)	<i>Steps</i> (How it will be done)
Results of district wide tests (NECAPs, NWEA and Writing Prompts), Reading, Writing and Math sent home	Principal Regular Ed teachers	As results are available 2011-2012	▪ Results mailed home with letter of explanation

8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

<i>Activity/Task</i> (What will be done)	<i>Staff Responsible</i> (Who will be doing it)	<i>Timeline</i> (When it will be done)	<i>Steps</i> (How it will be done)
Parent informed if teacher is not HQT	Principal	September or whenever a substitute without HQT is teaching for more than 4 consecutive weeks 2011-2012	Letter mailed home explaining HQT status

### **Optional School Responsibilities**

To help build and develop a partnership with parents to help their children achieve the State's high academic standards, the Madison Junior High School will:

1. Recommend to the local educational agency (LEA), the names of parents of participating children of Title I, Part A programs who are interested in serving on the State's Committee of Practitioners and School Support Teams.
2. Notify parents of the school's participation in Early Reading First, Reading First and Even Start Family Literacy Programs operating within the school, the district and the contact information.
  - MJHS: Grades 5 – 8
  - MJHS has a very active SAT and PTF group at school
  - Gr. 5-newsletter sent home quarterly to parents
  - Gr. 6, 7, 8-phone blast sent to parents monthly to inform of fall upcoming events and topics covered in curriculum
3. Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
4. Work with the LEA to ensure that a copy of the SEA's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

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\_\_\_\_\_  
School

\_\_\_\_\_  
Parent(s)

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**(PLEASE NOTE THAT SIGNATURES ARE NOT REQUIRED)**