



Los Angeles Unified School District
Local District Northwest

John F. Kennedy High School

11254 Gothic Avenue, Granada Hills, CA 91344
818-271-2900 Fax 818-368-9527

Michelle King
Superintendent of Schools

Vivian Ekchian
*Local District Northwest
Superintendent*

Dr. Richard J. Chavez
Principal

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School Parent Involvement Policy 2016-17

We, the administrators, teachers, parents/guardians, and students of John F. Kennedy High School, agree that parental involvement is necessary to a successful educational institution. We believe that partnership with parents/guardians and the school community will ensure a successful learning experience for all students. The School Parental Involvement Policy was developed by a collaborative effort of parents/guardians, students, teachers, community representatives, and administrators. This policy will be shared and distributed to the parents/guardians and stakeholders in an understandable language. It will be updated annually based on needs assessment to be approved by the School Site Council. Our parent involvement policy reflects our commitment to the following concepts:

A. Policy Involvement

The following strategies will be employed to improve parent participation at Kennedy HS.

1. Parents/guardians and community members will be encouraged to participate as members of the various school-based councils including English Learner Advisory Council (ELAC), School Site Council (SSC), Parent Teacher Student Association (PTSA), and Common Core State Standards workshops/classes for parents/guardians.
2. School-based councils will meet monthly; schedules will be planned to accommodate parents' needs and will be posted on the school's website on a timely manner.
3. An annual Title One orientation meeting will take place at the beginning of the school year to inform parents of the school programs.
4. The school will involve parents/guardians in the planning and revising of the School-Parent Compact and the school's Single Plan for Student Achievement. Written comments from the parents/guardians will be submitted to the District.
5. Create a parent-friendly environment and value parents/guardians as equal partners.
6. Administrators and staff members will provide workshops, classes, and communication to parents/guardians of participating students with information, description, explanation of the curriculum and assessments, and academic standards and proficiency levels students are expected to meet.
7. Opportunity for regular parent meetings will be made available to formulate ideas for change.
8. Provide opportunities for regular meetings such as Parent/Teacher Conferences (i.e. PLBAO Conference Night, school advisory and council meetings, etc.) with parents/guardians to discuss issues related to the education of their children.

Revised and approved by School Site Council on December 9, 2015.

B. *Shared Responsibilities for Academic Achievement*

To promote high academic achievement, we believe that parents/guardians, students, teachers, administrators and stakeholders must work together to develop and implement a Parent-Student-School Compact. This agreement emphasizes the shared responsibilities of Kennedy HS staff, parents, and students for student academic achievement.

1. The compact describes the students' responsibilities to achieve academic success, parents' role to monitor their children's attendance as well as homework completion, and school's responsibility to provide a high quality curriculum and instruction as well as providing a supportive and effective learning environment. To ensure academic success, frequent report cards will be sent to parents/guardians of their children's academic progress. Kennedy HS will continue to have annual parent conferences such as the Predominately Latino, Black, Asian, and Other (PLBAO) conference nights as well scheduled teacher-parent meetings to better meet the needs of all students. Academic intervention such as After School Tutoring Program and academic strategies will be provided to assist students with academic needs.
2. Administrators, counselors, coordinators, teachers, and council members will encourage parents and community members to volunteer their services and participate in school functions.
3. The Parent Center will continue to provide parents with information to access the school including communication with staff, volunteer opportunities, and classroom observation opportunities.
4. Needs assessments will be presented to parents allowing their ideas, concerns and opinions to be integrated into school-based council meetings and the *Single Plan for Student Achievement*.
5. Home-school communication is important to students' academic achievement and will be communicated in the following ways: personal phone calls, Connect Ed, weekly announcements and the school calendar to be posted on the school's website, monthly governing council and advisory committee meetings (ELAC, SSC, School Based Management (SBM), and various parent group meetings), and parent-teacher conferences.

C. *Building Capacity for Involvement*

1. Administrators, coordinators, counselors, teachers, and school-based council members will offer parent training in academic areas during the school day and evenings. Workshops include but not limited to the Common Core, literacy, math, science, history, and technology, leadership, understanding graduation requirements and college requirements, discuss achievement standards, state and District assessments, and strategies to help students achieve academically.
2. Convene an annual Title One meeting, at a convenient time to parents/guardians and stakeholders, to address the school-wide Title One Program and inform parents of their educational rights.
3. The Parent Center will serve as an education resource center for parents/guardians to:
 - receive information through workshops and trainings on various topics including the math and English standards, Family Modules, Helping Children Succeed in High School, financial aid and college information, etc.
 - meet and communicate with the school and/or staff members.
 - provide input and collaborate with teachers as equal partners.
 - participate in the education of their children.
 - receive referrals to outside agencies.
 - activate and navigate JupiterEd.
4. School information and activities will be announced weekly through Connect Ed in the language that the parents/guardians can understand. Written communiqués will be translated.

Revised and approved by School Site Council on December 9, 2015.

5. The *Kennedy School Based Clinic and Family Resource Center* will continue to provide parents and students with counseling services through therapists from School Mental Health.
6. Parent surveys will be used to determine parent activities in the Parent Center.
7. Parents/guardians will be included in leadership roles in various committees and councils such as the SBM, ELAC, and SSC and participate in shaping the school plan.
8. Provide opportunities for parents/guardians to:
 - collaborate with school leadership team including SBM committee as equal partners to train teachers and staff on parent outreach and strategies to strengthened ties between parents and the school.
 - review and amend the SPSA, School-Parent Compact, and Parent Involvement Policy and to provide input in meeting the needs of diverse students and improving student achievement.
 - review and understand CCSS adoption and accountability.

D. *Accessibility*

1. Translation services will be available to non-English speaking parents/guardians at council meetings and parent conferences. The weekly Connect Ed announcements will be in both English and Spanish including the written email communiqués.
2. Classes specifically designed for parents such as Parent Institute for Quality Education will be offered in addition to workshops and monthly “*Coffee with the Principal*” meeting.
3. Scheduled meetings such as Back to School Night, Open House, New Student Orientation, and PLBAO will provide opportunities for parents/guardians to participate in their child’s education.
4. The Parent Center is a *resource center* for parents and will be open from 8:00 a.m. to 11:30 AM Monday through Friday. A Parent Community Representative or liaison will run the Parent Center and assist with communication and translation for the parents as needed.
5. Kennedy HS will accommodate parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migratory children to participate not only in the discussion of improving student academic achievement, but also in school policy and expectations as outlined in the School-Parent Compact.