

## **School Calendar 2019-2020**

### **(Subject to Change)**

This calendar includes the dates of holidays. Refer to the School District website for ½ day dismissals and report card conferences

<b>September 3</b>	<b>First day for students</b>
September 27	Professional Development Staff Only
September 30	Rosh Hashanah
October 9	Yom Kippur
November 5	Election Day
November 11	Veterans' Day
November 28-29	Thanksgiving Holiday
December 23	Professional Development Staff Only
December 24-31	Winter Recess
January 1	New Year's Day
January 20	Dr. Martin Luther King Day
February 17	President's Day
April 6-10	Spring Recess
April 28	Election Day
May 25	Memorial Day
June 12	<b>LAST DAY FOR PUPILS</b>

### **Student Agenda**

Every student receives an Agenda for the school year. Parents and teachers may communicate via the Agenda. The first Agenda is free. There is a replacement fee of \$5.00 for lost or stolen agendas.

### **School District Student Dress Code**

Students are expected to follow the school district's dress code so that their appearance does not constitute a health or safety hazard. The school principal will determine what is considered proper or improper attire.

It is expected that students will come to school clean and well groomed. Students should wear comfortable closed toe shoes, such as loafers or sneakers---no flip-flops or backless shoes. Hats, coats and jackets must be placed in lockers in the morning and are not to be worn during the school day. Bare shoulders, sleeveless t-shirts, tank tops, halter or midriff tops, mini-skirts, and oversized earrings are prohibited. Shorts should be to the knee.

**Clothing with offensive language, pictures, or symbols are prohibited.**

### **Arrival to School**

8:15 a.m. – Students enter the building and go to their lockers.

8:25 a.m. – Late bell. Students are to be in their room and ready to learn. Students that arrive after the late bell or walk into advisory after 8:25 will be marked late for school. Lateness to class will be reflected in discipline points.

Academy 1 students enter the building via Academy 1.

Academy 2 and 3 students enter the building via Academy 3 (long walk entrance).

Students must go to their lockers and report immediately to advisory. Students are not permitted to enter the building before the first bell (8:15 a.m.) unless they are involved in extra curricular activities, or going to breakfast in the cafeteria. Students who choose to go into the cafeteria must stay until dismissal at 8:15. During inclement weather, an announcement will be made for students to report to the lunchroom upon arrival at school. Students should dress appropriately for weather conditions.

### **Student Identification Cards**

In order to provide security for all Meehan students, photo ID cards must be worn on your person at all times. ID cards must be swiped everyday during morning entry. ID cards must be presented for free transpasses and lunch, or whenever a staff member asks for proper identification. Failure to carry an ID card, or to produce it upon request by any staff member, may result in disciplinary action. Lost ID's may be replaced for \$5.00. Students must secure a new ID within three days. If a student forgets his/her ID, a temporary one will be issued. The student will be charged \$1.00 for each temporary card issued. Fines must be paid prior to participation in any class or school activity.



### **Attendance and Lateness**

If you are absent from school, you must bring a note from your parent/guardian on the day that you return. Excessive and/or unexcused absences may result in legal action (truancy).

Lateness to school causes a disruption to your educational program. Students who arrive late must obtain a Late Pass upon entering school. The late pass is then given to the teacher as verification of late arrival to class/school.

When a school bus causes the lateness, the lateness is excused and will be recorded as such on the student's record.

### **Attendance Notes**

- Every absence requires a note. According to state law, all absence notes must be submitted no later than 3 days after an absence.
- 3 or more consecutive days' absence requires a doctor's note.
- The School District of Philadelphia only accepts 8 parent notes per year, after which a doctors' note is required for every absence.
- 10 unexcused absence will result in truancy court.

### **Dismissal**

Dismissal time for students is 3:19 pm.

Students who require an early dismissal for any urgent reason must follow this procedure:

1. The parent/guardian must submit proper identification upon entering the school
2. Parents must report to the main office with proper identification for verification. The office will send for the child.
3. **No early dismissals will be given after 2:30 pm.**

**NOTE: Under no circumstances will students be released without an authorized adult, listed on the child's record, who will be asked to produce a picture I.D.**

**\*\*\* EMERGENCY CONTACT INFORMATION MUST BE RETURNED TO SCHOOL NO LATER THAN SEPTEMBER 22!!!**

### **Respect for our Neighbors, our Community, our Building & Campus**

The school day begins when the student leaves the home in the morning and ends when the student returns to the home in the afternoon. Proper behavior is expected of every student traveling to and from school. All school rules apply. Respect the property of our neighbors.

### **Lockers**

Lockers are the property of the School District of Philadelphia. The School District reserves the right to open lockers at any time without permission of the student assigned to the locker.

Students are permitted to use the locker as outlined below:

1. Lockers may be used before and after school only. **Students are not permitted to use lockers at any other time.**
2. Students are reminded not to store valuables of any kind in school lockers.
3. Do not share your locker or locker combination with other students.
4. Obtain teacher approval to see support personnel if you have a problem with your locker.
5. During morning entry, all book-bags, pocketbooks and outerwear are to be placed in your locker and remain there until dismissal from school.
6. Violations of this policy will be subject to disciplinary action.

### **Federal Lunch Program**

All students will be offered daily breakfast and daily lunch meals at no cost regardless of family income. There is no longer any need for each family to complete a paper USDA Meal application and these forms will not be sent home with your child. Students may also bring a lunch from home. No glass bottles are permitted. Breakfast will be provided in the lunchroom from 8:00 a.m. to 8:15 a.m. for any student wishing to eat.

### **Lunch Room Procedures and Rules**

1. Students are escorted by their teacher into the Lunch Room. Students must sit at their assigned lunch table quietly.

**Screaming and loud talking is not permitted in the Lunch Room.**

2. Students will be directed to go to the service counter by the Dean. Service lines must be quiet and orderly.
3. Food must be eaten at the assigned lunch table.



4. Students must ensure that all trash is properly disposed of, and eating areas are clean before students are dismissed from the lunchroom.
5. No student may leave the Lunchroom or School Building during the Lunch Period.

### **School Bus Service**

Students who ride the Yellow School Bus, or SEPTA, or private bus lines, should respect the Drivers, Bus Monitors, Attendants, and support staff. Misbehavior on school buses, or at the waiting location, will result in disciplinary action, which may include: suspension from bus service, school suspension or other disciplinary action. As a reminder, the School District is not responsible for Septa; please call 215-580-7800 with any concerns.

Smoking, loud talking, screaming, throwing objects in or out of the bus, fighting, arguing, and using foul or inappropriate language are all subject to disciplinary action, which may include suspension from the School Bus.

### **Transpass**

Free SEPTA transpasses will be distributed each week to **qualified** students per School District of Philadelphia policy. A schedule will be announced for the distribution. Eligibility questions should be directed to the Transportation Office – 215-400-4350.

**The school district does not supply schools with extra transpasses. If a student loses the transpass they were handed for the week they will not receive another one.**

### **Hall Passes**

Students are not permitted in the hallways of the school without authorization from the classroom teacher. Students will be issued a hall pass from the classroom teacher, which authorizes the student to proceed through the building to a designated area. Students are to travel in pairs while in the hallways. Any student who is found to be in the hallway without proper authorization and a proper valid hall pass will be subject to disciplinary action.

### **Health Services**

The Health Suite is located on the first floor near stairway 5. Health Room hours are posted in each classroom. Students must obtain a hall pass from their classroom teacher prior to visiting the nurse. If students require medication during the school day, parents must first contact the School Nurse at 215-400-3240. All medication must be documented and dispensed by the School Nurse. Students may not carry medicine in school or on their person for self-dispensing.

### **Technology**

Our school is equipped with computer laboratories and Internet research capability. Students may use electronic devices for educational purposes only. Discipline action can be taken for inappropriate use of technology.

**PROHIBITED: Any photography of any kind including selfies, pictures anywhere in the school building, videos in the school building.**

**Cell phones will be confiscated.**

**Students should not use cell phones or ear buds during instructional time. Disciplinary points will be given to students who choose not to follow school rules. Eighth grade students could be taken out of all eighth grade activities if they have excessive points.**

**NOTE:** Websites and electronic mail, which present obscene, vulgar or threatening messages, lyrics and information, are strictly prohibited for use by students. Any student who abuses the technology in our school will be subject to disciplinary action. A Student Acceptable Use Policy Agreement will be sent home.

### **Extra Curricular Activities**

A variety of activities and sports programs are offered throughout the school year. Students are eligible to participate if they meet the School District academic requirements. Students with more than one failing grade on the report card may not be eligible for participation, except for academic enrichment programs. Behavior and attendance are monitored.

### **Report Cards**

Report cards are issued four times during the school year. Report card conferences are scheduled for November 20<sup>th</sup>-22<sup>nd</sup>, February 5<sup>th</sup>-7<sup>th</sup> and April 15<sup>th</sup>-17<sup>th</sup>.



**Interim Reports** will be sent to parents between report cards for students failing or in danger of failing a particular subject. Interim reports are scheduled to go home October 22<sup>nd</sup>-24<sup>th</sup>, December 17<sup>th</sup>-19<sup>th</sup>, March 10<sup>th</sup>-12<sup>th</sup> and May 13<sup>th</sup>-15<sup>th</sup>.

Parents are encouraged to contact their child's teacher to discuss progress at any time throughout the year.

### **Student Records**

Parents have the right to inspect and review the contents of their child's educational records. Parents wishing to review student records should contact Principal Jackson to schedule an appointment. As a reminder, student records may be retrieved at [philasd.org](http://philasd.org) – Parent and Family Portal.

### **Homework Policy**

Homework is an important part of learning, and provides an opportunity to practice skills and review subjects that have been taught in class. Homework that reinforces the day's lesson will be assigned Monday thru Thursday, with Friday at the teacher's discretion. Projects or reports may be assigned in addition to nightly homework. Homework assignments should be copied into the Student Agenda each day.

### **Textbook Policy**

RESOLVED that Board of Education Policy #224 be revised and amended to read as follows:

- 2.1 The Board charges each student with responsibility for the proper care of school property and the school textbooks, supplies and equipment entrusted to his/her use. Students are responsible for the care, maintenance and timely return of all textbooks. Schools shall require students and/or parents to sign a contract acknowledging their responsibility for the care and prompt return of textbooks lent to them by the school. Students and/or parents will be assessed penalties for lost or damaged textbooks. Imposition of one or more of the following penalties is permitted: a charge for replacement of the textbook; requiring the student to perform a prescribed number of hours of school service; withholding of a report card; and/or loss of privileges such as participation in sports or other extra curricular activities, proms and other special events or graduation-related activities.

### **Guest Teachers**

Students must show respect and cooperation toward Guest Teachers who substitute for the classroom teacher. The same classroom rules apply when the regular teacher is absent.

### **Student Conduct and Safety**

During class time students are under the immediate direction and supervision of the teacher. Students must cooperate fully with our classroom teachers, support staff, Security Officers, maintenance and kitchen personnel, the Dean and Administrators.

**Note:** Inappropriate touching and games which involves touching other students, sexual harassment and other activities and/or comments which make other students feel uncomfortable may result in disciplinary action and may involve the Philadelphia Police.

### **BULLYING/CYBERBULLYING**

The Board of Education is committed to providing a safe, positive learning environment for district students. The BOE recognizes the negative impact that bullying has on student health, welfare, and safety, and on the learning environment at school. The BOE recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the BOE prohibits bullying by district students.

Bullying means an intentional electronic, written, verbal, nonverbal, psychological or physical act or series of acts directed at another student or students, which occurs in and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education.
- Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.

Bullying is characterized by the following three (3) criteria:

1. It is aggressive behavior or intentional harm doing.
2. It is carried out repeatedly over time.



3. It occurs within an interpersonal relationship where there is an imbalance of power (e.g. one (1) person is physically larger, stronger, mentally quicker or socially more powerful).

Bullying can take many forms and can include a variety of behavior. As defined in this policy, bullying refers to direct and indirect action, which may include but is not limited to:

1. Physical – hitting, kicking, pushing, shoving, getting another person to hurt someone.
2. Verbal – racial slurs, name-calling, teasing, taunting, harassment, gossiping, spreading rumors.
3. Nonverbal – threatening, obscene gestures, isolation, exclusion, stalking, cyber bullying (bullying that occurs by use of electronic communication devices through means of social networking, e-mail, instant messaging, text messages, tweets, blogs, photo and video sharing, chat rooms, dash boards, or web sites.)

It is the intent of this policy that the term bullying include, but not be limited to, incidents that are reasonably perceived as being motivated either by any actual or perceived characteristic such as gender, age, race, color, sexual orientation (known or perceived), gender identity expression (known or perceived), national origin, religion, disability, socioeconomic status and/or political beliefs.

### **Fire Drill Regulations**

Fire drills are held periodically in compliance with State law. Procedures for Fire Drills are strictly enforced and are as follows:

- Students must be silent throughout the fire drill. Students form a double line and follow the teacher, moving quickly and quietly to the designated waiting area. Roll is taken.
- When the “all clear” is given, staff and students quietly return to the school.
- The Fire Drill is not concluded until the last person has returned into the building.

### **SHELTER IN PLACE/LOCK DOWN PROCEDURES**

Shelter-In Place is a protective action that means to stay indoors. Austin Meehan has a Shelter-In-Place drill to protect and house students and staff in the event that there is a prolonged period of time that we must remain indoors. If a Shelter in Place action is warranted, specific areas within our building have been designated as assembly stations for students and staff.

### **Electronic Devices**

Cameras, video recorders and electronic games are not permitted in school. These items are not to be seen or used in school. Students found in possession of these items may have said item confiscated by the Dean.

Students found to be in the possession of any device are subject to progressive disciplinary action. Please be advised that Austin Meehan Middle School is not liable for any item that has been confiscated by school personnel, or that has been lost or stolen.

### **Cell Phones**

The School District is not responsible for lost or stolen cell phones.  
Cell Phones should not be used at all during instructional time.

### **ACT 26**

The Pennsylvania General Assembly has enacted legislation called Act 26, House Bill 20, requiring all public schools to take mandatory course of action in dealing with students who are found to be in possession of weapons. If the student is found in possession of any weapon, or any *implement capable of inflicting serious bodily injury*, the student must be arrested, suspended, and recommended for EXPULSION from the School District of Philadelphia. This law is binding if a student is found with any weapon in his/her possession in the school, on school property, or on the way to or from school.

**Note:** The use of a toy gun in a threatening manner is considered a Level II Offense.

### **Search**

The School District of Philadelphia allows the search of students, lockers, and possessions, by Administration, without parent permission, when there is reasonable suspicion that:

- There has been a criminal infraction or a violation of a school policy or rule governing behavior or discipline.
- The individual who is the subject of a search participated in the infraction or violation.



- Evidence of the infraction or violation, or proceeds thereof is in the possession of the student in the location to be searched.

### **Metal Detectors**

To help insure student safety, metal detectors may be used without prior notice at the discretion of the principal. The School District Use of Metal Detectors statement is posted at the main entrance.

### **Visitors/Parents - Trespassing**

All visitors must sign in at the main entrance and report directly to the main office. Individuals who fail to do so will be considered trespassing. Trespassers are subject to arrest by the Philadelphia Police under School District Policy. The flagpole is the only entrance for visitors. Proper identification must be presented upon entrance. Parents/Visitors must be escorted by staff at all times in the building.

### **School-wide Activity Policy**

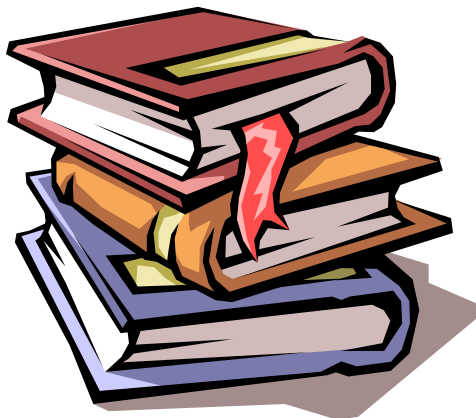
All students are expected to be the role models for our school. The administration and your teachers expect that you will always do your best to follow the rules of Austin Meehan. As leaders, you may be called upon from time to time to act as “ambassadors”, especially for new students to our school. All students must adhere to the behavior plan and no bullying policy in our school. Failure to follow rules may result in loss of privileges.

### **Eighth Grade End of Year Activity Policy**

The eighth grade students at Austin Meehan are fortunate to have the ability to participate in many fun activities at the end of the school year. These activities may include a dance, a trip, yearbook signing, and closing exercises. There are certain requirements that are necessary for you to participate in these activities:

1. Pass all classes.
2. Have no excessive absence or lateness.
3. Have no extensive disciplinary record or have worked off all discipline points.
4. Adhere to the uniform policy every day.
5. Follow School District of Philadelphia’s Student Code of Conduct.

**Disciplinary records will be reviewed before permission is given to participate in 8<sup>th</sup> grade activities.**





## **Austin Meehan MS**

### **Parent and Family Engagement Policy**

**School Year 2019-2020**  
**Revision Date: {03/02/2018}**

In support of strengthening student academic achievement, **Austin Meehan MS** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The **Austin Meehan MS** agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school wide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically / annually to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community via our school website.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the school wide program plan under Section 1114(b) of the ESSA 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 local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

**(A) Parents play an integral role in assisting their child's learning**

**(B) Parents are encouraged to be actively involved in their child's education at school**

**(C) Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child**

**(D) Other activities are carried out, such as those described in Section 1116 of the ESSA**

### **DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

#### **Section A: JOINTLY DEVELOPED**

**Austin Meehan MS** will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

1. Back to School Night (enlightening event)/ Star Party September 19, 2018
2. Field / Educational Class Trips tied to Core Curriculum (TBA)
3. Meeting with our Home and School Representatives Once reestablished and School Advisory Council on an as needed basis.



4. Assembly Programs – Music, Awards, Talent Show, Recognition Assemblies, Music / Band Performances, Outside Partnership Presentation (Eat Right Now Workshops, Police Safety Presentations).
5. Planned parent information sessions (TBA).
6. Winter Title I Parent Meeting for Budget and Comprehensive Plan.
7. Spring Title I Parent Meeting for review/input on the Parent Family Engagement Policy and School Parent Compact.
8. All above activities have been posted on our school website 2 weeks prior to taking place. Parents have also been notified via parent link about back to school night and other school activities and functions.

## **Section B: ANNUAL TITLE I MEETING**

**Austin Meehan MS** will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

- Austin Meehan will hold an annual Title One meeting to meet with parents / guardians and discuss the Title One process, funding and goals. This will be done during the first 4 weeks of the academic school year and will be presented during our annual Back to School Night followed up by a separate meeting for all interested parents / guardians to provide feedback and further insight. An additional spring meeting will be held to discuss the major documents and make alterations as needed for the 2019-2020 academic school year.

## **Section C: COMMUNICATIONS**

**Austin Meehan MS** will take the following actions to provide parents of participating children with (1) Timely information about the Title I programs, (2) Flexible number of meetings, such as meetings in the morning or evening, (3) transportation, child care or home visits, as such services relate to parent and family engagement and may use Title I funds and (4) Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

- 1) A parental survey will be administered as part of the Title One Process. It will be conducted school-wide by Austin Meehan Middle School staff and administration. The survey will be administered during the mid-semester. Review of policy and compacts will take place with parents to ensure all planned goals are achieved. Review of plan will occur in December 2018 and spring 2019 (specific dates to be announced). Data will be reviewed by teachers to ensure parent concerns are met.
- 2) Hold counseling meeting to help understanding the high school process – Counselor Led (TBA), Fall 2018.
- 3) Use Parent Link and our school website as a means and method to reach parents and keep them informed about events and functions.
- 4) Offering parental workshops on new topics (as needed and scheduled) conducted by Title One school-based coordinator, school counselor or other staff in room 111 of Austin Meehan Middle School.
- 5) Teacher Tutoring / Extra Curricular Activities in math and literacy offered by school based teachers using Title One funding to provide additional educational services above and beyond that of the normal school day.
- 6) Monthly Website Messages (as needed, updated by Technology Leader).
- 7) The Parent Family Engagement Policy and School Parent Compact will be distributed to all parents during Back to School Night in the student agenda book.
- 8) Parent Link System messages sent as needed for school communication (Roster Chair).

## **Section D: SCHOOL-PARENT COMPACT**

**Austin Meehan MS** will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for



improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

- Administration lead meetings to discussion parental feedback and other school needs that may arise as the school year progresses.
- Counselor lead meeting to discuss topics including but not limited to high school selection, counseling resources for students, available district resources to meet student academic and individual needs.
- Teacher contact as needed to meet student academic and individual needs (as needed).
- A structured teaching environment created and established by every teacher to meet student academic needs.
- Up to date website to provide parents with the resources needed to stay informed about school functions and events as well as provide the ability to communicate with the school via email contact directly to administration.

#### **Section E: RESERVATION OF FUNDS**

**Austin Meehan MS** will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

- Hold bi-yearly meeting to discuss Title One Funds use and allocations including parental resources and other Title One Purchases.
- Hold a Winter Title I Parent Meeting to discuss the budget and School Comprehensive Plan.

#### **Section F: COORDINATION OF SERVICES**

**Austin Meehan MS** will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

- Austin Meehan Middle School website
- Student Code of Conduct – School District Website / student agendas
- Media (As Needed / warranted)
- Postings (in and out of school)
- Phone Link / Parent Messenger
- Phone Calls (both teacher and administrator placed)(as needed)
- Formal Notes Home (mail and student delivered)

If translation is needed, we call the translation center. Parents can receive messages at home in their native language via parent messenger as well.

#### **Section G: BUILDING CAPACITY OF PARENTS**

**Austin Meehan MS** will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

1. Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
2. Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement.
3. Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - a) The challenging State's academic standards
  - b) The State and local academic assessments including alternate assessments
  - c) The requirements of Title I, Part A
  - d) How to monitor their child's progress
  - e) How to work with educators to improve the achievement of their child



- f) Back to School Night (enlightening event) September 19, 2018
- g) Report Card Conferences Dates Set By District Calendar (TBA)
- h) Updated school website (sharing Information on a as needed basis to all parents / guardians)
- i) School Advisory Council (decision makers)
- j) Literacy Night
- k) STAR Night
- l) Interim Report (informing parents / or guardians)
- m) Academy Teachers conferences/ teacher conferences with parents ongoing and as needed
- n) Parent Workshops (a learning experience for parents, funded by Title One / Grant Funding ((If Applicable) TBA)
- o) Parent workshop in spring using Parent Messenger and the school website to notify parents about meeting. Focus of the meeting will be to review data with parent and/or guardians and school-based personnel, review school budget for 2019-2020.

#### **Section H: BUILDING CAPACITY OF SCHOOL STAFF**

**Austin Meehan MS** will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

- Through teacher in service workshops
- Through Professional growth plan developed by staff and implemented as part of their “PDP” year
- Through formal and informal administration observations in the classroom
- Staff will also participate in a district wide professional development where they will review the results of the Title I parent survey and incorporate that input into their curriculum and instruction.

**Austin Meehan MS** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- On Site Counseling for students followed but additional supports as needed I.E. SAP Process, help seeking additional outside supports.
- Various ways to contact the school and receive information from the school and school district via the web, mailing and in person parental visits to the school for activities and functions.
- Via School Website

#### **PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS**

- Adopt and implement model approaches to improve parent and family engagement.
- Train parents to enhance the engagement of other parents through workshops and hands-on in school activities.
- Provide parental resources through the allocated 1% of our Title One funding.

Provide feedback as needed to parents on specific and / or general issues, questions, functions or others activities that may arise throughout the academic school year.



**Austin Meehan MS**  
**School-Parent Compact**

**2019-2020 School Year**  
**Revision Date {03/02/2018}**

Dear Parent/Guardian,

**JOINTLY DEVELOPED**

The parents, students, and staff of Austin Meehan Middle School partnered together to develop this school-parent compact for achievement. Teachers suggested home learning strategies, parents added input about the types of support they needed, and students told us what would help them learn. Parents are encouraged to attend annual revision meetings held in the Spring each year to review the compact and make suggestions based on student needs and school improvement goals. Parents are also encouraged to participate in the School Family Engagement survey that is also used as a tool to collect parent feedback regarding the current Title I programs, policies and family engagement.

To understand how working together can benefit your child, it is first important to understand the district's and school's goals for student academic achievement.

**THE SCHOOL DISTRICT OF PHILADELPHIA ANCHOR GOALS:**

1. 100% of students will graduate, ready for college and career.
2. 100% of 8-year-olds will read on grade level.
3. 100% of schools will have great principals and teachers.
4. SDP will have 100% of the funding we need for great schools, and zero deficit.

**Austin Meehan MS GOALS:**

- Conferences with parent's / guardians as needed and on-going to ensure student academic success
- Workshops for parents / guardians to increase awareness of school policies and procedures
- Interim reports for student progress on a quarterly basis to provide academic feedback
- Telephone calls to parents / guardians as needed by teacher / staff / administration
- Parent Messages through our website, Parent Link, and Physical letters sent home
- Teacher Email (as needed / case by case basis) - Parental Contact to inform and discuss student needs and / or issues that may arise in academic performance
- District sent literature on student performance.
- Student Net / Parent Portal used by 100% of students and parents to view academic data and utilize it to increase student performance in all academic subject matter

**The Austin Meehan Middle School will:**

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
  - Utilization of the common core curriculum under the expertise and directions of certified and highly qualified teachers
  - Implementation of efficient discipline practices that assures an effective, positive, and safe learning environment
  - Engagement of students to analyze, reason, think, and rationalize by thorough higher order questioning across the curriculum
  - Ensure that Differentiated Instruction is engaging and standard driven through choice boards, learning contracts, and tiered assignments based on student need



- Continued professional development in differentiated instruction practices monitored by administration and ongoing
- Continued Professional development on inclusion and co-teaching practices
- Continued Professional development on special needs changes and new laws
- Shared responsibility for all students regardless of classification

#### **SCHOOL/TEACHER RESPONSIBILITIES:**

##### **Austin Meehan MS will:**

- Teachers will conduct conferences with parent / guardians as needed and teachers will reach out to parents to provide student feedback on a as needed basis
- Report Card conferences in district calendar and Parent / Teacher Back to School Nights will be used to meet with parents in addition to methods previously mentioned.
- Email (Teacher Given / District / Teacher Created) will be used to contact parents on a as needed basis or at the request of parents
- Provide a safe and structured learning environment for all students

#### **PARENT RESPONSIBILITIES:**

##### **We, as parents, will:**

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television my child watches.
- Volunteering in my child's classroom if possible and with proper clearances.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part a parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District-wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.
- Focus on the renewal of commitment to children and everything that affects them through shared accountability
- Review student agenda for homework and sign as needed to ensure involvement in the education process.

#### **STUDENT RESPONSIBILITIES:**

- Self-monitoring of attendance.
- Rules for student behavior will be posted in the classrooms and common areas as a way to reinforce safety. Students will be expected to follow all classroom and school rules.
- Attendance and awards assemblies will recognize excellence three times a year. Students will be honored as a way to reinforce academics.
- All students and staff will participate in regular simulated emergency drills and evacuations (fire drills and shelter in place) monthly. Special Education
- Students' and staff will practice safe evacuation and other emergency procedures for students with disabilities.
- Students will participate in a variety of school-wide assemblies and activities to promote awareness of healthy choices, personal safety, and violence prevention.
- Establish a working relationship with teachers that will provide direct and indirect exchange of information. Parents / guardians may request and receive daily and or weekly attendance and behavior reports to be given to their parents as needed to reinforce academics and school climate.
- Promoting positive use of my extracurricular time.
- Foster education and the added opportunities that it leads to. Encourage other students or peers to attend after school activities and to strive for proficiency and achieve it.
- Staying informed about my own education and communicating with the school / teacher by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.



- Be on time, attend all classes and bring in a note when absent.
- Read at least 30 minutes every day outside of school.
- Give my parents or guardians all notices given to me by the school.
- Ask for help from an adult whenever I feel threatened or uncertain.
- Complete my homework and assignments on time.
- Greet my family, classmates, and teachers with a smile or friendly personality.
- Practice my math and reading skills at home daily.
- Do my best each and every day.

#### **COMMUNICATION ABOUT STUDENT LEARNING:**

**Austin Meehan MS is committed to frequent two-way communication with families about children's learning. Some of the ways you can expect us to reach you are:**

- Use of school website to communicate information to parents on an as needed basis
- Use of Parent Link to provide parents notice of upcoming events or activities
- Teacher phone calls / emails reaching out to parents to provide feedback as needed on student performance.
- District provided content sent to parents as required to communicate district goals and information

#### **ACTIVITIES TO BUILD PARTNERSHIPS:**

**Austin Meehan MS offers ongoing events and programs to build partnerships with families.**

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I programs, and to explain the Title I requirements, and the right of parents to be involved in Title I programs (during Back To School Night 9/18/18). 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 / guardians of children participating in Title I programs (participating students), and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand (district provided).
5. At 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.
6. 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 (district provided).
7. 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).
8. Work with the School District of Philadelphia in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I.

Work with the School District of Philadelphia to ensure that a copy of the State Education Agency's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I programs is provided to parents of students and to appropriate private school officials or representatives.