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# **HARDEMAN COUNTY SCHOOL DISTRICT'S PARENT INVOLVEMENT PLAN 2012-2013**

**TENNESSEE STATE BOARD OF EDUCATION  
Parent Involvement 4.207  
Revised: 07/30/2010**

## **Working Draft**

### **Standard 1: Welcoming All Families:**

- Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class and school

### **Standard 2: Communicating:**

- Families and school staff engage in regular, meaningful communication about student learning

### **Standard 3: Supporting Student Success:**

- Families and school staff continuously work together to support students' learning and healthy development both at home and at school, and have opportunities to strengthen their knowledge and skills to do so effectively.

### **Standard 4: Speaking Up for Every Child:**

- Families are informed and enable to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

### **Standard 5: Sharing Power:**

- Families and school staff are equal partners with equal representation in decisions that affect students and families and together inform, influence, and create policies, practices, and programs.

### **Standard 6: Collaborating with Community:**

- Families and school staff work together with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

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## **Purpose**

The Hardeman County School District's Family Engagement Plan was developed jointly with parents and agreed on with parents to:

- Support the learning goals found in the Tennessee Comprehensive Systemwide Plan and the NLCB Federal Consolidated Application;
- Create a common vision of family engagement and the resources needed to sustain that vision;
- Increase and improve the level of family involvement in our students' education.
- Enhance communication among schools, parents, and the community and ensure that communication is regular, two-way, and meaningful in an effort to improve the education of our students.
- Promote and support responsible parenting including the integral role of parents in helping students to learn.
- Engage all stakeholders in the decision making to development and support the goals of School Improvement Plans.

## **Parent Involvement Plan**

### **District**

**Standard D1: The Hardeman County Schools has a district policy for parent and community involvement, adopted by the Hardeman County Board of Education, which identifies clear and meaningful goals.**

Indicators:

1. The Hardeman County Schools has a written policy on file and is available to all stakeholders.
2. The district's family and community involvement policy is available in English and can be translated on the website by using Babelfish and Google translations.

**Standard D2: The district leadership actively supports the involvement of parents and community members in all schools.**

Indicators:

1. Measurable goals for increasing family and community involvement are included in each School Improvement Plan.
2. The district provides monetary support to increase family and community involvement at the individual school level.
3. The district provides staffing to serve as family liaison to ensure families have access to appropriate services and receive assistance as needed.
4. Staff development is provided for school personnel on how to increase the level and quality of family and community involvement.

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**Standard D3: The district leadership actively pursues the involvement of families and community members in the education process.**

Indicators:

1. District level personnel distribute information to families and community members through a variety of methods: Back to School Nights, newspaper, district website, newsletters, etc. in a language the parents can understand. ESL teachers will also serve as translators for parents needing assistance with understanding information.
2. The district works collaboratively with other local agencies and organizations to improve family and community involvement in the schools. Some of these organizations include Head Start, state operated Pre-K programs, local health departments, mental health agencies, etc.

**Standard D4: District level personnel are expected to be friendly and respectful and to treat families as partners in their children's education.**

Indicators:

1. All families and/or stakeholders are welcome at the district office and receive quality customer service, regardless of race, color, national origin, sex, disability, or age.

**School**

**Standard S1: Family and community engagement is incorporated into the School Improvement Plans.**

Indicators:

1. Action steps in the School Improvement Plans relate to family involvement and its contribution to students' academic achievement.
2. School Improvement Plans are developed by all stakeholders – administrators, teachers, parents, students, and community members.

**Standard S2: The faculty and staff use a variety of ways to involve parents and community members in the education process.**

Indicators:

1. Family and community programs are offered at various times throughout the school year and the school day.
2. A minimum of two Open Houses/Parent Teacher Conferences are held each year.
3. Funds are designated for family and community involvement events.
4. Parents are asked to serve on Parent Involvement and School Improvement committees in an effort to assist with the design, implementation, and evaluation of programs.

**Standard S3: The school is responsive to the needs of its families and community members.**

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Indicators:

1. All families are welcome at the school and receive quality customer service, regardless of race, color, national origin, sex, disability, or age.
2. Principals are encouraged to identify any barriers to parent involvement. Resources are provided in English and appropriate languages for students and parents.
3. Provide other reasonable support for parent involvement activities per parent request.
4. Events at the school are publicized well in advance through a variety of media including informational flyers, newsletters, school websites, and email.

## **Classroom**

### **Standard C1: Classroom teachers are expected to be friendly and respectful and to treat families as partners in their children's education.**

Indicators:

1. Teachers provide families with information concerning their child's curriculum and outline expectations for successful academic achievement.
2. Teachers and parents are in frequent, two-way communication concerning a child's progress in school.
3. Families are kept up to date on their child's progress through a variety of methods: newsletters, notes, phone calls, etc.

### **Standard C2: Teachers value the uniqueness of each child and respect the family's experiences, knowledge, and culture.**

Indicators:

1. Families are invited to share their experiences, knowledge, and culture with other students in the school.
2. Teachers are aware of multi-cultural, gender-fair, and disability-awareness practices, and use them in working with families.
3. All families are welcomed by the teacher and receive quality customer service, regardless of race, color, national origin, sex, disability, or age.
4. School staff will provide materials and training to help parents work with their children to improve their achievement, such as literacy training and using technology to foster parental involvement.

## **Home**

### **Standard H1: The family has high but reasonable expectations for their child's academic achievement.**

Indicators:

1. Children's achievement is encouraged through positive reinforcement and modeling of appropriate behavior such as love of learning and discipline.
2. There is a genuine interest by parents and community members in a child's growth, development, and achievement.

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3. The family has clear rules and consequences.
4. Parents make sure their children go to school on time and attend school regularly.

**Standard H2: Family and community members actively support the school and district's efforts to provide a quality education to all students.**

Indicators:

1. Parents and community members are actively involved at the school by volunteering in the classroom, serving on committees (including professional development), attending conferences, and organizing events.
2. Parents and community members are involved in district initiatives by serving on committees and attending meetings/activities.
3. Parents and community members communicate and educate school staff about the value and contributions of parents, and in working with parents – how to reach out to, communicate with, and work with parents as equal partners in the educational process.

**Part I. General Expectations for All Schools at the District Level**

The Hardeman County School District agrees to implement the following statutory requirements as outlined in the NCLB Act of 2001:

- 1. The Hardeman County School District has developed with parents, teachers, and administrators a written parent involvement plan.**

The parent involvement plan was developed using the TSBA model. Parent representatives from an elementary, middle, and high school served on the committee.

- 2. The Hardeman County School District has established the following expectations for parent involvement:**

All parents are expected to support their children's educational experience in the following ways:

- Provide a home environment that supports learning
- Provide a family routine that supports learning. (Example - setting a time and place for studying)
- Read to younger children.
- Provide a variety of reading materials in the home and frequently take children to the library.
- Promote school attendance and discourage absenteeism.
- Monitor children's television viewing.
- Provide a quiet place for children to do homework; help with or check homework every night.
- Encourage children to participate in learning activities when school is not in session.
- Encourage children's efforts in school.

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- Help children choose appropriate preparatory courses in elementary, middle, and high school.
- Remain aware of the importance of parent involvement at the secondary school level and continue to stay involved.
- Keep in touch with children's teachers.
- Volunteer to participate in and support classroom instruction in the classroom. Such opportunities, include but are not limited to organizing fundraising activities, volunteering as a field trip chaperone, assisting in the library, computer lab, etc.
- Participate in school-improvement efforts and join advisory or decision-making committees.

**2a. The Hardeman County School District will take the following actions to involve parents in the joint development of its district-wide parent involvement plan and the process of school review and improvement:**

- Parents will have an opportunity to discuss and provide input through PTO and PIE organizations.
- Parents will be represented on each school's school improvement leadership team.
- Parents and educators will have the opportunity to provide input through surveys and through postings on the system's web page.
- Cultural, economic, language, and demographic issues will be given attention through the selection of advisory councils and committees including the system wide Family and Community Advisory Council and the Special Education Parent Advisory Committee.
- The system will provide parents of English Language Learners the opportunity to provide input in annual meetings.

**2b. The Hardeman County School District will provide the following coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance:**

- The district's Communications Specialist will contact the local newspaper to inform parents of scheduled activities.
- The district office will provide schools with website access to post calendars of school events, curriculum information, link to the Tennessee Department of Education website and other useful websites, etc.
- Workshops for parents are scheduled through the Preschool Advisory Council; in addition, special education department collaborates with Head Start and Tennessee Early Intervention System annually.
- Workshops for parents are scheduled at each school.

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- Title I schools host an annual meeting to provide information regarding federal programs and expenditures and to collect feedback from parents.
- School newsletters are sent home on a regular basis and contain information regarding school report cards, test results, new programming options, and suggestions for parents to become involved in their child's education.
- The district report card is linked to the district web site.
- Parents may access course of study (may be accessed by a link from the district web site to the state department web site).
- Parents receive educational material for use at home with preschoolers and kindergarteners.

**2c. The Hardeman County School District will build the schools' and parents' capacity for strong parent involvement by engaging in the following activities:**

- Professional development in the area of family engagement will be provided to all staff members.
- Families will have opportunities to be included in family engagement training.
- Attend the Family Friendly Schools training and distribute information to schools.
- Provide schools with information regarding Epstein's research on parental involvement.
- Provide parents and community stakeholders with information regarding the importance of parental involvement through articles published in system wide and school parent newsletters.

**2d. The Hardeman County School District will coordinate and integrate parent involvement strategies and programs under the following programs such as Head Start, state-operated preschools, and Title III language instructional programs via the following strategies:**

- Parenting workshops will be offered through the Voluntary Pre-K Program.
- Communicate with the above organizations and provide opportunities to train parents.
- Distribute information pertaining to parenting tips through the schools and newsletters.
- Plan an annual meeting with other programs to coordinate school activities.
- Provide opportunities for the participation of parents with limited English proficiency and parents with migratory children, including providing information and school reports in an understandable and uniform format.

**2e. The Hardeman County School District, with the consultation of parents, will annually evaluate the content and effectiveness of the parent involvement plan to improve the academic quality of its schools, as evidenced through implementation of the following strategies:**

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- Annual surveys will be conducted at the system level as well as at each of the school sites.
  - Survey results will be analyzed to measure the effectiveness of the plan and to secure input regarding modification in future practices.
  - Measurable goals for increasing the level and quality of family involvement are required as part of every school improvement plan.
  - The system wide Family and Community Advisory Council will use the Family Friendly Schools-District Family Policy Assessment and Development (rubric) to evaluate the system wide Family Engagement Plan.
- i. **The Hardeman County School District will identify barriers that prevent economically disadvantaged, disabled, limited English proficiency, limited literacy, racial, or ethnic minority background parents from participating in activities, as evidenced through implementation of the following policies:**
- The Family and Community Engagement Leadership Team and individual schools will identify barriers that prevent economically disadvantaged, disabled, limited English proficiency, limited literacy, racial, or ethnic minority background parents from participating in activities at school.
  - After identifying these barriers, possible solutions will be put in place.
  - Adult literacy and adult education courses will be made available through the Tennessee Technology Center at Whiteville and the Literacy Council.
  - The Spanish interpreter will be made available to Spanish speaking parents with limited English proficiency.
- ii. **The Hardeman County School District will use the findings from evaluations to design strategies for more effective parental involvement:**
- The Family and Community Engagement Leadership Team will use the Rubric from the Family Friendly Workshop as a means of assessing parental involvement in the district.
  - After assessments have been completed, the Leadership Team will analyze the results and identify areas where improvement is needed.
- iii. **The Hardeman County School District will revise the District Parental Involvement Plan:**
- After compiling results from evaluations submitted from parents and other stakeholders, the Family and Community Engagement Leadership Team will revise the District Level Parent Involvement Plan.
- f. **The Hardeman County School District will build the schools' and parents' capacity for strong parental involvement, in an effort to promote effective involvement of**



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**parents and to support a partnership among the schools, parents, and community stakeholders:**

- Provide a template to all Title I schools identifying the required NCLB components that must be addressed in their Title I Parent Involvement plans to ensure implementation of effective parent involvement activities.
- Parents will be invited to participate in school activities such as Open House, Parent-Teacher Conferences, School Advisory Councils, Parent Teacher Organizations, etc.
- Parents can access the system wide school calendar via the district's website, the district's newsletter, and the local newspaper.
- Parents will periodically receive school newsletters containing information regarding school activities, academic standards, etc.
- The district's Communications Specialist will publish information regarding state assessments in the local newspaper.
- Parents will be represented on the system wide Family and Community Advisory Council, Preschool Advisory Council, Special Education Steering Committee, and Leadership Teams.

**g. The Hardeman County School District will design improvement strategies such as homework, attendance, and discipline:**

- Adult literacy and adult education courses will be made available through the Tennessee Technology Center at Whiteville and the Literacy Council.
- After school tutoring and homework programs will be provided to improve student homework and achievement.
- Student work will be sent home in weekly folders.
- Progress reports will be sent home at the end of the third week of each grading period.
- Parents will receive phone calls to confirm student absences and to encourage better student attendance; a letter will be sent home once a student has accrued five unexcused absences.
- Schools will continue to utilize reward programs to acknowledge good character and good student behavior (i.e., Too Good for Drugs, Yes to Kids, and Second Step).

**3. The Hardeman County School District will develop written procedures so that parents may learn about the course of study for their children and have access to all learning materials.**

- The district web site will contain a link to the Tennessee State Department of Education where the state curriculum for each grade level and subject level can be assessed.
- Each school site will house a hard copy of all state curriculums available for parent and community review.

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- The textbook adoption process will provide an opportunity for potential textbooks to be reviewed by parents and the community.
- Materials are set aside for the involvement of families.

**4. The Hardeman County School District will distribute to parents the written School District Parent Involvement Plan, and information related to student achievement, school performance, program meetings, and activities:**

- Parents can access the District Parent Involvement Plan on the district's website.
- A copy of the District Parent Involvement Plan will be on file at each individual school in the district.
- Individual schools will distribute the District Parent Involvement Plan at the beginning of each school year to give parents the opportunity to provide valuable feedback in the process of evaluation.

**5. The Hardeman County School District will work with individual schools in the district to ensure that school level plans are developed:**

- The Federal Programs Director will provide assistance to schools in the development of their school level plans.
- Members of the Family and Community Engagement Leadership Team will conduct a staff development session in order to provide schools with assistance in the development of school level plans.

**6. The Hardeman County School District will involve parents in the decisions regarding how the 1% of Title I funds will be spent for parent involvement activities:**

- All schools are required to have family representation on their school improvement leadership team.
- The district has several ways of listening to parents and engaging them in two-way communication (for example, giving time at Board meeting and providing ways to give input on the district web site).
- Parents are also represented on the system wide Family and Community Advisory Council, Preschool Advisory Council, and Special Education Steering Committee.

**7. The Hardeman County School District will ensure that not less than 95% of the 1% reserved for parental involvement goes directly to the schools.**

- The Federal Programs Director will set aside 1% of the Title I budget for parental involvement.

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- At least 95% of the 1% set aside will be allocated to the schools in each school's budget.
- The Federal Programs Director will ensure that each school spends its allocation to promote/increase parental involvement.
- District and site-based budgets will reflect a commitment to the effective development, implementation, and evaluation of family engagement programs including but not limited to the following:
  1. System wide Spanish interpreter
  2. Workshops and materials
  3. System and school level newsletters and other publications
  4. Staff development
  5. PreK and K parent packets/bags