



# Maryville City Schools

## Parental Involvement Plan

### 2005-2006

#### **PART I. GENERAL EXPECTATIONS FOR ALL SCHOOLS AT THE DISTRICT LEVEL**

The Maryville City Schools agrees to implement the following statutory requirements:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

- (A) that parents play an integral role in assisting their child's learning;*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that 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) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

#### **1. The School District has developed with parents, teachers and administrators a written parent involvement policy. (See copy of board policy.)**

The policy was developed using the TSBA model. The model policy was sent home to each parent/family with the registration materials at the beginning of the school year with a letter encouraging them to offer feedback. This feedback was considered by the school board and incorporated into the draft policy. The draft policy was presented to the Systemwide Parent/Family Advisory committee for input. The policy was adopted on first reading by the Maryville City School board at their October 2005 meeting and on second reading in November 2005.

**2. Maryville City Schools has established the following expectations for parent involvement:**

**Parent Responsibilities**

**We expect our parents, to support their children's learning in the following ways:**

- Provide a home environment that actively supports learning through reading, writing, conversations, and discussions among family members.
- Provide a family routine that supports learning such as a set time for studying, watching television and going to bed.
- Provide positive communication between family members and children.
- Encourage children by asking about schoolwork and providing an appropriate atmosphere for doing homework and that homework is monitored and completed.
- Encourage learning and the love of learning.
- Encourage reading and writing.
- Encourage child to show positive school behavior.
- Meet their basic obligations such as providing shelter, proper nutrition, and clothing for children to the best of their ability.
- Know what community resources exist and utilize them to meet their family and children's needs.
- Assure that their child(ren) get to school on time and attend school regularly.
- Volunteer in their child's classroom or school
- Participate, as appropriate, in decisions relating to their children's education.
- Promote positive use of their child's extracurricular time.
- Stay informed about their child's education, ask questions related to their child's academic progress and communicate with the school by promptly reading all notices from the school or the school district either received by their child or by mail and responding, as appropriate. Attend parent-teacher conferences.
- 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.

**2a. Maryville City Schools will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:**

- *Appoint a Family and Community Advisory Council that will annually assess, through consultation with parents, the effectiveness of the Family and Community Engagement Program and determine what action needs to be taken, if any, to increase parental and community participation. In order to accomplish this, the advisory council shall be composed of representatives from parents of students in elementary, middle and high schools, community leaders, a member of the school board, and representatives from the school district. (MC Schools Board Policy Manual, 9.10.1.7)*
- *Responsibilities for the Family and Community Advisory Councils will include:*

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- Review the School Board policy on Parent, Family and Community Involvement
- Develop list of barriers that prevent parents and families from participating in school activities
- Suggest strategies to improve homework, attendance and discipline
- Evaluate and provide feedback to design strategies for more effective parent, family and community involvement
- Evaluate the content and effectiveness of the School District Parent, Family and Community Involvement Plan and program

**2a. Maryville City Schools will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:**

- *Parents will be included on School and District Improvement Planning teams*
- *Schools and District will include a parental/ family involvement goal in their School Improvement Plan or TCSPP*
- *Through school and system newsletters, parents will be asked for input on the school and district plans and processes*
- *Parents will be given the opportunity to complete surveys and assessments on the school and district improvement plans*

**2b. Maryville City Schools will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:**

- Publish a systemwide newsletter, *School Days* at least four times a year that is sent to all the parents, guardians and community.
- Communications Coordinator will contact the local newspapers and television stations when parent activities are scheduled.
- Provide web site access for all schools to post calendars of school and system events, homework, curriculum information, parenting suggestions, links to the state curriculum standards, etc.
- Systemwide attendance accounting procedures will be established. The Attendance Supervisor will have access to the Student Information System and all attendance information at each school. The Attendance Supervisor will monitor all students' attendance and will work with school officials to visit families when absenteeism is a problem.

**2c. Maryville City Schools will provide the following necessary coordination, technical assistance, and other support to assist the schools and parents in building capacity for strong parent involvement.**

- *Attend the Family Friendly Schools training. Disseminate and distribute materials to each of the schools. Provide training as requested at each of the schools.*
- *Epstein's **Six types of Parental Involvement** will be distributed to the schools. "**Starting Point: An Inventory of Present Practices of School, Family, and Community Partnership**" taken from the Colorado Department of Education **Strengthening Parent Involvement: A Toolkit** will be completed by the leadership team, staff and parent advisory committees at each school with input from others as appropriate. This assessment will help schools develop action plans appropriate for their school.*
- *Visit web sites that contain information about parental involvement and distribute appropriate materials to the schools.*
- *Partner with Loudon County Schools to develop a web site, **Stronger2gether.org** (com and net) that will contain links to various activities that will help schools implement parental involvement activities*
- *The district will provide a School Improvement Plan template for the Title I schools to use to focus on Parent Involvement. This template would contain all action items contained in the monitoring document.*
- *The district will actively raise the community's awareness of how important family involvement is to student's success and academic achievement through articles published in systemwide and school parent newsletters.*
- *The district will provide each school a place to house their school web site.*
- *The district will provide access to each school to post announcements and events on MCSTV3.*

**2d. Maryville City Schools will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Head Start, State-operated preschool programs, Success by Six and the Maryville City Schools Family Resource Center:**

- Communicate with these organizations and distribute parent training opportunities to our parents that are made available through these organizations.
- Work with these organizations and other community groups to organize and conduct a yearly "Parent Fair" at Foothills Mall.
- Distribute to the parents, through the schools, newsletters and parenting tips from the MC Schools Family Resource Center.

**2e. The Maryville City School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.**

- *The Systemwide Parent/ Family Advisory Council will annually evaluate the parental involvement policy and plan using the Rubric from the Family Friendly Schools District Family Engagement Policy Assessment and Development (rubric). Results of this evaluation will be discussed with the Maryville City School board and the systemwide Leadership team. The results will be published in the Systemwide Newsletter and input will be sought from all parents in the system on how the deficient areas can be improved. The suggestions will be presented to the Maryville City School Board and Systemwide Leadership team/TCSSP Team for implementation.*

**i. Maryville City Schools will identify barriers that prevent economically disadvantaged, disabled, limited English proficiency, limited literacy, racial, or ethnic minority background parents from participating in activities.**

- *The Systemwide Parent/Family Advisory Council will identify barriers to greater participation by parents in parental involvement activities and will generate ideas to design strategies for more effective parental involvement. These strategies will be shared and implemented at the schools and the system level.*
- *Each school will also identify barriers in a faculty/staff meetings and parent advisory meetings and generate ideas to overcome those barriers and design strategies for improvement.*

**ii. Maryville City Schools will use the findings from evaluations to design strategies for more effective parent involvement.**

- *Two evaluation instruments will be used as well as informal assessment at the school level: Rubric from the Family Friendly Schools District Family Engagement Policy Assessment and Development and An Inventory of Present Practices of School, Family and Community Partnerships from School, Family and Community Partnerships by J.L. Epstein. These assessments will be completed by the District Leadership Team, and the Systemwide Parent Advisory Committee. Results will be evaluated and areas of need will be identified. These results will be published in school and system*

publications and feedback will be obtained from all the parents/ families in our community through our web site and School Days surveys.

**iii. Maryville City Schools will revise The School District Parent Involvement Plan.**

- After completing the evaluation process and obtaining input from all stakeholders the Systemwide Leadership Team, Systemwide Parent Advisory and school Board will revise the School District Parent Involvement Plan.

**2f. Maryville City Schools will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:**

- i. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

- the State's academic content standards,
  - the State's student academic achievement standards,
  - the State and local academic assessments including alternate assessments,
  - No Child Left Behind requirements
  - the requirements of Part A,
  - how to monitor their child's progress, and
  - how to work with educators:
- *A systemwide calendar will be posted on the web site and MCS-TV3 with each schools' activities which will help families in planning.*
  - *School newsletters will be sent home to parents that contain information about the academic content standards, student achievement standards, state assessments, how to monitor their child's progress and how to work with educators. The district will provide technical assistance and printing for the schools.*
  - *Information about state assessments will be published in local and regional newspapers and on local television stations including Maryville's own TV station, MCS TV3.*
  - *School and system newsletters will be sent home to parents on a regular basis with information about workshops and classes for parents being conducted at the schools.*

- ii. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement:
- *Booklets and pamphlets will be made available at the schools from the U.S. Department of Education, Education Publications Center*
  - *Schools will send systemwide and school newsletters home that contain information and suggestions to help parents work with their children to improve academic achievement and how to help with homework.*
  - *Information about the curriculum will be sent home and posted on the school and system's web site and tv station- MCS-TV3*
- iii. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
- *Training will be conducted with school personnel using the Family Friendly Schools curriculum*
  - *School administrators and staff will attend training sessions on "Leveraging Diversity: Building a Sacred Trust" with Dr. Samuel Betances*
- iv. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other 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:
- Publicize activities for each of the organizations
  - Coordinate pre school sign ups
  - Work together to provide staff training
  - Communicate between organizations about personal needs of students and families such as food, clothing, transportation, etc.
  - Conduct parenting classes, workshops and fairs and communicate these offerings to the other organizations

- v. The school district will take the following actions to ensure that 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:
- *Schools will send copies of their newsletters and other communications sent home with parents to the central office to be monitored and suggestions for improvement will be made.*
  - *Language translators will be made available through Maryville College on an as needed basis.*
  - *Maryville College will provide assistance to translate letters sent home and letters received from parents.*

**2g. Maryville City Schools will design improvement strategies for homework and attendance.**

**Attendance**

- The systemwide Attendance Supervisor will become more actively involved in the attendance monitoring process in each school. He will be given access to updated daily attendance information through the student management program and will be able to generate reports with student name and number of tardies and absences. He will begin making home visits with a school resource officer to discuss and offer suggestions to the parents/guardians of the students with questionable attendance on ways to insure that their child(ren) are attending school. In addition, when necessary, a school support team and the parents/guardians will convene on the students behalf to discuss options and suggestions for monitoring. The Attendance Supervisor will also work closely with Blount County Juvenile Court System and work on procedures to report truancy and follow up with the juvenile court judge on ways to improve attendance.
- ClassXP teacher attendance program will be utilized in all the schools. Classroom teachers will mark the attendance at the beginning of each day/period. All excuse notes will be taken by one person in each school and that person will make a determination whether the absence is excused or unexcused thereby making our attendance monitoring more uniform across the system. The office personnel will then have the opportunity to make phone calls to the homes of absent students to verify the reason they are absent.

**Homework**

- School System will investigate and decide on a content management system to allow the district to develop a new web site for the system and will give schools and teachers access to develop their own web sites. This content management system will contain a sophisticated calendaring system that will allow teachers to post homework and assignments.

- After School Tutoring programs will be provided at all schools utilizing extended contract funds.
- Progress reports will be sent home at the 4 ½ week intervals at Maryville Intermediate, Maryville Middle and Maryville High School. For the parents who are interested, progress reports can be e-mailed to the parents from the gradebook program, IG Pro.
- Student work will be sent home weekly for all K-8 students.

\*\*\* Note- The monitoring document does not contain 3-5. It skips to 6.

6. **Maryville City Schools will develop written procedures so that parents may learn about the course of study for their child(ren) and have access to all learning materials.**

### **Procedures for Parents, Family and Community to Access the School District Parent, Family and Community Involvement Policy,**

#### **The School District Parent Involvement Plan And the Curriculum**

- Place all documents on the Maryville City Schools web site at <http://www.ci.maryville.tn.us>
- Link to the K-12 State Curriculum site from Maryville City Schools web site.
- Post a message on the MCS-TV3 station “For further information about the Parent, Family, Community Involvement Policy, Plan or your child’s course of study, please contact Maryville City Schools at 982-7121 or your child’s school.”
- Post a message in the systemwide and school newsletters, **School Days**, “For further information about the Parent, Family, Community Involvement Policy, Plan or your child’s course of study, please contact Maryville City Schools at 982-7121 or your child’s school.”
- Include the Parent Involvement Policy and compact in the student/ parent handbooks or in registration materials sent home at the beginning of the year and ask for feedback and any suggestions.