

1/25/2006

Richard City Special School District  
Family Engagement Plan

2. Richard City Special School District Family Engagement Plan studies show that when parents are actively engaged in the school life of a child, that child performs better. Consequently, the Richard City Special School District has adopted the following goals:

- Goal #1 – Break down all barriers to parent involvement. Ensure that parents feel welcome in the schools and at the district level. Involve parents in all aspects of decision-making at the school and district level. Keep parents informed of their children’s academic achievement. Provide notifications in other languages for non-English speaking parents. Provide ongoing and updated information on the RCSSD website.
- Goal #2 – Involve the community in family engagement. Invite agencies to participate in district and school level activities make referrals to parents for family needs include the community in aspects of decision-making at the school and district level
- Goal #3 – Each school will have an active PTA, and a family engagement program. Title I schools shall develop a family engagement plan. Title I schools shall implement, and evaluate their policy and plan to promote family engagement activities with emphasis on student learning. All schools are encouraged to develop a family engagement plan
- Goal #4 – Each school shall provide opportunities for parents to volunteer in the schools.
- Goal #5 – Evaluate the effectiveness of the Family Engagement Plan on a regular basis. Schools shall report their parent volunteer hours to a central location. Monitoring of Family Engagement Plans at the district and school level shall be done annually by the Tennessee Department of Education annually.

2a. The Richard City Special School District shall involve parents in the joint development of its district-wide engagement plan under section 1112 of the (Elementary and Secondary Education Act) ESEA by using the following strategies. The Parent-School Advisory Committee, consisting of parents from each school in the district, shall review and provide input on the district’s Family Engagement Plan, as well give input to the superintendent. The Parent Engagement Specialist and the superintendent, who meet monthly, shall review and execute the district’s Family Engagement Plan. The PTA president and parent coordinator shall share the information with parents at the school

level. The Richard City Special School District shall require the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA.

- Each school shall be required to include parents on its Tennessee Comprehensive System wide Planning Process (TCSPP) committee.
- Parents will be represented on the Parent-School Advisory Council.
- Parents will be encouraged to give suggestions for improvements at the school and district levels.
- The district shall require that all schools have an annual Open House.

2b. The necessary coordination, technical assistance and other support to assist Title I schools in the planning and implementation of effective parental involvement activities to improve student academic achievement and school performance will be done as follows:

- The Family Resource Center shall provide training and support to the school. All Title I schools shall be associated with a Family Resource Center to receive support in the areas of parental involvement. The Title I coordinators shall provide technical assistance to the Title I schools in the area of family engagement.
- Planning task force team (parents, students, community, and school personnel) will provide input for more effective communication.
- Task force teams, along with district personnel, will provide training for implementing school engagement plans

2c. The Richard City Special School District shall build the school and parent capacity for strong parent involvement by:

- Providing training for administrators and teachers in parent engagement activities
- Involving the community in the training of parent coordinators and district personnel.
- Including family engagement strategies in Title I Principals' meetings.
- Encourage parents and teachers to attend state or local conferences on family engagement.

2d. The Richard City Special School District shall coordinate and integrate parent involvement strategies and programs with the following agencies in the following ways:

- Pre-Kindergarten Initiative – Title I Schools and Head Start shall work together to ensure that the parents of the pre-kindergarten program receive proper training.
- Involvement training, computer training, and other activities shall be provided. The PTA shall promote parental involvement throughout the district.

2e. The Richard City Special School District will annually evaluate the Family Engagement Plan at its annual Parent-School Advisory Committee meeting. At that time, the district will review Family Resource Center usage, parent volunteer hours, and other school-related activities.

2e(i) The Richard City Special School District shall make a realistic assessment of how services are meeting the needs of parents in the district and how the district has identified 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 and have limited literacy or are of any racial or ethnic minority background) by using the following strategies:

- Parents shall be surveyed using the Family Friendly Schools survey (or other appropriate survey) to determine the barriers to greater participation.
- Barriers to parent involvement participation will be addressed in district-wide Title I meetings, Family Resource Center staff meetings, PTA meetings and Family Engagement meetings.

Samples of barriers cited by parents are as follows:

1. Lack of time
2. Lack of communication between the school and parents
3. Feeling unwelcome in the school setting
4. Feeling they have nothing to contribute
5. Lack of child care
6. Language and cultural differences
7. Lack of transportation
8. Scheduling conflicts

To address the perceived barriers,

- Title I schools shall use portions of their funds reserved for parental involvement to address the specific needs of their schools.
- Non-English speaking parents shall be provided with district-wide services to assist them using a language they feel comfortable with.
- The Parent-School Advisory Committee shall review survey results on the involvement of parents in the spring of each year and discuss funding to address perceived barriers.

2e(ii) The Richard City Special School District will evaluate the district's findings of strategies to improve stronger parental involvement in the following manner:

- Title I schools will keep a roster of parent volunteers. These reports will be sent to a central location and will be compiled at the district level. The information will be shared with the Parent-School Advisory Committee where strategies and funding will be developed to address any need.
- The Family Resource Center will survey families they serve in the district to plan for the next year's program.

2e(iii) The District-wide Parent-School Advisory Council will evaluate the program in the spring of each school year.

2f. Richard City Special School's Parent-School Advisory Committee consists of parents, school personnel, and community leaders. They meet regularly with the superintendent to discuss district issues – including programs, activities, procedures, and policies. They also strategize on how to work with the community and gain support from government and community agencies. Parents were given copies of the school handbook, which listed parental expectations and opportunities.

2g. The Richard City Special School District will design improvement strategies such as homework, attendance and discipline.

- All parents are provided with Richard City Special School District's "Code of Acceptable Behavior and Discipline." This document outlines the discipline policy for the district.
- All students receive a Student Handbook that details the

- homework and attendance requirements of the district.
- The RCSSD website contains the board policy which outlines all policies.
  - The Family Resource Center will provide assistance and information to parents.
  - Parents in Title I schools are notified of tutoring opportunities.
  - The district shall provide each school with two days per school year for parent teacher conferences. These days will be used to discuss strategies for academic success.
  - The district shall require all schools to have at least one of the following:
    - “Family Math Night” for the purpose of providing parents strategies to help their children in math,
    - “Family Literacy Night” for the purpose of providing parents with strategies to help their children with reading/language arts
    - other Family Nights, as appropriate
  - The district shall require all Title I schools to include parents in the development of:
    - (1) parent school compact
    - (2) a family engagement plan

The district shall provide training to parents on:

- (1) the State’s academic content standards,
- (2) how to monitor their child’s progress,
- (3) how to work with educators, and
- (4) how to receive services that are available including, but not limited to:
  - Workshops conducted by parent coordinators, Family Resource Center Staff and Parent Engagement Specialist will be offered at each school site, family resources centers
  - Each school’s handbook will contain a grading scale
  - Each school will inform parents about the curriculum being taught during the district-scheduled Parent Conference Days
  - Each school will give parents access to all learning materials during the district scheduled Parent Conference Days
  - Each school’s description will be posted on the website

- A copy of the districts' Family Engagement Plan will be made available at each school

(6) Richard City Special School District has built into its calendar two days for parent-teacher conferences for each school. Courses of study for the students are discussed at these conferences. Individual teachers may distribute a class syllabus at the beginning of each school year, but this information is also published in newsletters, handbooks, and the school website. Access to this material is also available on the state of Tennessee Department of Education website.

(7) Richard City Special School District has a website and/or newsletters/handbooks/mailings with a plethora of information including the following:

- Family Engagement Plan
- School Report Cards/Assessment Data (School Performance)
- Consolidated Federal Programs Application
- District Calendar
- Meetings and Upcoming Activities
- E-mail Address of Principal

(8) Richard City Special School District requires that all Title I schools have school level family engagement plans developed. The Title I office and the office of Parent Coordinator provides assistance in the development of these plans.