

## SMITH COUNTY SCHOOLS Parent/Involvement Plan



Smith County School System encourages each parent to become more involved in the education of his/her child. Studies show that a student's achievement is higher when his/her parents are actively involved in their education. Parents can be involved and informed about the education of their child in many ways in our system.

- The Smith County School Board has adopted a parent involvement policy. The policy can be found in section 4 – Instructional Services of the policy manual (#4.502), which is available at each school, the central office building, and on the system website ([boe.smithcounty.com](http://boe.smithcounty.com)).
- The following plan has been developed in accordance with the aforementioned school board policy, as well as guidelines found in No Child Left Behind and Title I. The Family Involvement Plan is considered an ongoing project and will be annually reviewed and updated as necessary.

### District Role

1. The District Parent Involvement Plan will be reviewed and updated annually by the Community Parent Advisory Council (CPAC). Parents will be represented on the advisory council.
2. Smith County Board of Education website will promote parent involvement by providing parents with information regarding curriculum information, school board policies, school/system calendar, and contact information for district and school administration. In addition, parents may access each school's website through this portal.
3. The district will build parent and school capacity of strong parent involvement by having school advisory teams, parent groups, and school faculty groups to encourage best practices for parent involvement. All programs under the jurisdiction of the Smith County School System, such as Pre K, Special Education, Title I, Head Start, Family Resource, Coordinated School Health and Adult Education, will be involved with parent involvement programs at the system and school levels.
4. The results of annual evaluations and other assessments and input data such as parent surveys will be used to improve or redesign the contents of the parent involvement plan.
5. Barriers that prevent parents from participating in activities will be identified and addressed at the system and school levels. Such barriers may include: economically disadvantaged, disabled, limited English proficient, limited literacy, racial, or ethnic minority.
6. The district will provide academic tools to parents to assist their child, such as curriculum standards, school remediation, and flexible scheduling of meetings.
7. Each school will present a parent involvement plan to the system. Technical assistance at the system level will be provided to the individual schools regarding the individual school plans.

## School Role

1. Each school will jointly develop with parents a written parent involvement plan which establishes that school's expectations for parent involvement. Each school will:
  - a. Include in the plan a description of how parents have been involved in an organized, ongoing, and timely way in the planning and review of the parent involvement plan. In order to assess effectiveness, this plan will be periodically updated and redistributed to parents and stakeholders.
  - b. Each school will have parent organizations such as PTA/PTO/advisory council and may have a variety of booster clubs that support programs from fine arts to academics to athletics.
  - c. The plan should communicate between the home and school, describing how parents will be provided timely information about parent involvement programs.
  - d. Describe in the plan how the school provides parents with a description and explanation of the curriculum, academic assessments, and proficiency levels students are expected to meet.
  - e. Distribute the written school level Parent Involvement Plan to parents in understandable format, including alternate formats upon request, and to the extent practicable, provided in a language parents can understand.
  - f. School website will be maintained with current information and guidance.
  - g. Schools will assist to educate its teachers and staff in how to reach out to, communicate with, and work with parents to build ties between parents and schools.
  - h. Parents may submit comments or concerns about the plan to the school administration.
2. Each Title I school shall convene an annual meeting to which all parents are invited to attend and share input, and in which the following will be explained:
  - a. Title I programs and activities carried out with Title I funds
  - b. Title I parent involvement requirements
  - c. Curriculum available under Title I
  - d. Academic assessments and proficiency levels of students required under Title I
  - e. Each will convene meetings at varying times and take reasonable actions to support parental attendance.
  - f. Each school committee will provide and keep agenda and minutes for large meetings.
3. Each school will have a Parent Involvement Advisory Team.
  - a. Each school will have parents and school staff as representatives.
  - b. Parents on the team will have input into the planning, design, and implementation of the school Title I Program.
4. Each school will develop a Parent/Student/Teacher School Compact. The goal of the compact is to build a partnership between the home and school to assist students to meet high standards.
  - a. The compact will outline how parents, the teacher, and the students will share the responsibility for improving student academic achievement and how the school and parents will develop a partnership to help children achieve the State's high standards.
  - b. The compact will describe how parents will be responsible for supporting their child's learning.
  - c. The compact will address the importance of ongoing communication between home and school.

5. Each school will provide for regular teacher-parent conferences. At least one parent conference opportunity will be offered during each school year to discuss the child's progress and placement. Each will convene meetings at varying times and take reasonable actions to support parental attendance.
6. Each school will report student progress to parents as follows:
  - a. Report Cards to be sent home every six weeks.
  - b. Mid-six weeks Progress Reports sent home during each of the grading periods.
  - c. TCAP academic testing results sent home every year.
  - d. Link to the Tennessee State Report Card for each school is available via system/school website.
7. Each school will provide assistance to parents in understanding such topics as:
  - a. State academic content standards
  - b. State and local academic assessments including alternate assessments
  - c. How to monitor student progress
  - d. How to work with educators to improve the achievement of a child
  - e. The requirements of the parent involvement plan
8. Each school will provide materials and training to help parents work with their children to improve achievement.
9. Each school will provide information to parents in an understandable and uniform format and, to the extent practicable, in a language the parent can understand.
10. Each school will provide other reasonable support for parent involvement activities as parents may requests.
11. Each school will provide full opportunities for the participation of parents with limited English proficiency, disabilities, McKinney-Vento (homeless), and migrant in the school parent involvement activities whenever and wherever practicable.

#### Tennessee Parent Involvement Standards

The Smith County School System agrees to implement the Tennessee Standards listed below are based on the PTA's National Standards for Family-School Partnerships. These standards were adopted by the State Board of Education on July 30, 2010.

*Standard 1: **Welcoming all families into the school community**—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 effectively**—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 regular opportunities to strengthen their knowledge and skills to do so effectively.*

*Standard 4: **Speaking up for every child**—Families are informed and enabled 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.*

Tools Smith County uses to monitor compliance on the parental involvement standards include:

- Tennessee Comprehensive Systemwide Planning Process (TCSPP)
- Tennessee School Improvement Plans (TSIPP)
- Parental Involvement Policy or Plan –district or school level
- Comprehensive Monitoring Instrument at <http://tennessee.gov/education/fedprog/fpmonitoring.shtml>
- Surveys and Needs Assessments

Annual Review Adoption

The District Parent Involvement Plan will be reviewed and updated by the Community Parent Advisory Council (CPAC) for the Smith County School District on March 10, 2011 at the scheduled CPAC meeting and will be in effect for the period of SY 2011-12. This plan will be available to all parents on the Smith County Board of Education website at [boe.smithcounty.com](http://boe.smithcounty.com).

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Signature

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Date