

Cookeville High School Family Engagement Implementation Plan

The mission of Cookeville High School is to create life-long learners and worthy citizens through quality instruction in a safe learning environment.

Introduction:

Cookeville High School believes parent participation in the learning process is necessary for the successful education of every student. The intent of this plan is to make parents aware of the varied opportunities CHS provides for their participation in their children's education and to solicit ideas as to ways CHS administration, faculty, and staff can better serve students and their families. This document is a continuous draft, available for parent review, and changed as necessary upon advice from the *Cookeville High School Family Engagement Committee*.

Cookeville High School is open to parents every school day. Parents may check in at the front office, show a photo ID, and receive a name badge and then visit in the building. We encourage advanced notice if parents wish to visit a class in progress but those visits are welcome.

CHS believes that the best way to guarantee that parents are involved in the education of their children is to encourage open communication. The most important communication in any educational institution is the communication between teachers, students, and parents. Teachers take the front-line role in communicating with CHS parents. All teachers are provided e-mail accounts through the state of Tennessee, and they encourage all students and parents with access to an e-mail account to use this method of communication. Every teacher has a computer in his/her classroom for administrative tasks, which includes parent communications.

CHS maintains a school website which is updated regularly. The site includes upcoming dates of interest, current events such as sports scores and academic competition results, as well as curriculum guides and the parent/student handbook. The website also includes faculty information and e-mail addresses.

Phone calls and notes are encouraged for all students who do not have email. Phone calls, and notes confirmed by a parent's signature, are required for all students with a failing grade on any report card and/or progress report.

Family Engagement Standards

Cookeville High School is in conjunction with the Putnam County Schools' Family Engagement Plan. The following school level standards are in accordance with the Putnam County policy:

Standard 1: Family involvement and engagement is incorporated as a strategy to achieve any goal in the School Improvement Plan (SIP).

- Parents and community members are involved in the SIP process.
- Family Involvement will be evaluated as each goal of the SIP is studied to determine how families can help the school to reach stated goals.

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Standard 2: Everyone who works at the school strongly believes that family involvement and engagement is important to student success and academic achievement.

- This policy is written by representatives of the faculty, staff, parents, and community and will be shared with all groups.
- Copies will be translated in Spanish to be shared with Spanish speaking families.
- The school counselors are designated as family liaisons.
- Budget requests for family initiatives will be submitted as appropriate.
- Bethany Fillers, assistant principal, is assigned to work with the school committee.
- CHS is open to parents every school day. Parents may check in at the front office, show a photo ID, and receive a name badge and then visit in the building. We encourage advanced notice if parents wish to visit a class in progress but those visits are welcome.

Standard 3: School staff use creative ways of reaching out to families who are not currently involved in their children's education.

- School counselors are designated parent liaisons.
- CHS may be able to offer childcare during parent conferences and will explore the possibility of offering childcare for other events.
- Counselors send a *CHS NEWS* newsletter home each 9 weeks and maintain a *Parents' Corner* in the counseling center with parenting information.
- Counselors and administrators will hold orientation meetings at feeder schools prior to the beginning of the next school year to encourage family involvement and engagement.
- CHS Seniors participate in community based, community led Baccalaureate program.
- International Baccalaureate CAS (Creativity, Action, Service) program involves CHS students in community based service projects.

Standard 4: There is a strong partnership among school staff, students, families, and community members that increases student success and academic achievement.

- Faculty, staff, and the administration will be friendly and treat all family members with respect.
- The school committee, along with the administration, PTSO, and other groups as necessary will work to increase the level and quality of family involvement.
- Parents are utilized to assist and or train staff as appropriate to better serve the students of CHS.
- International Baccalaureate CAS program involves CHS students in community based service projects.
- CHS faculty and administration cooperates with the Community Advisory Committee for the county Vocational program.

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Standard 5: The principal and the school committee provides active leadership in increasing the level and quality of family involvement and engagement in improving student education.

- Resources are requested and allocated as the principal and school committee deem necessary to achieve the goals of the school council.
- The principal and school committee will review the implementation plan at least annually and address areas that need to be strengthened.
- Teachers will submit documentation to the principal and school committee regarding implementation of the plan.
- Administration meets with PTSO representatives as is necessary.

Standard 6: The school is responsive to the needs of its families.

- Handbooks are provided to all students.
- Newsletters and report cards can mailed to all students each 9 weeks and are also available online with *Power School*. Progress reports are available to all students each 4 1/2 weeks and progress reports with a failing grade are also mailed home. Translation is provided as appropriate.
- The counseling center maintains a *Parent Corner* with parenting information.
- The quarterly newsletter contains the *Parents Corner* with parenting information.
- School Personnel have been through Poverty training as well as Suicide Prevention Training.
- Other in-service training is being sought to aid teachers in encouraging family involvement and engagement.

Standard 7: School staff, families, and community members work together to plan, put into action, and evaluate family involvement efforts.

- The school committee will identify and prioritize family involvement standards needing to be strengthened.
- Other in-service training is being sought to aid teachers in encouraging family involvement.
- The school committee includes a diverse group of parents, faculty, staff, and students. Members are added to the council as groups are identified which need representation.
- Faculty and family members are encouraged to make suggestions to the school committee.

Standard 8: Everyone who works at the school draws upon the knowledge and expertise of all families to support the school as a whole.

- Faculty, staff, administration, and volunteers show respect to all family members visiting CHS.
- Family and community members are members of the Family Engagement Committee and are involved in the School Improvement Planning process.
- CHS has an active Parent, Teacher, Student Organization (PTSO), which meets monthly to advise the administration.
- All parents are welcome and encouraged to join the parent volunteer program at CHS. Parents volunteer in a variety of roles including assistance in

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classrooms, the counseling center, the front office, and the attendance office. Parent volunteers also play a vital role in after school activities. Examples include monitors and door-keepers at school dances, assisting with after school club meetings, operating booster clubs, and assisting with costuming and make-up for musical productions.

The following *classroom level standards* are in accordance with the Putnam County Family Engagement policy:

Standard C-1: Families are seen and treated by teachers and other instructional staff as partners in their children's education.

- Family will receive a discipline policy and syllabus per classroom.
- Handbooks are provided to all students.
- Newsletters and report cards are provided to all students each 9 weeks. Progress reports are given to all students each 4 1/2 weeks and progress reports with a failing grade are also mailed home. Translation is provided as appropriate.
- Teachers will notify parents of any problems with individual students by requesting a conference, sending a signed note, by phone call, or by e-mail correspondence as appropriate.
- Teachers submit communication logs to the administration each 9 weeks.
- Teachers will work with parents to offer the best education possible.

Standard C-2: Each family's experience, knowledge, and culture are respected and valued by teachers and other instructional staff.

- Translators are provided as necessary.
- Teachers will respect different cultures.
- Parents are utilized to assist and or train staff as appropriate to better serve the students of CHS.