

Cookeville High School

Parent Involvement Implementation Plan

2006-2007

The Mission of Cookeville High School Is

To create life-long learners,

Positive self-concepts,

And worthy citizens

Through genuine teaching and learning

In a safe environment.

Cookeville High School

Parent Involvement Site Council

2006-2007

Loyd Sandifer Day Porter

Sarah Bos Administrative Assistant

Kim Ochsenbein Parent

Cheryl Moore Parent/PTSO President

Lucia Lita Reyes Parent

Ana Amat Faculty Translator

Sharon Artley Parent/Teacher

Judy Schinbeckler Parent/Teacher

Morgan Thomas Student

Tim Martin Assistant Principal

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 1) to make parents aware of the varied opportunities CHS provides for their participation in their children's education and 2) solicit ideas from them as to ways CHS administration, faculty, and staff can better serve them and their children. This document is a continuous draft, available for parent review, and changed as necessary upon advice from the site council.

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 communicate with parents. 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. Teachers encourage all students and parents with access to an e-mail account to use this method of communication. Every teacher has a computer in their classroom for administrative tasks, which includes parent communications.

CHS maintains a school website which is updated regularly. The site includes 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 e-mail. Phone calls and notes confirmed by a parents signature are required for all students with a failing grade on any report card or progress report.

Cookeville High School has adopted the Putnam County Schools Family Engagement Plan.

The following school level standards are in accordance with the Putnam County policy:

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

- 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.

Standard 2: Everyone who works at the school strongly believes that family involvement is important to student's 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.
- Tim Martin, assistant principal, is assigned to work with the site council.
- 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 have not been involved in their children's education.

- School counselors are designated parent liaisons.
- CHS will offer childcare during parent conferences and will explore the possibility of offering childcare for other events.
- Counselors send *Parents Corner* 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 next school year to encourage family involvement.
- CHS Seniors participate in community based, community lead 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's success and academic achievement.

- Faculty, staff, and administration will be friendly and treat all family members with respect.

- The Site Council 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.

Standard 5: The principal and site council provide active leadership in increasing the level and quality of family involvement in children's education.

- Resources are requested and allocated as the principal and site council deem necessary to achieve the goals of the site council.
- The principal and site council will review the implementation plan at least annually and address areas which need to be strengthened.
- Teachers will submit documentation to the principal and site council regarding implementation of the plan.
- Administration meets with PTSO representatives on a monthly basis.

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

- Handbooks are provided to all students. Newsletters and report cards are mailed to all students each 9 weeks. Progress reports are given to all students each 4 ½ weeks and progress reports with a failing grade are also mailed home. Translation is provided as appropriate.
- The counseling center maintains a "parents corner" with parenting information.
- The quarterly newsletter contains the *Parents Corner* with parenting information.
- School Personnel have been through Poverty training during the 2005-2006 school year.
- Other in-service training is being sought to aid teachers in encouraging family involvement.

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

- The site council will identify and prioritize those family involvement standards which the council deems needing to be strengthened.
- School Personnel have been through Poverty training during the 2005-2006 school year.
- Other in-service training is being sought to aid teachers in encouraging family involvement.

- The site council 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 site council.

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 Involvement Site Council 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 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 musicals.

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

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

- Each family will receive a discipline policy and syllabus per classroom.
- Handbooks are provided to all students. Newsletters and report cards are mailed to all students each 9 weeks. Progress reports are given to all students each 4 ½ 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, signed note, phone call, or 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.