

MOUNTAIN VIEW ELEMENTARY FAMILY ENGAGEMENT PLAN

Purpose

The Mountain View Elementary Family Engagement Plan was developed to:

- Support Goal Four of the Board of Education's Long Term Plan
- Support the learning goals found in the Consolidated Federal Projects Plan
- Create a common vision of family engagement and the resources needed to sustain that vision
- Increase and improve the level of family involvement in our students' education.

Plan

Component 1: Mountain View Elementary is committed to involving families in policy development.

Indicators:

1. Parents will have an opportunity to discuss and provide input through PTA Council and the monthly PTA president luncheons.
PTA has an executive board that meets monthly. Issues can be submitted to the board for consideration. There is a faculty representative on the executive board that keeps the staff informed of PTA activities and acts as a liaison. PTA meets once a month in the evenings and all parents, students, and teachers are invited to attend. The dates are set a year in advance and are published in the monthly newsletter, on the school web-site, and in the newsletters of classroom teachers. During the "new business" portion of the PTA meeting, the floor is open to parents wishing to bring concerns/ideas to the attention of the PTA membership.
2. Parents will be represented on each school's site-based council
Mountain View Elementary has a parent representative and the PTA president on the site-base council.
3. Parents and educators will have the opportunity to provide input through surveys and through postings on the system's web page
Mountain View Elementary surveys parents and teachers yearly. The results are available to the community, and used for school improvement.
4. Cultural, economic, language, and demographic issues will be given attention through the selection of focus groups and advisory councils and committees including the system wide Family and Community Advisory Council and the Special Education Parent Advisory Committee

Mountain View Elementary utilizes School Improvement Plan committees consisting of teachers and parents that evaluate programs and data and make recommendations. Mountain View parents are periodically selected to participate in system wide committees and focus groups.

5. The system will provide parents of English Language Learners the opportunity to provide input an annual community meeting

Component 2: The Family Engagement Plan includes technical assistance and planning support for effective family engagement.

Indicators:

1. Workshops for parents are scheduled through the “Resource Central” (previously known as the Teacher Center); in addition, special education sponsors an annual parent workshop

Mountain View Elementary parents attend these workshops. Examples include the STEP (Systematic Training for Effective Parenting) into Parenting, Family Reading Night, Book Climbers, and Family Technology Night. Parents receive flyers with descriptions, dates, and times of the aforementioned workshops. These are sent home via Friday packets.

2. Title I and the PTA Council co-host an annual program “Looking into our Schools” to provide information regarding federal programs and expenditures and to collect feedback from parents

Mountain View Elementary parents are invited to attend the annual program that is held during the first open house. An updated copy of our school level parent involvement plan is linked to our school’s web site.

3. School newsletters are sent home on a regular basis and contain information regarding school report cards, test results, new programming options, and suggestions for parents to become involved in their child’s education

Mountain View Elementary teachers send home weekly newsletters. A school-wide newsletter is sent home monthly, and included on the school’s website.

4. The district report card is linked to the district web site

A link is provided on the Mountain View web site leading to the state department web site. There parents can find Mountain View’s report card.

5. Courses of study may be accessed by a link from the district web site to the state department web site

Grade level curriculum standards may be accessed by a link from the school’s web site to the state department’s web site.

6. A computer with access to the internet and email will be made available to parents in the “Family Depot” section of “Resource Central”

7. Preschool and kindergarten bags are provided at the time of student registration and contain education materials for parents to use at home

Mountain View Elementary distributes these bags to our preschool and kindergarten students. The materials are shown to the parents and the

teachers explain how these materials can be used at home to supplement classroom instruction.

Component 3: The Family Engagement Plan supports clearly articulated goals for extent and type of family engagement.

Indicators:

1. A variety of planned, goal oriented programs will be organized and implemented to engage all parents in their children's education in one or more of the following categories:
 - a. *parenting* (strategies to promote effective parenting practices at home)
Mountain View Elementary parents participate in programs such as STEP.
 - b. *communicating* (strategies to promote positive school-home communication)
School-home communication is promoted through planned events such as our yearly Muffins for Moms, Donuts for Dads, Teacher-parent conferences, Up & At 'Em Celebration, Grandparents Day, and Fall Festival. In addition, teachers use notes, phone call, newsletters, email, and home visits to provide for communication. Mountain View Elementary also employs a home-school coordinator.
 - c. *volunteering* (opportunities for parents to volunteer or be an audience at school)
Parents are encouraged and welcomed as volunteers at Mountain View Elementary. School Check IN software is utilized to track school volunteers. Many efforts are made to extend our appreciation to these stakeholders including a Volunteer Appreciation Luncheon that is hosted by the staff.
 - d. *learning at home* (learning activities to involve parents with students at home)
Weekly newsletters detail how parents can assist their children at home. The school-wide monthly newsletter also has ideas, and Mountain View sends home monthly flyers about parent involvement.
 - e. *decision making* (opportunities to engage in decision making, governance, and advocacy roles at both the school and system level)
Mountain View Elementary parents are included on the site-based council and each school improvement plan committee.
 - f. *collaborating with the community* (activities/events that foster school-community partnerships)
Mountain View Elementary collaborates with several community organizations including Coalition for Kids, Boys and Girls Club, and Girls Inc. School personnel work with families to recruit participants for these programs.

(NOTE: the link to student achievement and the importance of providing activities in each of the above categories is derived from Joyce Epstein's research at Johns Hopkins University.)

2. Sign-in sheets and other forms of documentation will be kept on file and reviewed annually to assess parent participation in system and school activities in each of the six areas

Mountain View Elementary maintains documentation through School Check IN software.

Component 4: The Family Engagement Plan provides for an evaluation process to promote continuous improvement of the engagement of all families.

Indicators:

1. Annual surveys will be conducted at the system level as well as at each of the school sites

Mountain View Elementary survey data will be used to monitor the effectiveness of the strategies being implemented.

2. Survey results will be analyzed to measure the effectiveness of the plan and to secure input regarding modifications in future practices

Survey results are made available to the community, and used for school improvement purposes.

3. Measurable goals for increasing the level and quality of family involvement are required as part of every school improvement plan

Each goal identified in component five of Mountain View's school improvement plan includes a detailed description of how parents/community members will be support the action plan.

4. The system wide Family and Community Advisory Council will use the Family Friendly Schools-District Family Policy Assessment and Development (rubric) to evaluate the system wide Family Engagement Plan

Component 5: The Family Engagement Plan requires family engagement at all school sites.

Indicators:

1. All schools will develop a Family Engagement Plan that provides opportunities for family engagement in the six categories supported by Epstein's research (see component 3) and submit an annual update of the plan to the district office
2. All schools will conduct an annual parent survey regarding the family practices provided at each school site and submit the survey results to the district office
3. Each school will set a goal for family engagement for each major strategy
4. All schools will submit their plans to the central office for review and evaluation

Component 6: The Family Engagement Plan includes procedures for parents to access and understand course of study or curricular materials as well as Federal, State, and local standards.

Indicators:

1. The district web site will contain a link to the Tennessee State Department of Education where the state curriculum for each grade level and subject area can be accessed

Mountain View Elementary School web site contains a link to the Tennessee State Department of Education where the state curriculum for each grade level and subject area can be accessed.

2. Each school site will house a hard copy of all state curriculum available for parent and community review

Mountain View Elementary has available a hard copy of all state curriculum available for parent and community review.

3. The textbook adoption process will provide an opportunity for potential textbooks to be reviewed by parents and the community

The review occurs at our central office. Notice of the review will be sent home via Friday packets.

4. The current resource known as the “Teacher Center” will be renamed the “Resource Central” and will have specific activities and materials set aside for the involvement of families

5. The Johnson City Schools’ Consolidated Plan (including learning goals and action steps) is posted on the school system web site

Component 7: The Family Engagement Plan encourages the support of district involvement in positive parenting skills.

Indicators:

1. Parenting workshops will be offered through the “Resource Central” and an annual special education conference

Mountain View Elementary parents are informed of these events through the school web site and Friday packets.

2. Parenting programs such as “STEP” and “PASSport to Success” will be provided on an annual basis

Mountain View Elementary parents are informed of these events through the school web site and Friday packets.

3. “Resource Central” will provide a variety of parenting materials for review and checkout

Mountain View Elementary parents are informed of the availability of these materials through the school web site and Friday packets.

4. Adult literacy and adult education courses will be made available through the technology center at Science Hill High School

Mountain View Elementary parents are informed of these offerings.

5. After school tutoring and homework programs will be provided to improve student homework and achievement

Mountain View Elementary School provides after school tutoring and homework programs.

6. Parents will receive phone calls to confirm student absences and to encourage better student attendance; a letter will be sent home once a student has accrued five unexcused absences; each school will receive money to develop attendance incentives

The Mountain View Elementary home-school coordinator calls parents, sends letters home, makes home visits, and implements legal action when necessary. The home-school coordinator organizes our attendance incentive programs.

7. Schools will develop reward programs to acknowledge good character and good student behavior (i.e., Character Counts!)

Mountain View Elementary utilizes the components of Character Counts to acknowledge good character and good student behavior. Students are publicly recognized each week.

Component 8: The Family Engagement Plan incorporates family involvement in decision making and governance.

Indicators:

1. School district staff members are friendly towards, respectful of, and helpful to all families

Mountain View Elementary staff members are friendly towards, respectful of, and helpful to all families. Mountain View Elementary maintains a clothes and school supply closet for children in need.

2. All schools are required to have family representation on the site-based team

Mountain View Elementary has a parent representative and the PTA president on the site-base council.

3. The district has several ways of listening to parents and engaging them in two-way communication (for example, giving time at Board meetings, holding open forums, and providing ways to give input on the district web site)

Mountain View Elementary has an open door policy for meeting with parents to discuss issues and concerns. Parents can schedule meetings with the principal, assistant principal, teachers, and other personnel at their convenience.

4. Parents representatives will serve on the system wide Family and Community Advisory Council and Special Education Parent Advisory Committee

Component 9: The Family Engagement Plan supports professional development to build the capacity for family engagement.

Indicators:

1. Professional development in the area of family engagement will be provided to all staff members.

Mountain View Elementary teachers and staff were provided professional development in the area of family engagement during in-service training on August 5, 2005. Staff members were also provided Ruby Payne poverty training. Other professional development opportunities are offered at “Resource Central.”

2. Families will have opportunities to be included in family engagement training.

Component 10: The Family Engagement Plan specifies budget and funding for family engagement.

Indicators:

1. The district has adequate staff and resources to implement the family involvement standards

Mountain View Elementary uses Title I money to employ a full-time home-school coordinator to assist with implementing the family involvement standards.

2. District and site-based budgets will reflect a commitment to the effective development, implementation, and evaluation of family engagement programs including but not limited to the following:

- System wide Spanish interpreter

Mountain View Elementary serves as the home school for the system wide Spanish interpreter.

- “Resource Central” workshops and materials

Mountain View Elementary parents are informed of these events and materials.

- System and school level newsletters and other publications

Mountain View Elementary sends home weekly teacher newsletters and a monthly school newsletter.

- Staff development

Mountain View Elementary faculty and staff are provided professional development in the area of family engagement.

- PreK and K parent bags

Mountain View Elementary distributes these bags to our preschool and kindergarten students.

3. “Resource Central” will serve as a clearinghouse to gather best practices, ideas, materials, new approaches, research, and other program information in order to help schools improve their family involvement programs.

An information board is utilized to ensure that Mountain View Elementary teachers and staff have notice of happenings/materials/information from “Resource Central”.

