

# **Family Engagement #4.502**

Administrative Rules and Regulations

Effective 9/12/05

Revisions: Adopted 8/5/91; Revised 9/11/00; 9/12/05

## **I. District Administration**

**A.** The Office of the Deputy Superintendent shall organize a Parent Assembly composed of one parent elected from each school in the district. The parent representative shall be selected by a parent group at the school that represents the interests of all parents, such as the PTA or PTO or the Title One Advisory Council.

The Parent Assembly will be governed by a 13-person executive board. The Board members will be Parent Assembly representatives and will be elected by the members of the Assembly. The executive board will reflect geographic, grade level and special needs representation. A minimum of nine members of the Board shall represent schools that receive Title I funds.

Members of the Parent Assembly and the Executive Board shall serve two-year terms.

**B.** The Family and Community Advisory Council shall have a membership of 19. Seven representatives must be from the executive board of the Parent Assembly, representing elementary, middle and high schools, and special needs populations. They shall be appointed by the chair of the executive board. At least four of the seven Parent Assembly representatives must be from schools that receive Title I funding. Eight representatives shall be school district personnel. They shall be appointed by the Superintendent. Three representatives shall be from the Memphis community. They shall be appointed by the parent and district representatives to the Advisory Council. One representative shall be a school board member, who shall be appointed by the president of the Board. All district and community members of the Advisory Council shall serve two-year terms. All parent members of the Council shall serve two-year terms beginning from the date of their service on the Parent Assembly. The Board member representative shall serve a one-year term.

**C.** The Family and Community Advisory Council shall develop a Family and Community Engagement Plan based on the goals outlined in the policy. The plan shall include measurable objectives for reaching the parent involvement goals, a timeline for achieving the goals and a method for evaluating the outcomes. The plan shall become a part of the school district's Title I Consolidated Plan.

**D.** The Division of Parent Involvement will coordinate all activities related to family engagement, including activities related to training for parents. Training opportunities and informational seminars for families will be available at convenient hours, including after hours and on weekends, if necessary.

**E.** The Division of Parent Involvement will develop a centralized method of maintaining and disseminating information to parents, and receiving information from parents. In addition to Memphis City Schools resources, the district will use local television, radio, and print media to inform parents of their federal rights and responsibilities.

## **II. Local Schools**

**A.** Each school shall facilitate the establishment of at least one schoolwide parent organization that represents the diversity of the student population.

**B.** Parent representatives, the school and the community shall develop a Family Engagement Plan based on the goals outlined in the policy. The plan shall include measurable objectives for reaching the parent involvement goals, a timeline for achieving the goals and a method for evaluating the outcomes. The plan shall become a part of the school's School Improvement Plan at Title 1 schools.

**C.** Principals shall demonstrate that every parent is informed of and afforded the opportunity to participate in the parent organization and that all parents are informed of the decisions and activities of the parent organization.

**D.** Parents at Title I schools shall fully participate in the planning, implementation, and evaluation of the School Improvement Plan. The principal shall document how parents and school-based decision making groups were involved and allow parents to sign off on the plan as proof of their involvement in the preparation/revision of the School Improvement Plan. A school may include staff members who are also involved parents at the school on a school improvement planning team, but the staff members shall not be the parent representatives from that school for reporting purposes. The parent representative must be a nonemployee of the school.

***Memphis City Schools does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex or age.***