

# Oak Ridge Schools

## Office of the Superintendent



### Administrative Procedure 4.502

### Family Engagement Improvement Plan

The Family Resource Agency Coordinator shall be responsible for developing and implementing the family engagement improvement plan and shall work with parents/guardians and members of the community to determine the programs and activities to help increase the involvement of parents/guardians in the school district.

In order to develop this plan, he/she shall:

1. Coordinate school meetings and workshops at a variety of times with parents/guardians and community members;
2. Establish a district-wide parent advisory council to provide advice on all matters related to parent and family engagement;
3. Collaborate with community-based organizations and businesses in planning and promoting parent and family engagement activities;
4. Provide support and information to parents/guardians, such as a description and explanation of the curriculum in use at the school, literacy training, etc., to better assist them in formulating suggestions and to ensure effective involvement;
5. Provide professional development for district employees to develop parent and family engagement strategies to improve communication between district employees and parents/guardians;
6. Establish a process to disseminate the family engagement improvement plan to all families within the school district in a format, and to the extent practicable, in a language the parents/guardians can understand;
7. Create a review schedule to update the family engagement improvement plan periodically to meet the changing needs of parents/guardians and the district; and
8. Establish a system for receiving and submitting parent/guardian comments regarding the school district's plan to the Department of Education as well as a system to address any parent/guardian concerns.