



School Parent, Guardian, and Family Engagement Policy Planning Template 2024-2025

School: Reid Park Academy

Directions: The Every Student Succeeds Act (ESEA) requires each Title I school to develop a written parent and family engagement policy. Use the outline below to ensure your school's policy includes all of the required components.

I. Parent and Family Engagement Policy

A. Parent Engagement Policy Team

1. Samantha Mazzone (Principal), Quenesha Pinkney (Social Worker), Tiara McGrady (Teacher), Patti Thompson (counselor), Alexandria Moore (teacher), Jia Lin (ShermCo)

B. Briefly describe the process your school used to:

1. SIP members are voted on by secret ballot
2. Team collaborated to create Family Engagement Policy
3. SIP, ILT, and SSS teams meet regularly to monitor implementation of SIP

II. Annual Information Meeting

- A. Title I parent meeting was held at October SIT meeting. In October the school hosted a Hispanic Family night and shared important information with Spanish speaking families.

III. Flexible meeting times

A. At the beginning of the year we administered a family engagement survey to our families. Parents were able to indicate the time and day of the week that works best for their schedule. We schedule our family engagement events based on this feedback. We will be hosting 3 report card pick up events, where parents will have time during the entire school day to schedule a parent conference with their child's teacher.

IV. Title I Part A Planning

A. Parents are encouraged to participate in monthly School Improvement Team meetings as a means of participating in Title I Part A program.

V. Parent Information and Opportunities

A. Describe how you will provide parents and families with the following:

1. Timely information about Title I Part A Programs
2. School performance profiles
3. Assessment results of their child's performance
4. A description and explanation of the curriculum, assessment forms, and proficiency levels and state standards. Include strategies to inform parents with language barriers and/or disabilities

5. Opportunities for regular meetings to participate in decision making
6. Timely responses to suggestions and questions raised by parents
7. Reasonable access to staff, opportunities to volunteer and participate in child's class

Parents will be informed about Title I Part A via a school improvement meeting, this information will also be posted to the school website. School performance data is shared with parents via the school report card. Individual student assessment reports are sent home with students quarterly. During spring and fall curriculum nights parents are informed about the various ways their child will be assessed throughout the school year. During curriculum night proficiency expectations are also shared with families. Interpreters are secured for all school events to ensure all parents are able to access the information. The SIT is composed of 5 parent stakeholders and meeting dates are available on the school website. Parent engagement surveys are administered twice a year. Feedback from surveys are used to drive current and future parent engagement events.

VI. School-Family Compact

- A. Discuss timeframe and strategies to present and explain compact to parents as it relates to the child's achievement. Include strategies to inform parents with language barriers and/or disabilities.

School learning compact is provided to families during open house. Documents are translated in Spanish.

VII. Building Parent and Family Engagement Capacity

- A. Briefly discuss how you will address the following:
 1. Provide assistance to parents in understanding performance standards, assessment, Title I, monitoring their child's progress, and participating in decisions relating to the education of their child
 2. Provide materials and training to help parents work with their children (literacy training, computer skills, homework assistance/workshops, family literacy nights, adult EL, GED etc.)
 3. Educate teachers and other staff to work with parents
 4. Coordinate and integrate parental involvement programs/activities
 5. Develop appropriate roles for community-based organizations and businesses
 6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child
 7. Ensure that information related to parent involvement is sent home in the language used in the home

Reid Park Academy hosts 4 parent empowerment events over the course of the school year. During each of these events parents are provided with information about assessments, curriculum, homework expectations, and strategies to continue the learning process at home. The school has partnered with ShermCo for the purpose of strengthening attendance at parent empowerment events and increasing parent engagement. The principal sends a biweekly communication to families informing them of upcoming events. Principal and teachers regularly post information to ParentSquare. School information (report cards, assessment data, newsletters) is sent home in Thursday folders. Information is translated as needed. RPA worked with a community partner to assemble a parent resource room.

VIII. English Learners and Disabled Parents and Families

- A. Provide full opportunities for the participation of English Learner parents or with disabilities RPA ensures translators are secured for school events to ensure ML families are able to access information. Document translation is used to ensure ML are able to stay informed. All RPA families are encouraged to participate in school events.

IX. Parent/Family Requests

- A. Describe how you will provide reasonable support for activities requested by parent and Families.

Parent concerns and feedback are discussed and addressed in a timely manner.

X. Annual Evaluation

- A. Discuss timeline and plan for involving parents and families in an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools.

Parents are invited to participate in school improvement meetings. Parent engagement is discussed at monthly SIT meetings. Reid Park Academy has a parent engagement committee that meets monthly to discuss parent engagement.

XI. Other Parent and Family Engagement Practices (School may include the following).

Only describe the ones you choose to implement

- A. Describe how your school addresses the following, **only** if practices are part of your schoolwide plan.
 1. Involve parents/families in the development of training for teachers, principals and other educators
 2. Provide necessary literacy training
 3. Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care cost
 4. Train parents and families to enhance the engagement of other parents
 5. Arrange school meetings at a variety of times or conduct in-home conferences for those unable to attend in school activities
 6. Adopt and implement model approaches to improving parent and family engagement

Reid Park Academy has a partnership with ShermCo, who is working closely with the school's parent engagement committee to increase/improve parent engagement.