



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

School: Ridge Road Middle School

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. List names and roles (teachers, administrators, parents, etc) of persons involved in developing Parent and Family Engagement Policy.
 - Daniel Gray- Principal, Assistant Principal-Kimberli Darling, Assistant Principal-Dellica Carthens, Bret Cerrato - Dean of Students, Taylor Elkins - Multi-Classroom Leader, Nina Franklin-Counselor, Wesley McLeodP -Teacher
 - Parents include: Ebony Hemmingway-Poole, Adam Lingle, Ave Gaillard
- B. Briefly describe the process your school used to:
 1. select participants to develop the policy (school improvement team, parent/family committee)
 - The School Improvement Team (SIT) was selected to discuss and review to make any possible changes to the policy. Leadership team sent out multiple ParentSquare messages, used the school website, and weekly newsletters to communicate to all parents welcoming them to the SLT meeting so that input was received from all stakeholders. The plan was reviewed and discussed during the first SIT meeting on Tuesday, September 24th.
 2. develop policy (1-2 pages max) (policy should reflect Components II through XII taken from Parental Engagement Section 1116 of The Every Student Succeeds Act (ESSA)
 3. implement policy

II. Annual Information Meeting

- A. Describe your plan to conduct an annual meeting to inform parents of their school's participation in Title I Part A. Include strategies to inform English Learner parents.
 - Throughout the year, several meetings will be held to discuss school goals, student achievement, and important details about the Title I program at Ridge Road Middle School. To date, parent meetings such as New Raven Day and Open House have already been conducted. For accessibility, all meetings will be recorded and posted on the school website, allowing parents and community members to stay informed and engaged.

III. Flexible meeting times

- A. Describe your strategies to offer flexible times for parental and family engagement opportunities and meetings.
- To accommodate the diverse schedules of parents and community members, meetings will be held at various times throughout the day and evening. This flexible scheduling ensures that more individuals can participate and engage with the school community. The PTSA (Parent Teacher Student Association) will organize and schedule parent meetings based on identified needs and training opportunities for parents and guardians. The goal is to provide valuable resources and information that support the school's mission and enhance family involvement. For transparency, meeting agendas and minutes will be documented and posted on the school's website for easy access by all stakeholders.

IV. Title I Part A Planning

- A. What timeline and strategies will you use to involve parents and families in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I Part A Program.
- Parents will be notified two to three weeks in advance of all school events through recurring messages via parent square, the school website, and social media. Parents will actively participate in planning strategies through both the School Improvement Team and the newly formed PTSA. The School Improvement Team will meet once a month to discuss and develop plans for the Part A program, ensuring continuous progress and community involvement. To maintain transparency, meeting agendas and minutes will be emailed to participants within 24 hours and posted on the school's website. This allows all parents and community members to review the discussions and offer feedback or suggestions.

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
- Principals weekly newsletter, school website, ParentSquare messages, and Social Media
2. School performance profiles
- School website, school events, and school report card
3. Assessment results of their child's performance
- Progress reports, report cards, parent/teacher conferences, and parent communication
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
- All curricula and other state standards will be discussed and made available through teacher syllabus as well as teacher websites. Information will be given out in Spanish or other languages, when requested. Information will also be provided through the school report card.
5. Opportunities for regular meetings to participate in decision making
- Opportunities for regular meetings to participate in decision making will be done through the school improvement team, once a month, as well as feedback from our PTSA.
6. Timely responses to suggestions and questions raised by parents
- Timely responses to suggestions from parents will be done when suggestions are given within a 24 hour school day period in writing.
7. Reasonable access to staff, opportunities to volunteer and participate in child's class
- Parents and volunteers will be required to complete the volunteer application which will be communicated through teachers newsletters and/or school website. Our school

volunteer coordinator will collaborate with teachers and administration to assign volunteers.

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
- The School Compact was reviewed during a School Improvement Team meeting on September 24th and then made available on the school website for parents to view and offer feedback. To ensure inclusivity, the compact was translated into Spanish for the families at Ridge Road Middle School. Additionally, the compact is discussed in detail at Curriculum Night and during the annual Title I Parent Meeting. These discussions aim to help parents understand the purpose of the compact and how it supports their child's academic success.

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
- Assistance to parents will be given through the school website, school report card, parent conferences, ParentSquare messages, progress reports, and reports cards. In addition, Title 1 information will be located on the school website under Title 1 page. Parents can also attend the Title 1 annual parent meeting for more information.
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.)
- Materials and training will be offered to parents during New Raven Day, Open House, Curriculum Nights, parents conferences, weekly newsletters and the school website under the Title 1 page.
3. Educate teachers and other staff to work with parents
- Teachers and staff will be provided ongoing support with how to work with parents. Scripts, communication formats, and modeling will be conducted to support teachers as well as staff to collaborate with parents.
4. Coordinate and integrate parental involvement programs/activities
- The PTSA, SIT, and the students services department will collaborate to create meaningful programs for scholars.
5. Develop appropriate roles for community-based organizations and businesses
- Community-based organizations and businesses will follow the guidance outlined by CMS and register as volunteers if applicable. Roles and responsibilities will be developed based on intended outcomes of the partnership and the benefit for students.
6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child.
- PTSA drives and opportunities to volunteer will be continuously communicated to families. In addition, parents will be encouraged to meet with teachers and administrators frequently to support the success of their scholar.
7. Ensure that information related to parent involvement is sent home in the language used in the home.
- Copies or posts will be communicated in English and Spanish. If another language is requested by the teacher or parent the communication will be updated to reflect the request.

VIII. English Learners and Disabled Parents and Families

- A. Provide full opportunities for the participation of English Learner parents or with disabilities
- To support the participation of parents with limited English proficiency or disabilities, interpreters and other necessary accommodations will be provided upon request. Additionally, all materials will be translated into the appropriate languages to ensure clear communication for all families.

IX. Parent/Family Requests

- A. Describe how you will provide reasonable support for activities requested by parent and families.
- Support for parental involvement activities requested by parents will be provided on a case-by-case basis. Our School Improvement Team, PTSA, and community-based partners will collaborate to suggest and facilitate meaningful parental involvement activities that enhance school engagement.

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 will be involved in the annual evaluation of content and effectiveness of the parental involvement policy in the spring of 2025. This will be done through the school improvement team.

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

Ridge Road middle school will hold several after school learning opportunities for both students and parents. This will be an opportunity to learn more about the curriculum and ways parents and guardians Parents will be provided the opportunity to offer feedback for suggested recommendations. can support their child from home. Meeting times and locations will vary in order to provide all stakeholders with an opportunity to attend coordinated by the student services department. Hybrid, Zoom, and Microsoft team meeting options to participate posted on our school website and parent square.