



# School Parent, Guardian, and Family Engagement Plan 2023-2024

## School: Northridge Middle School

### 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.
  1. School Improvement Team:
    - a. Darrell Potts- Principal
    - b. Dylan Marshall- AP Representative
    - c. Robert Cross- Instructional Staff
    - d. Brittany Stitt- Instructional Staff
    - e. Miyoshi Foushee- Instructional Staff
    - f. Sarah Richard- Instructional Support Staff
    - g. LaChandra Crawford- Instructional Assistant
    - h. Valerie Johnson- PTSA Representative
    - i. Devonya Govan Hunt- Parent
    - j. Vivian Moss- Parent
    - k. Tysha Pressley- Parent
    - l. Hopelyn Brown- Parent
    - m. Martha Cruz- Parent
    - n. Jaimilynn McNeil- Parent
- B. Briefly describe the process your school used to:
  1. select participants to develop the policy (school improvement team, parent/family committee)
    - A. School Improvement Team members were selected via secret ballot. This team has representatives from NRMS's teachers, support staff, and parents.
  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))
    - A. The policy was developed by the Instructional Leadership Team at Northridge Middle School and presented to the School Improvement Team for review and suggested revisions.
  3. implement policy
    - A. Ongoing- see Action Steps listed in Indistar- Indicator E1.06

### 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.
  - 1. Our Title 1 Parent Night is scheduled for Sep 21, 2023 . There is a concurrent session for English Learner parents that will be hosted by our Family Advocates. All materials have been translated into Spanish. Parents were notified via Connect Ed, Parent Square, and the school website.

### III. Flexible meeting times

- A. Describe your strategies to offer flexible times for parental and family engagement opportunities and meetings.
  - 1. Our School Improvement Team meetings are scheduled to occur once per month via Microsoft Teams to make it convenient for all parents to attend.
  - 2. PTSA meetings are held twice per month via Zoom to make it convenient for all PTSA members to attend.

### 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.
  - 1. School Improvement Team meetings- every third Tuesday of the month at 5:00 via Zoom
  - 2. PTSA Board Meetings- first Thursday of the month via Zoom
  - 3. PTSA General Body Meeting- second Thursday of the month via Zoom
  - 4. Title 1 Parent Meeting- September 21, 2022 at 5:30

### 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
    - A. Connect Ed, Parent Square, School Website
  - 2. School performance profiles
    - A. Sent via Parent Square, Connect Ed, School Website
  - 3. Assessment results of their child's performance
    - A. Mailed home, hand delivered via student, parent conferences
  - 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
    - A. Curriculum Night- September 21, 2023. All materials will be posted to the website. Materials are available in Spanish and English.
    - B. Parent-teacher conferences
  - 5. Opportunities for regular meetings to participate in decision making
    - A. School Improvement Team meetings
    - B. PTSA Meetings
    - C. Parent-Teacher Conferences
  - 6. Timely responses to suggestions and questions raised by parents
    - A. School Improvement Team
    - B. PTSA Meetings
    - C. Email communication (respond within 24 hours)
    - D. Phone communication (respond within 24 hours)
    - E. Parent Square
  - 7. Reasonable access to staff, opportunities to volunteer and participate in child's class
    - A. Opportunity to volunteer at school via Parent Advocate
    - B. Field trip chaperones

C. Register as CMS volunteer

**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
1. Compact sent to parents via Connect Ed on 9-24-2023
    - a. Includes Google Form acknowledgement
  2. Compact presented to parents at Title 1 Parent Night on 9-21-2023

**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
    - A. Title 1 Parent Night and Curriculum Night- September 21, 2023
  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.)
    - A. Curriculum Night- Sep 21, 2023
    - B. Family Resource Center (through Family Advocate)
    - C. Parent Conferences
    - D. PTSA Meetings
  3. Educate teachers and other staff to work with parents
    - A. Coaching and support for staff
    - B. Conference calls with administrators to support staff with challenging parent conferences
    - C. Parent Square training
    - D. Hawks Nest submissions
  4. Coordinate and integrate parental involvement programs/activities
    - A. Family advocate has scheduled multiple family events for the 2023-2024 school year.
  5. Develop appropriate roles for community-based organizations and businesses
    - A. Family advocate has developed a robust list of community partners to assist school and students with resources, volunteer hours, mentoring, and staff wellness.
  6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child
    - A. There are multiple family events scheduled throughout the year, which are monitored as an Action Step on our School Improvement Plan.
  7. Ensure that information related to parent involvement is sent home in the language used in the home
    - A. All materials sent home are translated by our family advocate. NRMS requests translators for all parent events.

**VIII. English Learners and Disabled Parents and Families**

- A. Provide full opportunities for the participation of English Learner parents or with disabilities
1. We request a translator for all parent events and parent conferences
  2. We adhere to ADA requirements for all events. We provide accommodations to any person with disabilities, including but not limited to sign language interpreters for individuals with hearing impairments; wheelchair accessibility, etc.

## **IX. Parent/Family Requests**

- A. Describe how you will provide reasonable support for activities requested by parent and Families.
  - 1. Parent requests for activities are made through the PTSA and/or the School Improvement Team.
  - 2. Parents can also make requests for activities through the Family Advocate.

## **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.
  - 1. All parents are invited to attend School Improvement Team meetings. During these meetings, we review the plan and ask for feedback for improvement. We continually revise the plan to best meet the needs of our families. The first introduction of the plan will occur at the SIT meeting on 9-20-2023.

## **XI. Other Parent and Family Engagement Practices A.**

- 1. Provide necessary literacy training
  - a. We will provide literacy training at our EOG parent night in the Spring.
- 2. Arrange school meetings at a variety of times or conduct in-home conferences for those unable to attend in school activities
  - a. We offer meeting times at the convenience of the parents. We also offer all meetings virtually.

*{Please have this document translated into Spanish or other languages for your school}*