

Family Engagement Procedures
Rutland Middle School, Rutland Vermont
2024-2025

Revision: September 17, 20224

In order to provide all children with significant opportunity to receive a fair, equitable, and high-quality education, and to close educational gaps, Rutland School receives Title I, Part A funds. Therefore, in accordance with Section 1116(b) of Every Student Succeeds Act (ESSA), Rutland Middle School will develop, with the parents and family members of participating students, a written parent and family engagement procedure. This procedure will outline how this school will involve parents and family members in procedure development and build capacity for parent and family engagement in order to improve student academic achievement.

PART I: Procedure Involvement

1. Per ESSA (1116(c)(1)) Rutland Middle School will hold an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of the school's participation in Title I, to explain the Title I requirements under ESSA, and to inform parents of their right to be involved. The Rutland School agrees to take the following actions: The meeting will take place in conjunction with our Open House. Parents will receive a flyer via email that outlines the events and details of the meeting will also be posted on the school website. During the meeting, parents and families will have the chance to provide feedback and engage in open discussions about enhancing parent and family involvement. Additionally, parents and families will be able to submit written feedback to the building principal as needed.
2. Per ESSA (1116(c)(2)) Rutland School agrees to offer a flexible number of meetings, such as meetings in the morning or evening, and may use Title I funds to provide transportation, childcare, or home visits, as related to parent involvement. Rutland Middle School will offer events in which families are encouraged to participate. During parent teacher conferences, we will provide meetings with both in person and virtual options. We offer support service meetings that align with the family's schedule and mode of communication.
3. Per ESSA (1116(c)(3)) Rutland Middle School agrees to involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs in the following ways: There will be monthly Parent-Teacher Collaborative meetings and Title 1/Increased Family Engagement will be an ongoing agenda item.
4. Per ESSA (1116(c)(3)) Rutland Middle School agrees to involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the School Parent & Family Engagement Policy and in the joint development of the schoolwide program plan in the following ways: There will be monthly Parent-Teacher Collaborative meetings and Title 1 will be an ongoing agenda item.
5. Per ESSA (1116(c)(4)) Rutland Middle School agrees to provide parents of participating children the following:
 - Timely information about Title I programs

The school agrees to take the followings actions in order provide this assistance:

- Provide family engagement activities to support families and thier involvement with academics.
- Invite families to our Educational Support Team meetings to discuss academic strength and challenges of students.
- Provided conferences to families 2x year and offer multiple modes of participation.

10. Per ESSA (1116(e)(2)) Rutland Middle School agrees to provide materials and training, such as literacy and technology workshops, as appropriate, to help parents work with their children to improve their children's achievement: Provide family engagement activities to support families and their involvement with academics.

11. Per ESSA (1116(e)(3)) Rutland Middle School agrees to educate its teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the following areas:

- The value of contributions of parents
- How to reach out to, communicate with, and work with parents as equal partners
- How to implement and coordinate parent programs
- How to build ties between parents and school

The school agrees to take the following actions to provide this support:

- There will be on-going conversations with faculty and staff to increase parental involvement.
- Weekly newsletter will be distributed and there will be highlights of school activities and events published for parent/families.
- There will be an updated family handbook that highlights the expectations and procedures for academic, social and emotional well-being of the students.
- Parent-teacher conferences will be held 2 x/ year.
- Progress reports will be completed and administered 2 x/ year.

12. Per ESSA (1116(e)(4)) Rutland Middle School will, to the extent feasible and appropriate, coordinate and integrate Title I parent involvement programs and activities with other Federal, State, and local programs and conduct other activities that encourage and support parents in more fully participating in the education of their children. The school agrees to take the following actions to coordinate and integrate parent involvement programs: We offer an introduction to RMS at our Open House, a Back to School BBQ, STEM Fair, Community Resource Fair and other events throughout the year.

13. Per ESSA (1116(e)(5)) Rutland Middle School agrees to take the following actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to the