



School Parent, Guardian, and Family Engagement Policy Planning Template 2025-2026

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, Amber South- Dean of Students, Rachel Vaughn-Master Teacher, Wesley McLeod-Master Teacher, Laura Bennett-MCL, Catherine Barrett-Counselor
 - Parents include: Eboni 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. The leadership team sent ParentSquare messages, used the school website, and weekly newsletters to communicate to all parents welcoming them to the SLT meetings to capture recommendations 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. Implementation of the 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.
 - The annual Title I meeting to inform parents about the school's participation and status will be held in the evening to accommodate the schedules of parents and community stakeholders. An interpreter will be available to support parents of multilingual learners. Information about the meeting will be shared on all school communication platforms in English, with ParentSquare providing translation into families' native languages. The meeting will cover the purpose and impact of Parent and Family Engagement, including an explanation of the school's Title I status.

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 offered at various times throughout the day and evening. This flexible approach increases opportunities for participation and strengthens engagement within the school community. The Parent Teacher Student Association (PTSA) will coordinate and schedule meetings based on identified needs and available training opportunities for parents and guardians. These sessions aim to provide valuable resources and information that align with the school's mission and promote meaningful 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 of all school events two to three weeks in advance through recurring messages via ParentSquare, the school website, and social media. Parents are encouraged to take an active role in planning strategies by participating in both the School Improvement Team and the newly formed PTSA. The School Improvement Team will meet monthly to discuss and develop plans for the Part A program, fostering continuous progress and community engagement. To ensure transparency, meeting agendas and minutes will be emailed to participants within 24 hours and posted on the school's website, allowing all parents and community members to review discussions and provide 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 state standards will be shared through teacher syllabi, teacher websites, and the school report card. Translations in Spanish or other languages will be provided upon request.
5. Opportunities for regular meetings to participate in decision making
- Opportunities for decision-making will be offered monthly through the School Improvement Team and ongoing feedback from the PTSA.
6. Timely responses to suggestions and questions raised by parents
- Parent suggestions, concerns, questions will be addressed within 24 school hours via phone, ParentSquare, Let's Talk, email, or in person.
7. Reasonable access to staff, opportunities to volunteer and participate in child's class
- Parents and volunteers must complete the volunteer application, communicated through teacher newsletters and the school website. The school's volunteer coordinator will work 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 at the School Improvement Team meeting on September 24th and posted on the school website for parent review and feedback. To promote inclusivity, it was also translated into Spanish for Ridge Road Middle School families. The compact is further explained during Curriculum Night and the annual Title I Parent Meeting to help parents understand its purpose 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
- Support for parents will be offered through the school website, report cards, parent conferences, ParentSquare messages, and progress reports. Title I information is accessible on the school's Title I webpage, and parents are encouraged to attend the annual Title I meeting for additional details.
 - 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 provided to parents during New Raven Day, Open House, Curriculum Nights, parent conferences, weekly newsletters, and on the Title I page of the school website.
 - 3. Educate teachers and other staff to work with parents
 - Teachers and staff will receive ongoing support in parent engagement through scripts, communication templates, and modeling to enhance collaboration with families.
 - 4. Coordinate and integrate parental involvement programs/activities
 - The Parent Teacher Student Association, School Improvement Team, Instructional Leadership Team, and Student Services Department will collaborate to develop meaningful programs for scholars aligned to academic and social emotional needs.
 - 5. Develop appropriate roles for community-based organizations and businesses
 - Community-based organizations and businesses will adhere to CMS guidelines and register as volunteers when applicable. Roles and responsibilities will be defined based on the partnership's goals and the benefits 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 volunteer opportunities will be regularly communicated to families. Additionally, parents will be encouraged to engage frequently with teachers and administrators to support their scholar's success.
 - 7. Ensure that information related to parent involvement is sent home in the language used in the home.
 - Information to encourage parent engagement will be shared in English and Spanish through newsletters, paper copies, emails, ParentSquare, the school website, and all CMS-provided platforms. Communications will be translated into other languages upon request by teachers or parents.

VIII. English Learners and Disabled Parents and Families

- A.** Provide full opportunities for the participation of English Learner parents or with disabilities

- To support parents with limited English proficiency or disabilities, interpreters and necessary accommodations will be provided upon request. Additionally, all materials will be translated into 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. The School Improvement Team, PTSA, and community partners will collaborate to recommend and facilitate meaningful activities that promote 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 participate in the annual evaluation of the content and effectiveness of the parental involvement policy in spring 2025 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 offer several after-school learning opportunities for both students and parents to explore the curriculum and learn how parents and guardians can support their child at home. Parents will have the chance to provide feedback and offer suggestions. Meetings will be held at various times and locations to accommodate all stakeholders and will be coordinated by the Student Services Department. Hybrid, Zoom, and Microsoft Teams options will be available, with details posted on the school website and ParentSquare..