

## **Rutledge Middle School 2022-2023**

### **Parent and Family Engagement Written Policy**

**A. Describe how the Local Education will involve parents and family members in jointly developing the local educational agency plan under section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of section 1111(d).**

- Parents will be included in the Principal's Advisory Council.
- Rutledge Middle School will adhere to the Midfield City Board of Education Board Policy for parental involvement activities.
- All Parents will be informed of their rights at the Annual Title I Parent's Meeting.
- Parents will be involved in the creation of each Rutledge Middle School Continuous Improvement Plan and Home Compact.

**B. Describe how the Local Education Agency will provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the local educational agency in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.**

- Regularly scheduled parent seminars/meetings (monthly)
- Regularly scheduled Parent / Teacher Organization Meetings (PTO)
- Regular Parent / Teacher Contact via phone, email, text, newsletter, website
- Written notice to parents of upcoming events and activities through newsletters, teacher memos, emails, and at athletic events.
- Verbal notice to parents of upcoming events and activities through the call out, text and email system
- Opportunities to assist in raising funds for schools.
- Providing a Parent Resource Room for parents to use to support and be involved in the overall performance and achievement of the school.

**C. Describe how the Local Education Agency will coordinate and integrate parent and family engagement strategies under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs.**

- After-school Tutoring at Rutledge Middle School
- Distribution of Parent resource material and information using wall and tabletop display holders for parent material with easy access for parents entering or leaving the school, streaming school events, information on television monitors throughout the school and in the reception area.
- Parent Telephone contact via LiveSchool, Google Classroom, Remind, and Robocall

- D. Describe how the Local Education Agency will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying:**
- Survey for parent responses concerning effectiveness for each school
  - Surveys and parent suggestions will be compiled by the School Leadership Team and Parent Liaison for Parental Involvement
  - Surveys and suggestions will be compiled and tabulated and reports presented to the school stakeholders.
- E. Describe how the Local Education Agency will use the findings of such evaluation described in the section above (Sec. 1116(2)(D)) to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policies described in this section.**
- Parents will serve on the Continuous Improvement Committee at Rutledge Middle School and assist in the construction and implementation of each of the plans.
  - Parents will be asked to complete a Survey of Needs.
  - Parents will be asked to offer suggestions for improvement of the academic and school culture climate.
  - All parents will be invited to attend the Annual Title I Parent Meeting at Rutledge Middle School.
- F. Describe how the Local Education Agency will involve parents in the activities of the schools served under this part, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the local educational agency to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy.**
- Parents will serve as members of the Superintendent's Advisory Council
  - Parents, community stakeholders, teachers, students, and school administrators will work on these committees to address and manage the needs of the school.
- G. Describe how it will provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children.**
- Academic Content Standards will be discussed during parent meetings.
  - College and Career Ready Standards (COS) will be kept by all teachers for reference when conferencing through either hardcopy or Internet.
  - Academic achievement standards - progress reports will be furnished to parents, report cards will be furnished to parents at the end of grading periods, and copies of their child's standardized assessments results.
  - Parents will be invited to attend teacher conferences to have each of these explained and discussed in detail.
  - Accountability results will be distributed to parents and forums for discussion will be held
  - Local academic standards are stated in Student Handbooks in each of the schools.
  - Parents will be shown how to monitor student progress during parent conferences.

- Teachers will offer positive feedback to parents in addition to deficient reports in order to establish rapport and strengthen lines of parent/teacher communication.
- Parents will receive Safe and Civil Schools guidelines that have been implemented throughout Rutledge Middle School

**H. Describe how it will provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement.**

- Establishing school and teacher internet websites
- Establishing a Parent Resource Center.
- Offering students both college and career counseling in conjunction with parent conferencing at Midfield High School.
- Offering effective and appropriate resource materials to parents such as informational brochures and helpful pamphlets that are easily accessible in the public areas of the school buildings.

**I. Describe how it will educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.**

- Establishing internet websites for communication of pertinent information.
- Establishing telephone communications using auto dialers for timely communication to parents from the schools.
- Offering future workshops and programs for additional parent information and feedback to the schools.
- Establish an annual Parent Forum/Town Hall Meeting
- Implement Professional Development for teachers and staff on how to effectively communicate with Parents.

**J. Describe how it will to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.**

- Parent resource material
- Parent resource room
- Issue free summer reading books for 5<sup>th</sup> and 6<sup>th</sup> grade students
- Parent telephone contact
- Monthly newsletters that go home to parents
- Monthly events held at Rutledge Middle School

**K. Describe how it will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.**

- Conduct Home Language Surveys
- Recognize that student families that may be Limited English Proficient and provide appropriate communication.
- Establish telephone communications through interpreters for families that do not speak English
- Send written notices of activities and events
- Encourage individual teacher newsletters to be sent home regularly
- Encourage administrators, teachers, and staff to use TransAct to translate any information that may need to go home in another language.

**L. Describe how it will ensure to provide such other reasonable support for parental involvement activities under this section as parents may request.**

- Rutledge Middle School parent liaison will provide necessary activities, with the district's and school's permission, for parental involvement based on parent request or needs assessment.

**M. Describe how the LEA may involve parents in the development of training for teachers, principals. And other educators to improve the effectiveness of such training.**

- Midfield City involves parents in the development of training for teachers because all Advisory Council members include parents. They are part of the discussions held concerning teacher training at Rutledge Middle School and District wide.

**N. Describe how the LEA may provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training.**

- Rutledge Middle School will provide necessary training for parents Title I or Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training.
- Parent Engagement funds have been set aside for the school liaison.

**O. Describe how the LEA may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.**

- Transportation director provides transportation to all events held after school for parents.
- After School Tutoring program provides after-school instructional assistance for free for parents when parental events are held at individual schools after hours.

**P. Describe how the LEA may train parents to enhance the involvement of other parents.**

- Rutledge Middle School will train parents to enhance the involvement of other parents in the areas of literacy, mathematics, reading, and behavior intervention.
- Providing parental meetings, based on areas of need, to address these areas are valuable.

**Q. Describe how the LEA may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.**

- In order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, with parents who are unable to attend those conferences at school.

**R. Describe how the LEA may adopt and implement model approaches to improving parental involvement.**

- Parent Engagement Liaison will review and design future programs to meet the needs of the families in Midfield.
- Programs will be approved by the Midfield City Board of Education.

**S. Describe how the LEA may establish a district wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section.**

- Each Parent and Community Engagement Liaison works with the district representative to prepare school and district wide events.

**T. Describe how the LEA may develop appropriate roles for community-based organizations and businesses in parent involvement activities.**

- The Learning Support team handles this area. This committee works along with community-based organizations and businesses, including faith-based organizations, in parental involvement activities and services for the district. This team works in conjunction with the family and community engagement liaisons.

**U. Describe how the Local Education Agency will use the findings of such evaluation described in the section above (Sec. 1116(2)(D)) to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policies described in this section.**

- Monthly meetings with Family and Community Engagement Liaisons, quarterly meetings with Learning Supports, Semi-Annual meetings with Advisory Councils, and weekly meetings with school administrators will be the opportunity to evaluate processes, review needs assessments and determine program updates.

