

Richmond Middle School Parent and Family Engagement Plan
In accordance with the *Elementary and Secondary Education Act of 1965 (ESEA)*, as amended by the *Every Student Succeeds Act of 2015 (ESSA)*

Parents, staff, and the building administrator have developed this Parent and Family Engagement Plan in accordance with the ESSA Section 1116 activities which are accomplished at Richmond Middle School in the ways listed in each Section.

ESSA Section	Ways in Which <u>Richmond Middle School</u> Staff Accomplish These Activities
<p>1116(b)(1) This Plan has been jointly developed and distributed to parents and family members in a language that can be understood. The Plan is updated periodically to meet the changing needs of parents and the school.</p>	<p>Describe the development of the Plan, including the stakeholders involved, the steps taken to ensure the Plan is understood, and the process for updating the Plan.</p> <p><u>Richmond Community Schools parent engagement plan is a working document developed with input from school administration, Title 1 teacher, Title 1 paraprofessionals, SIP team, and input by all staff. The plan will be reviewed as needed with adjustments made to meet the needs of our families and students. Parents of all students, regardless of English proficiency, mobility, disability, etc. are considered an important part of our learning community. All parents are afforded the opportunity to be involved in their child's school environment. Parents are provided opportunities to educate themselves to understand the educational process and the academic progress of his/her child with assistance as needed. This type assistance/support comes in many forms: interpreted school documents in a parent's primary language, having an interpreter on hand to translate important information at school wide meetings and events as requested, working with an interpreter to provide translation in parent/teacher conferences, resources in parent's primary language, faculty and staff will participate in training to better understand the culture of the students served.</u></p>
<p>1116(c)(1) Convene an Annual Title I Parent Meeting at a time convenient to parents to inform parents of the Title I requirements and their right to be involved.</p>	<p>An annual meeting is held which includes information for parents on:</p> <p><u>RMS offers a variety of information based on the needs of parents and students. Our focus for the 2019 school year was the implementation of a Title One Program new to RMS. The program focuses on the results of the CNA analysis. A meeting will be held during parent teacher conferences each semester to inform parents of the program.</u></p> <p>How are parents encouraged to attend? <u>Parents were encouraged to attend through multiple forms of communication such as; School Parent Compact, Letter from school sent home with students regarding the program, school messenger reminding parents of the meeting, face to face communication, district website, teacher/parent communication, and newsletters.</u></p>

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<p>1116(c)(2) Offer flexible number of meetings at times convenient to parents and provide transportation, childcare, or home visits as it relates to parental involvement.</p>	<p>Meetings are offered at times convenient for parents and if needed, transportation, childcare, and home visits can be arranged:</p> <p><u>The following information is given to parents on Open House and available on the school website. Meetings regarding students placed on an Intervention plan can take place at the convenience of the parent. Letters are sent to parents regarding the placement in the program. Parents are invited to participate in a variety of meetings and activities over the course of the school year. An Open House, "Meet the Teacher", Blue Devil Days, is held in August to provide parents the opportunity to formally meet their child's teacher, become better informed about the school and student expectations.</u></p>
<p>1116(c)(3) Involve parents in an organized, ongoing and timely way in the planning, reviewing, and improvement of Title I programs, including the development, review, and improvement of the Parent and Family Engagement Plan and the Schoolwide Program Plan.</p>	<p>Parents are involved in the development of the School Improvement Plan and Title I Program development in the following ways:</p> <p><u>Parent have been provided opportunities to be members of the school improvement team. At this point only school employee parent/stakeholders, are members of the monthly school improvement meetings. An organized PTA has been established in our school. Our PTA affiliation connects our school to parental involvement resources at the state and national level. Our school communicates with parents the state's curricular and assessment expectations. School-wide requirements in relation to the delivery of instruction, the techniques utilized to evaluate student work, and individual classroom procedures are communicated by our staff via, remind, school messenger, teacher websites, course catalogs and course syllabi etc. We use a variety of communicative techniques such as; our Student Parent Handbook, Staff School Handbook, Classroom Newsletters, School Newsletters, School Website, Classroom Websites, Communication Folders, Parent Link (phone call system), Parent/Teacher Conferences, MTSS Meeting, IEP Meetings, 504 Meetings, PTA meetings, individual notes/calls home, Family Fun Nights, Surveys, Back to School Night, Mid-Term Progress Reports, Report Cards, benchmark results, fluency scores, NWEA data, M-Step data, PowerSchool Parent Portal.</u></p>
<p>1116(c)(4)(A) Provide parents of Title I children timely information about the Title I Program.</p>	<p>Parents are provided information regarding the school Programs in the following ways:</p> <p><u>Every parent that has a student participating in the Title 1 program receives a parent informational letter mailed home within twenty days of providing services. Parents are provided information regarding Title 1 at back to school night and parent teacher conferences. Other forms of communication include, Tours on Tuesday, Mailings, Monthly newsletter, Parent Teacher Communication, Fall and Spring parent teacher conferences and our Annual Title One Presentation (which includes programming, curriculum, and data). When a student appears to be at risk of failure,</u></p>

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	<u>teachers art to notify the parents so they can discuss what actions can be taken to improve academic progress.</u>	
<p>1116(c)(4)(B) Provide parents of Title I children a description and explanation of the curriculum used at the school, the forms of academic assessment used to measure progress, and the achievement levels students are expected to meet.</p>	<p>Parents are provided information about the school’s curriculum, assessments, and proficiency level expectations in the following ways: <u>Curriculum is available for parents on the district website under the parent tab. Student report cards outline to proficient expectation. Teachers provide students and parents student friendly language for each standard. Teachers take time to educate parents regarding standards-based-report cards during parent teacher conferences. Parents also have resources on the school website regarding standards and standard base report cards. NWEA student data is provided to parents via a parent report at the end of the year, while during the year, student goals associated with NWEA scores, are shared with parents. Assesments are sent home as needed for parent review for students to be able to take a retake of an assessment covering the standards not understood. M-STEP Test Prep is available on the website Parent Preparation Guide - M-STEP is also available</u></p>	
<p>1116(c)(4)(C) Provide parents of participating Title I students opportunities for regular meetings to formulate suggestions, to participate in decision-making as it relates to their child’s education, and to respond to any suggestions as soon as possible.</p>	<p>Parents have opportunities to share suggestions, participate in decision making, and respond to any suggestions in the following ways: <u>Parents are encourage to contact teachers as soon as concerns arise. The districts expectation is that teachers get back to parents within 48 hours. Parents are encourage to set up a parent teacher conference at any time, not just the district scheduled times. This is communicated in the monthly newsletters and school messenger. An expectation for teachers is to contact parents anytime that a student is demonstrating a proficiency level of not proficient.</u></p>	
<p>1116(c)(5) Ensure that if the Schoolwide Program Plan is not satisfactory to parents of participating students, submit any parent comments on the Plan when the school makes the Plan available to the Local Educational Agency (LEA).</p>	<p>If parents are not satisfied with the School Improvement Plan or Programs, they have opportunities to make comments by: <u>AER and SIP plan are available for review on the school website and copies are available for those who request them. Parents are encourage to contact the appropriate personel should any concern arise. Written suggestions may be presented directly to the principal or designee.</u></p>	
The School-Parent Compact Must:		
<p>1116(d) Jointly, with parents, develop a School-Parent Compact that outlines how the entire school staff, parents, and students will share the responsibility for improved student academic achievement.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>1116(d) Clearly explain district and school goals for students to meet the challenging State academic standards.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>1116(d) & 1116(d)(1) Describe ways that teachers are responsible for supporting students’ learning and providing high quality curriculum and instruction.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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1116(d) & 1116(d)(1) Describe specific ways parents will be responsible for supporting their children’s learning.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1116(d) Describe specific ways students will be responsible for their learning.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1116(d) & 1116(d)(2)(C) Describe school activities to build partnerships with parents, including chances for parents to volunteer, take part in, and observe classroom activities, and communicate with teachers.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1116(d) & 1116(f) Describe how parents and family members are involved in developing and revising the compact.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1116(d)(1) & 1116(d)(2)(A-C) Ensure regular two-way meaningful communication between family members and school staff throughout the school year, so that parents are kept up to date on their students’ progress and get regular tips on home learning.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1116(f) Communicate information using family friendly language and format.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1116(e)(1) Shall provide assistance to parents of students served by the school in understanding the State’s academic content standards, the State and Local assessments, and how to monitor their child’s progress and work with educators to improve the achievement of their children.	<p>How does the staff provide assistance to parents to help them understand the content standards, assessments, how to monitor their child’s progress, and how to work with educators to improve the achievement of their children? What training is provided to families? <u>Family education nights will be planned each year based on the school needs assessment and may include a family Literacy Night, Math Night, etc. Teachers make personal contacts with families through e-mail, phone calls or contact. The social work department if further accomodations are needed. Parents have PowerSchool Parent Portal Access. Parent Teacher Conferences are scheduled two times a year, first semester and second semester. Building Standard Based Grading Night, Standard Based Grading PowerPoint on website, Standard Base Grading Letter, MSTEP/NWEA letters sent home via US Mail.</u></p>
1116(e)(2) Shall provide materials and training to help parents work with their children to improve their children’s achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.	<p>Staff will provide parents with appropriate materials and offer training in our school to enable them to support their child’s academic progress. These include: <u>NWEA parent help guide is provided annually via US Mail. Teachers contact information is made easily accessible through district website, newsletter, class website, and through front office. Unit Standards are shared with students at the beginning of each unit with encouragement to share with parents. All assessed standards are available via parent portal which is updated every Tuesday. Direction/Encouragement Parent Portal</u></p>

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<p>1116(e)(3) Shall educate staff in the value and utility of parents' contributions, in how to reach out to, and communicate with, and work with parents as equal partners, to coordinate and implement parental involvement programs, and to build relationships between the parents and the school.</p>	<p>On-going professional development for staff on effective ways to increase parental involvement occurs annually. They include: <u>End of year parent survey. Positive behavior intervention support meetings - emphasize student/parent relationships. Evaluation of student progress reports. Love and Logic emails sent to staff, specifically information on "putting parents at ease. 9 effective strategies for successful parent teacher conferences." IDP's - new teachers Teacher Mentors - new teachers.</u></p>
<p>1116(e)(4) Shall coordinate and integrate parental 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.</p>	<p>Coordination with other Programs for parental involvement includes: <u>Parents are notified of structured Summer Camp opportunities. Cooper Standard Stem night, Macomb Family Service Events, Beautiful Me Program, American Heart Challenge, Back Pack Blessings, PTA Events. Macomb Literacy night. Macomb Community College Events.</u></p>
<p>1116(e)(5) Shall ensure information is shared with parents in a language and format they can understand.</p>	<p>Information is shared with parents in a language and format they can understand. Examples include: <u>Available interpreted school documents in a parent's primary language, having an interpreter on hand to translate important information at school wide meetings and events as requested, working with an interpreter to provide translation in parent/teacher conferences, participating in faculty and staff training to better understand the culture of the students served, providing easier accessibility to parents and/or students with disabilities, translation of school messenger announcements etc.</u></p>
Gray Area - Recommended Best Practice, but Not Required	
<p>1116(e)(6) May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.</p>	<p>_____</p>
<p>1116(e)(7) May provide necessary literacy training from funds received under this part if the LEA has exhausted all other reasonably-available sources of funding for such training.</p>	<p>_____</p>
<p>1116(e)(8) May pay reasonable and necessary expenses associated with local</p>	<p>_____</p>

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parental involvement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.	
1116(e)(9) May train parents to enhance the involvement of other parents.	_____
1116(e)(10) 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.	_____
1116(e)(11) May adopt and implement model approaches to improving parental involvement.	_____
1116(e)(12) May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in Programs supported under this Section.	_____
1116(e)(13) May develop appropriate roles for community-based organizations and businesses in parental involvement activities.	_____
1116(e)(14) Shall provide other reasonable support for parental involvement activities as parents may request.	<p>Parents are provided with other reasonable support such as: <u>Individual Parent/Student meetings as requested</u></p> <p>How does the school collect this information? <u>Parent contact logs - positive and concern meetings/communications</u> <u>School Parent Compact</u> <u>PT-Conferences</u> <u>Email</u> <u>Voicemail</u> <u>Scheduled meetings</u></p>

ESSA Section	Ways in Which School Staff Accomplish These Activities
<p>1116(f) Shall provide full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.</p>	<p>Staff provide opportunities for full parent participation: <u>MISD - ELL Support/Home language supports</u> <u>IEP's -</u> <u>504's</u> <u>Follow non-discrimination statement</u></p>