

James S. Rickards Middle School
School-Level Parent and Family Engagement Plan (PFEP)
2019-2020

Mission Statement

Our mission is to provide opportunities for students, teachers, community members and families to engage in the learning process, so that we are able to individual our educational process in order to expose learners to literacy, technology, self-awareness, and problem-solving skills.

Engagement of Parents and Families

James S. Rickards Middle School will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) except that if a school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children [Sections 1116(c)(3), 1114(b)(2), and 1116(a)(2)(B)].

Parents, teachers and community members will be encouraged to become active members of the School Advisory Council (SAC), School Advisory Forum (SAF), and Parent Teacher Student's Association (PTSA). As these meetings, members will be provided information regarding the school's Title I allocation, including professional development and parent involvement allocations. Members will be encouraged to provide input in the development and decision-making process of all Title I activities related to the school.

Coordination and Integration

James S. Rickards Middle School will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1116(e)(4)].

Count	Program	Coordination
1	ESOL Parents and Pizza Night	School Staff including the principal will work with the community to conduct a series of parent trainings to ensure parents are knowledgeable with regard to important information to assist their students with community resources, ELL curriculum, free and reduced lunch applications and interim reports.
2	Cookies, Cocoa and Conversation ESE Parent Resource Night	Parents of students with disabilities will be presented with resources at this fair that will guide them in making informed decisions that will help their students to be successful in school
3	Night of Coding	Families are trained in the art of computer science coding. Families and their students engage in fun activities that exposes them to the world of Computer Science.
4	S.T.E.M. Night	Parents, students and teachers engage in the process of training individuals in the STEM approach to learning.
5	Academic Nights	Trainings for parents about the requirements for each academic subject. The parents will be exposed to methods that will allow them to help their students to be successful throughout the school year.

Annual Parent Meeting

James S. Rickards Middle School will take the following actions to convene an annual meeting, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents involved. Include timeline, persons responsible, documentation to be maintained, and steps to ensure that all parents invited and encouraged to attend [Section 1116(c)(1)].

Count	Activity/Tasks	Person Responsible	Timeline (Including frequency and duration)	Evidence of Effectiveness
-------	----------------	--------------------	---	---------------------------

1	Monthly newsletter	Administration	Aug – June	Website response, parent link callouts, SAC meeting attendance
2	Announcements (Marquee, ParentLink, Twitter)	Administration	Aug – June	Printout of tweets and parent link summary
3	Remind Account	Administration	Aug - June	Works well with classroom teachers and staff accounts

Flexible Parent Meetings

James S. Rickards Middle School will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement [Section 1116(c)(2)].

Rickards Middle school will schedule meetings to be held at various times during the day or evenings to better accommodate parents. Our school will hold an orientation for parents at each grade level to inform them about the school's participation in the Title I Program and to encourage parents to be involved with reviewing and revisiting of the school's Title I plan. Teachers will hold conferences with team and individually to address student concerns. Parents will receive a summary of the student's scores and an explanation of the interventions the teachers are using to assist children in teaching achievement goals. The school will offer parents a specific training to provide explanations of statewide assessment systems, standard and other accountability measures. Also, the school will host several academic literacy trainings where childcare will be provided. In these trainings, parents will be taught specifically how to navigate Pinnacle, Virtual Counselor, and other technology.

Building Capacity

James S. Rickards Middle School will implement activities that will build the capacity for effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, each school and local educational agency assisted under this part – [Section 1116(e)]. Describe the actions the school will take to provide materials and training to help parents to work with their child to improve their child's academic achievement, such as literacy training and using technology [Section 1116(e)(2)].

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline (Including frequency and duration)	Evidence of Effectiveness	Evidence-based Research
Active Parenting Sessions	Administration, Guidance	Parents will be trained on various topics that affect our student population.	Monthly	Sign-in sheets, survey	SEL
Academic showcase	Academic teachers, administration	Parents will see the academic progression of our students.	Bi-monthly	Sign-in sheets	Parent engagement research
RMS Academic Support Programs	Administration, academic coaches	Parents will be informed of all academic support programs that we have in place.	Sept-April	Parent Link, flyers, Sign-in sheets	Parent engagement research
"Stepping Up" presentation to elementary feeder school parents.	Administration, Guidance	Elementary school parents will be provided with pertinent information regarding RMS life and our electives	November-Jan	Sign-in sheets	Past response

Staff Training

James S. Rickards Middle School will offer the following training to educate teachers, specialized instructional support personnel, principals, 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 schools [Section 1116(e)(3)].

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline (Including frequency)	Evidence of Effectiveness
-------------------------------------	---------------------------	--	---------------------------------------	----------------------------------

			and duration)	
Naviance Career Training	Administration, guidance, social studies teachers	Train new staff on adopted program to help parents and students to become college and career ready.	3x a year	Sign-in sheets, data usage
I-Ready Training	Academic coaches, Administration	Train staff on how to utilize the online software.	Aug-April	I-ready research
Parent Conference training	Administration, guidance	Trains staff on effective communication before, during and after a parent conference	August	Parent engagement research

Other Activities

James S. Rickards Middle School will develop appropriate roles for community-based organizations and businesses in parent involvement activities; and conduct other activities, such as parent resource centers, the school will conduct these activities to encourage and support parent participation in the education of their children; and shall provide such other reasonable support for parental involvement activities under this section as parents may request [Sections 1116(e)(4), 1116(e)(13) and 1116(e)(14)].

1. Quarterly Award Assemblies
2. Hispanic Heritage Night
3. Winter Concert and Art Show
4. Health and Wellness Night

Communication

James S. Rickards Middle School will provide parents of participating children the following [Section 1116(c)(4)]:

- *Timely information about programs under this part [Section 1116(c)(4)(A)];*
- *A description and explanation of the curriculum in use at the school, the forms of*

academic assessment used to measure student progress, and the achievement levels of the challenging State academic standard; and [Section 1116(c)(4)(B)];

- *If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible [Section 1116(c)(4)(C)]; and*
- *If the school-wide program plan under Section 1114 (b is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local education agency [Section 1116(c)(5)].*

Parents will receive information in a timely manner using our Parent Link communication system and the Remind system to send out alerts and information blasts. Information will also be provided in multiple languages, including English, Spanish and Haitian creole.

Accessibility

James S. Rickards Middle School will provide full opportunities for participation in parental involvement activities for all parents and family members (including parents and family members with limited English proficiency, disabilities, and parents and family members of migratory children). Including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand [Section 1116(f)].

RMS will provide the PIP in English, Spanish, and Haitian Creole. Parents will be sent notification of the plan through our Parent Link callout, website and made available in the front lobby of the school. All correspondences regarding parent meetings will be translated in these languages and distributed to parents to increase participation. Translators will be available at all parent meetings, as needed.

School-Parent Compact

As a component of the school-level parent involvement plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact, that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement [Section 1116(d)].

Provide the LEA electronically the School-Parent Compact and evidence of parent input in the development of the compact.

Adoption

This School Parent Involvement Plan has been developed jointly with, and in agreement with, parents of children participating in Title I, Part A programs, as evidenced by the School Advisory Council's meeting minutes.

This plan was adopted by the school on 08/14/2019 and will be in effect during the 2019-2020 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before September 30, 2019.

Signature of Principal

Date

SAC Chairperson

Date