**Forge Ridge School**

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**School Parent and Family Engagement Policy**

**Forge Ridge School**

**2021-2022**

**Revision Date: 01//30/2020**

In support of strengthening student academic achievement, Forge Ridge School receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school’s expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school’s plan submitted to the local educational agency (LEA).

Forge Ridge School agrees to implement the following requirements as outlined by Section 1116:

* Involve families, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school improvement plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
* Update the school parent and family engagement policy periodically to meet the changing needs of families and the school, distribute it to the families of participating children, and make the parent and family engagement policy available to the local community.
* Provide full opportunities, to the extent practicable, for the participation of families with limited English proficiency, families with disabilities, and families of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language families understand.
* If the school improvement plan under Section 1114(b) of the ESSA is not satisfactory to the families of participating children, submit any family comments on the plan when the school makes the plan available to the local educational agency.
* Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

1. families play an integral role in assisting their child’s learning;
2. families are encouraged to be actively involved in their child’s education at school;
3. families are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
4. other activities are carried out, such as those described in Section 1116 of the ESSA.

**Action Step I:** Forge Ridge School during Open-House will meet to which all parents have been invited and encouraged to attend, to recruit participants or inform parents about Title I requirements and the right of parents to be involved. Other meetings will be offered throughout the year. Parent needs will be considered in establishing time and place. If needed, Title I funds may be used to provide transportation, child care, and/or home visits.

**Action Step II:** A parent support team will be established. The Forge Ridge School P.T.O. (AKA: Champions) will be actively encouraged at our school. The Parent Support Team known as Champions can be a needed asset to our school. They will work with school staff in reviewing school policies and offering suggestions for improvement.

**Action Step III:** The Forge Ridge School Family Involvement Policy will be available to all parents. It will be posted on the school website, parent note, etc.

**JOINTLY DEVELOPED**

Forge Ridge School will take the following actions to involve families in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by families, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

**Action Step I:** Various events will be offered to Champions throughout the school year. This would enable parents the opportunity to

* Improve Academic Achievement – Strategies for Parents
* Become familiar with State Curriculum and Testing – What’s It All About & How Parents Can Help
* Technology Use in the LEAPS After School Program – Volunteer with hands-on Workshops in home care needs

**Action Step II:** A parent resource center will be established in the main office. It will contain a collection of materials to help parents who work with their children to improve their children’s achievement. Primary Grades (K-4) will focus on the importance of reading. Middle School (5-8) will assess needs and provide specific appropriate materials in both Math and Reading.

**Action Step III:** A parent volunteer program will be established. Volunteers will be trained in helping students. If funds are available this will include helping in an after-school tutoring program.

**ANNUAL TITLE I MEETING**

Forge Ridge School will take the following actions to conduct an annual meeting, at a convenient time (Open-House), and encourage and invite all families of participating children to attend to inform them about the school’s Title I program, the nature of the Title I program, the families’ requirements, the school parent and family engagement policy, the school wide plan, and the school-student/parent compact.

Meeting can produce valuable information through:

* Sign-in sheets showing parent names and meeting times
* Minutes from meeting
* Invitation to meetings
* Letters to parents advertising transportation and child care
* Documentation of home visits
* Notes from parent-teacher conferences
* Letters to parents concerning class events and school-wide events
* Parent surveys

**COMMUNICATIONS**

Forge Ridge School will take the following actions to provide families of participating children the following:

* Timely information about the Title I programs
* Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement.
* Information related to the school and parent programs, meetings, and other activities, is sent to the families of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the families can understand through:
1. Alert Now/Blackboard (all-call phone notification)
2. Student (note home)
3. School Website/Webpage
4. School Marque

Forge Ridge Schoolwill take the following actions to jointly develop with families of participating children a school-parent compact that outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and families will build and develop a partnership to help children achieve the state’s high standards.

Meeting Opportunities:

Open-House Thursday, August 22, 2019

Beta Club Initiation Monday, September 16, 2019

Fall Festivals Friday, November 8, 2019

**RESERVATION OF FUNDS**

If applicable, Forge Ridge School will take the following actions to involve the families of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

1. Communicating Effectively
2. Supporting Student Success
3. Speaking Up for Every Child
4. Sharing Power
5. Collaboration with Community

**COORDINATION OF SERVICES**

Forge Ridge School will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement 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 families in more fully participating in the education of their children by:

Forge Ridge School working in coordination with parent in such activities as: ballgames, Fall Festival, fundraising, Veterans Day, Beta Club Initiation, Archery, etc. will better assure the goals of our school.

**BUILDING CAPACITY OF SCHOOL STAFF**

Forge Ridge School will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of families, in the value and utility of contributions of families, and in how to reach out to, communicate with, and work with families as equal partners, implement and coordinate parent programs, and build ties between families and the school by:

1. Alert Now/Blackboard (all-call phone notification)
2. Student (note home)
3. School Website/Webpage
4. School Marque

Forge Ridge School will provide other reasonable support for parent and family engagement activities under Section 1116 as families may request by:

* LEAPs After School Program
* School Volunteers
* **Volunteer their time to work at school in a morning tutoring program**
* **Participate in workshops**
* **Make use of materials in the Parent Resource Center**

### The Claiborne County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs, activities or employment policies and provides equal access to the Boy Scouts and other designated youth groups.  Inquiries regarding compliance on the non-discrimination policies should be directed to 504/Title IX Coordinator at (423) 626-7979.

**NONDISCRIMINATION POLICY STATEMENT**

**It is the policy of the Claiborne County School System not to discriminate on the basis of race, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Inquiries regarding compliance with Title IX, Section 504 or the Americans with Disabilities Act should be directed to Dorothy Shuford, 504 Coordinator, Claiborne County Board of Education , 1403 Tazewell Road, Tazewell, TN 37879 Phone 423-626-7979 or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.**