



School Parent and Family Engagement Policy

School Year 2022-2023

In support of strengthening student academic achievement, **Riverside 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 parent and family engagement policy (written or posted on school website), agreed on by such parents and family members, that shall describe the means of carrying out the requirements of The Every Students Succeeds Act (ESSA) Section 1116. Parents and family members shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents and family members can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of the parents, family members, and the school. The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parental and family engagement activities.

Riverside School understands that parent and family engagement means the participation of parents and families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- Parents and families play an integral role in assisting their child's learning
- Parents and families are encouraged to be actively involved in their child's education at school
- Parents and 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

Riverside School agrees to implement the following requirements as outlined by ESSA Section 1116:

A. ANNUAL TITLE I MEETING

Riverside School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents and family members of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' and family members requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent and family compact.

Considering ongoing concerns due to the Coronavirus (COVID-19), during the 2022\2023 school year, each school in the Cleveland Metropolitan School District will make the health and well-being of participants, staff, partners, and other guests a top

priority. During the 2022/2023 school year, all meetings will be held in alignment with the Ohio Public Health Advisory System (OPHAS) as follows:

- Level 1 – Meetings can be held in person or remotely. Any meetings held in person will be done with strict adherence to health and safety guidelines (handwashing, hand sanitizing, wearing masks and following social distance guidelines of at least 3ft), to ensure to the extent possible prevention of the spread of the virus.
- Level 2, 3, and 4 – All meetings will be held remotely and recorded to post on the schools' website for viewing at a convenient time for all families, and staff.

Click the following link for a full explanation of OPHAS levels:

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/public-health-advisory-system/>

Riverside Schools Open House was held on September 23, 2021. We held a virtual Open House for all families in which we discussed school routines and protocols as well as Title I funds and how we use our funding. Families then had the opportunity to meet with each of their child's teachers in a remote room.

B. FLEXIBLE NUMBER OF MEETINGS

Riverside School will offer a flexible number of engagement meetings in accordance with the OPHAS level as outlined in Part A at convenient times for parents and families, such as meetings in the morning or evening (for which the school may use Title I funds to provide transportation, childcare or home visits, as such services relate to parent and family engagement (if the state's current OPHAS Level is 1).

The following activities were offered for families this year:

Meet and Greet- August 18, 2022

Open House- September 15, 2022

Literacy Night- February 23, 2022

STEAM Night- April 21, 2022

Scholastic Book Fair- Fall 2021 and Spring 2022

Parent Teacher Conferences- Multiple Dates

Field Day- June 2, 2022

Field Trips- Multiple dates

C. JOINTLY DEVELOPED

Riverside School will take the following actions to engage parents and 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 schoolwide program plan.

Utilize Class Dojo and ensure that 100% of families are connected. Each educator will post a minimum of 1 time per week keeping families informed on what is happening in classrooms. Administration will utilize Class Dojo to message families privately as well as use the School Story to keep families informed about important events and information school wide. Riverside will continue to use the district provided IVR system for additional messaging. Riverside keeps an active Instagram account to connect with families, scholars, and the greater community. The Riverside PTC has an active Facebook account that runs parallel messaging to Class Dojo. Riverside will also use Google Forms for a variety of family nights to determine interests as well as enlist volunteers. The Google form will be used for Literacy Night, STEAM Night, volunteers for field day as well as winter holiday gift shop. Google Forms were also used for our first Trunk and Trade clothing swap.

D. COMMUNICATION

Riverside School will provide parents and families of participating children timely information about programs under Title I, including:

- a) a description and explanation of the curriculum in use,
- b) forms of academic assessment used to measure student progress,
- c) achievement levels of the challenging State academic standards, and
- d) if requested by parents and families, opportunities for regular meetings to formulate suggestions and participate, as appropriate, in decisions relating to the education of their children and respond to any such suggestions as soon as practicable possible.

Information related to the school and parent and family engagement programs, meetings, and other activities, will be provided to the parents and families of enrolled children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents and families can understand.

Utilize Class Dojo and ensure that 100% of families are connected. Each educator will post a minimum of 1 time per week keeping families informed on what is happening in classrooms. Administration will utilize Class Dojo to message families privately as well as use the School Story to keep families informed about important events and information school wide. Riverside will continue to use the district provided IVR system for additional messaging. Riverside keeps an active Instagram account to connect with families, scholars, and the greater community. The Riverside PTC has an active Facebook account that runs parallel messaging to Class Dojo. Class Dojo translates into a over 30 languages. It allows our EL population to translate school based messages into native languages. Families also have the ability to write messages in their native language and Class Dojo will translate it to English.

E. DISSENSION PROCESS

Riverside School will submit any comments/concerns to the CMSD Office of Family and Community Engagement if the schoolwide plan and/or parent and family engagement policy is not satisfactory to parents and family members.

Any comments/concerns can be emailed to the Executive Director of Family and Community Engagement, Tracy Hill, at tracy.hill@clevelandmetroschools.org.

F. SCHOOL-PARENT COMPACT

Riverside School will take the following actions to jointly develop with parents and family members of enrolled children a school-parent and family compact that outlines how parents, families, school, staff, and students will share the responsibility for improved student academic achievement and develop a partnership to help children achieve the state's high standard and how the plan is used, reviewed, and updated.

Riverside's Parent Compact is developed during the first PTC meeting of the school year. This meeting is usually held in early August prior to school starting. This meeting is used to set the family calendar for the year and activities that the PTC will help support. It will then be posted to Class Dojo, uploaded to our website, and shared via social media accounts with all active families in September. Our Family Liaison will also share it during month family coffee chats.

G. BUILD CAPACITY OF PARENTS

Riverside School will build the parent and family capacity for strong family engagement to ensure effective engagement of parents and families and to support a partnership among the school and the community to improve student academic achievement through the following:

- Materials and training to help parents and families to work with their children to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
- Provide assistance to parents and families of enrolled children, as appropriate, in understanding topics such as the following:
 - the State's academic content standards,
 - the State's student academic achievement standards,
 - the State and local academic assessments including alternate assessments,
 - the requirements of Title I, Part A,
 - how to monitor their child's progress, and
 - how to work with educators to improve the achievement of their children.
- Educate school personnel, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents and families,

in the value and utility of the contributions of parents and families, and in how to reach out to, communicate with, and work with parents and families as equal partners, implement and coordinate parent and family programs, and build ties between parents, families, and the school.

- Coordinate and integrate parental and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as family resource centers and materials that encourage and support parents and families to fully participate in the education of their children.
- Encourage our families to participate in literacy and STEAM night.
- Encourage our families to volunteer for trick or treat parade, book fair, holiday gift shop, field trips, classroom activities, field day, and other family events.

H. ACCESSIBILITY

Riverside School in carrying out the parent and family engagement requirements of this part, to the extent practicable, shall provide full opportunities, for the participation of parents and family members (including parents and family members with limited English proficiency, parents and family members with 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/caregivers understand.

Families have access to all building wide communication in their native language. We provide translation services for all meetings for families whose first language is not English. ETR, IEP, 504, and SST meetings have translation services. All documents are sent for translation upon request. Riverside ensures that all communications sent to families are on a platform that allows translation.

This School Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents and families of children participating in Title I, Part A programs.

The Family Engagement Policy was developed by Riverside's administration team, school secretary (current Riverside parent) and our Parent Ambassador.

This policy was adopted by the Cleveland Metropolitan School District and will be in effect for the period of 2022-2023. The school will distribute this policy to all parents and families of participating Title I, Part A children on or before **September 30, 2022**.

Jessica Gamble

(Signature of Principal)

June 6, 2022

(Date)

Brittany Buller

(Signature of Parent/Caregiver Leader)

6/6/22

(Date)