

## Feedback

All Stakeholders at Richards Middle School are invited to give suggestions, comments, and feedback. For any part of the Parent and Family Engagement Policy/School-Parent Compact that you feel is not satisfactory with the students' and the school's goals for academic achievement, suggestions and feedback are welcome. Please send those suggestions and/or feedback to the school office and/or Parent Contact Representative.

Please scan the QR Code to provide feedback:



Thank you for your participation!

## Visit Our Parent Resource Area

Our Parent Resource Center/Area has books, workbooks, and many other resources available for families to checkout or keep for use at home. Our Family Services Coordinator is Mrs. Tammy Caldwell. She is available to provide families with resources, navigate the parent portal, connect with teachers, and share strategies to assist students at home. Our Parent Center/Area is located near the Front Office. Please contact Mrs. Caldwell for additional information about our Parent Resource Center, resources available for checkout, and upcoming parent engagement meetings and activities.

**School Phone Number:** (706) 569-3697

**Website:**

<http://sites.muscogee.k12.ga.us/richards/>

**Family Services Coordinator Email:**

[caldwell.tammy.r@muscogee.k12.ga.us](mailto:caldwell.tammy.r@muscogee.k12.ga.us)

## Muscogee County School District

### MISSION

Our mission is to inspire and equip all students to achieve unlimited potential.

## Muscogee County School District

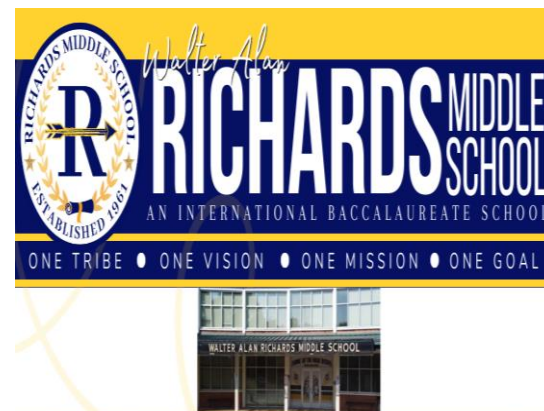
### VISION

Muscogee County School District is a beacon of educational excellence where all are known, valued, and inspired.



# Parent and Family Engagement Policy & School-Parent Compact 2024-2025

Revised: August 5, 2024



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## Our School Goals

Richards Middle School will provide all students with high quality curriculum and instruction in a supportive and effective learning environment to meet high academic standards.

### School's SMART Goals:

**Academic Goal:** By May 2026, 100% of instructors will be trained in targeted instruction for Personalized Learning, and will implement with 85% fidelity as measured by classroom walkthroughs, Core Four, Look for Walkthroughs and Personalized Learning Self Assessments.

**Behavioral Goal:** By May 2026, 100% of teachers will implement PBIS expectations by utilizing a classroom, and school-wide recognition system, incentivizing positive behavior as measured by classroom walkthroughs, SWIS, and Infinite Campus discipline data.

## Parent and Family Engagement Standards

Richards Middle School and our parents have adopted the National PTA Standards for Family-School Partnership as the school's model in engaging parents, students, and the community.

### The National PTA Standards are:

1. Welcoming All Families
2. Communicating Effectively
3. Supporting Student Success
4. Speaking Up for Every Child
5. Sharing Power
6. Collaborating with Community

## Working Together To Ensure Success

### Richards Middle School will...

- Create a partnership with every family in the classroom and provide opportunities for parents to volunteer, observe, and participate in classroom activities
- Establish open lines of communication with parents concerning their child's school performance and behavior through Infinite Campus, Canvas, and the PBIS Rewards app
- Make sure all students are provided an opportunity to get help as needed
- Send home learning materials in accordance with their Tier 1 instruction and PBIS goals



### As Students, we will...

- Set goals for ourselves to be successful in our academic performance
- Practice Responsibility, Excellence, and Professionalism (REP 50) at school and at home
- Let my teachers and family know if I need help with the material and instructions taught in class
- Work on my lessons and behavior at home, using the materials and strategies my teacher sends home, Infinite Campus, CANVAS, and Teacher's websites

### As Families, we will...

- Read the school's Weekly Newsletter, monitor student academic and behavior goals by using Infinite Campus, Canvas, and the PBIS Rewards app
- Communicate with my child's teacher regarding any questions or concerns about my child's individual goals for learning and behavior. Use materials the teacher sends home each week to help my child's academic performance
- Help my child see how good behavior and attitude help them pursue his/her interest and goals
- Join the RMS PTA and attend the Parent and Family Engagement Workshops

## Our District Goals

- By July 2026, MCSD will establish professional development to address individual student needs through clearly defined and communicated learning targets with success criteria for Tier I Instruction (to include Personalized Learning) measured by classroom observation and feedback cycles at an effectiveness level of 90%. MCSD will implement MTSS at a level 3 rating or higher as measured by the School GaTSS Fidelity of Implementation Rubric in 80% of MCSD schools.
- By July 2026, 80% of MCSD schools will implement data-based decision-making processes at a level 4 rating or higher as measured by the School GaTSS Fidelity of Implementation Rubric.
- By July 2026, MCSD will provide differentiated professional development for all employee groups, and 80% of all MCSD employees will engage in self-selected, differentiated professional development opportunities.
- By July 2026, MCSD will increase awareness of and adherence to the district's Mission, Vision and Values to create a "Culture of Kindness" for all stakeholders as measured by stakeholder surveys and closing the gap result plan to reduce office discipline referrals, increase in percentage in attendance, increase wraparound services, and improve school climate.

## STRATEGIES FOR ENGAGING AND EMPOWERING FAMILIES

**School Measures to Provide Required Assistance:** Richards Middle School will take the following measures to promote and support parents:

**Curriculum Information:** Inform parents throughout the year about what their child is learning by providing parent and family engagement meetings and workshops, parent-teacher conferences, information on Canvas, and on our school website.

**Student Progress Monitoring:** Ensure families are familiar with the online resource Infinite Campus (Parent Portal) that allows families to view grades, attendance, schedules, assessments, course history, and much more. Monitoring student progress in school is an important way to be involved in their education.

**Parent Resources:** Create and maintain a Parent Resource Area/Room to allow parents opportunities to checkout materials to assist them with helping their child at home. Resources are available in English and Spanish.

**Staff Trainings:** Conduct staff development quarterly on parent engagement practices and effective strategies for staff to communicate and build partnerships with parents.

**Communication:** Ensure schools publish all information related to school workshops, programs, meetings, and activities in both English and Spanish and communicated on a regular basis.

**Transition Support:** Partner with early childhood programs, elementary schools, middle schools, high schools, college and career organizations, parent resource centers, or other programs (as applicable) to help prepare families and their children for successful school transitioning.

## Communication

Richards Middle School is committed to keeping open lines of communication with families. We have several ways to communicate. We utilize two-way communication through the school website, email, phone calls, parent conferences, social media, Infinite Campus and Canvas to reach our students and families.

Richards Middle will also provide materials at conferences and workshops to help parents work with their children at home. Parents can request additional conferences by contacting the school or their child's teacher.

Transportation and childcare may also be offered for parents to prevent barriers to family engagement. For all students who reside in residential facilities served by the Muscogee County School District, family engagement correspondence and activities will be mailed to each facility where students reside. If you need interpretation and/or translation services, please contact the school at (706) 569-3697. Some of the ways you can expect us to reach you are:

- Connect-Ed phone calls, emails, and/or text messages
- Updates on the school's website
- Weekly Newsletter
- Parent-Teacher conferences, phone calls, emails, and Canvas announcements



Richards Middle School  
An International Baccalaureate School

## How is the Parent and Family Engagement Policy and School-Compact developed and revised?

Each Title I school will conduct a yearly annual meeting to review and revise the Parent and Family Engagement Policy and School-Parent Compact. Each school will invite all families to provide input on revisions to the policy/compact. Families are welcome to provide input throughout the year via feedback forms, emails, comments, or telephone. The revised policy/compact will be available throughout the year in our parent resource area and on our school website.

## Where is the Parent and Family Engagement Policy and School-Compact available and who is it for?

The Family Engagement Policy/School-Parent Compact and all other Title I information is designated for all families and is available on our school's website under the Title I Section. Families can also find paper copies of the Parent and Family Engagement Policy/School-Parent Compact in our Parent Center/Area and at Parent and Family Engagement meetings. All families at Richards Middle are encouraged and invited to fully participate in the opportunities as described in our Parent and Family Engagement Policy/School-Parent Compact. Richards Middle will provide full opportunities for the participation of families with limited English, parents with disabilities, and parents of migratory children.

## What is a Parent and Family Engagement Policy?

**The Parent and Family Engagement Policy** describes how Richards Middle School will provide opportunities to improve parent and family engagement to support student learning. Richards Middle School values the contributions and involvement of families in order to establish partnership for the common goal of improving student achievement. The Parent and Family Engagement Policy describes the different ways the school will support parent and family engagement and how families are encouraged to be full partners in the decision-making of their child's education.

## What is a School-Parent Compact?

**The School-Parent Compact** is a written agreement that outlines how our school, our students, and our families will work together to ensure the academic success of all students. An effective School-Parent Compact contains the following elements:

- Jointly-developed by families, school staff, students, community business partners, and other stakeholders during our annual review meeting
- Clear learning goals that are linked to the school's improvement plan
- Specific skills students will learn during the year
- Strategies that staff, families, and students will use to improve student learning
- Ways to extend learning at home
- Methods teachers and family members will use to communicate about student progress
- Opportunities for family members to observe and participate in the classroom
- Review and revise the School-Parent Compact at meetings and workshops throughout the year to assure we are diligent in our efforts to support academic success for all students.

## What is Title I?

Richards Middle School is identified as a Title I school as part of the Every Student Succeeds Act (ESSA). Title I is a federal grant that was designed to ensure that all children receive a high-quality education and reach grade level proficiency. Title I Programs must be based on effective means of improving student achievement and include strategies to support parent and family engagement. Parents and family members of children receiving services shall be involved in the decisions regarding how funds reserved are allotted for parent and family engagement activities and resources.

## Building Partnerships

Richards Middle School collaborates with families and community partners to provide multiple workshops and trainings at various times that meet the needs of the parents and support Parent and Family Engagement at the school. We will offer the following activities to build our partnership with families:

- Annual Title I Parent Meeting - To inform parents of the requirements of Title I and the school's participation as well as the parents' rights under Title I.
- Parent and Family Engagement/School-Parent Compact Review Meeting
- Reading and Literacy Meeting
- Technology Meeting
- Georgia Milestones Meeting
- Transition Meetings
- Additional Activities to Build Parent Capacity

Please visit our website regularly and check emails/notifications to learn about dates, times, and details about upcoming events.