

## **School Parent and Family Engagement Plan**

**School Name:**

MicroSociety

**Facilitator Name:**

Lindsay Phillips

**Plan Review/Revision Date:**

April 16 - May 7/

**District Level Reviewer, Title:**

**District Level Approval Date:**

**Committee Members, Role:**

Lindsay Phillips – FACE Coordinator

Amanda Turner – Principal

Mandy Zipfel – Assistant Principal

Rob Donner – School Improvement Specialist

Remington Hendrix – Brown – Counselor

Kimberly Newcomb – Instructional Facilitator

Kathy Tilson - Community Member

Debbie Spence - Community Member

Haley Jones - Teacher

David Mason – Parent

Kellie Buford - Parent

Jolene Mullett- Parent

### **1: Jointly Developed**

***(Describe/List how parents will be involved in the development of the school parent and family engagement plan and how parents will be***

***involved in the planning, review, and improvement of parent and family engagement programs.)***

- MicroSociety will ask parents to serve on the FACE committee to support this process. The parents will be asked at the end of the school year to serve on the following year's committee. Depending on COVID restrictions, the committee will either meet in person or via Zoom.
- MicroSociety shall enable the formation of our PATCHES group, an organization that will foster parental and community involvement within the school that will meet twice a semester.
- MicroSociety will involve parents on school family engagement planning committees. Meet with the PATCHES to identify areas of need.
- Parents are asked to complete a survey during spring conferences to evaluate each program and give suggestions for the following year. If the parent is unable to attend the spring conference, the survey will be sent via email, text, or Dojo.
- Parents may submit comments to the district if the Title 1 Schoolwide plan is dissatisfaction. The comments will be reported to the district office .
- Parents will be invited to serve on the Parent Family Engagement (PFE) Committee.

**2: Annual Title I Meeting**

***(Describe/List when (provide the month/year or month/day/year) the school will hold the Annual Title I meeting to inform parents of the requirements of Title I and the school's participation as well as the parents' rights to be involved. The Annual Title I meeting should not be used to ask for parent input, but provided as an opportunity to disseminate information and distribute copies of the revised parent and family engagement policy.)***

- The Annual Title I meeting will be held in October 2021. This meeting will be held in person, via Zoom, or Facebook Live depending on Covid restrictions.
- MicroSociety will hold a Title I Meeting for parents and all stakeholders to inform them about the school's participation in the Title I program.
- The parents will be provided with a copy of the parent family engagement policy and parents' rights under Title 1.

### **3: Communications**

***(Describe/List how the parent and family engagement policy will be distributed to parents and how the school is going to communicate with parents including information about how the school will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.)***

- Teachers will use the School Web site to house classroom websites for each teacher. Homework assignments and pertinent classroom information will be available on classroom websites. Parents may use e-mail to communicate with members of the school staff. Teachers will communicate with parent(s) using Class Dojo or email, parent(s) may also communicate with teachers using Class Dojo.
- Teachers will distribute a newsletter to parents with important information about their child(ren) learning. .
- Each teacher will send home student papers and work samples for the parents to review.
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress. Teachers will call parents at their convenience to discuss their child's progress. Teachers also use Class Dojo to communicate with parents. Parents are also able to use Class Dojo to contact anyone at MicroSociety. By using Class Dojo, it allows the parent to respond at their earliest convenience. Teachers also offer to meet with parents before school, during their prep, and after school.
- MicroSociety will provide parent(s) reports and/or report cards with information regarding their child's academic progress and upcoming classroom and school events.
- Teachers will send parents a parent friendly letter in the first report card that explains their child's test results and standardized test scores if they are unable to attend parent/teacher conferences.
- Micorsociety will use a call out system to alert parents of school closings, important meetings, etc...
- The school will use the student handbook, school website, signage at the school entrance, and parent orientation meetings about the School wide Title I Plan and how to get a copy upon request.

- Included in the Jonesboro Public School's policy handbook is the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
- MicroSociety will distribute informational packets each year that includes a copy of the school's parental involvement plan, survey for volunteer interests, recommended roles for parents/ teachers/students and school, suggestions of ways parents can become involved in their child's education, parental involvement activities planned for the current school year and information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, email, texting, Class Dojo ..) The parents will sign the form stating they have received a copy of the family friendly copy of the school parent and family engagement plan.
- The parent and family engagement plan will be made available to families and the community on the schools' website and at parent/teacher conferences.
- There will be two Parent/Teacher conferences held during the school year. The first conference will be October 21, 2021 from 2:30-8:30. The second conference will be March 17, 2022, from 2:30-8:30. If parent(s) are unable to attend Parent/Teacher conferences, teachers will give the parent(s) several different times they can meet with them. If they are unable to meet in person, the teacher will offer a phone call, conference over Dojo, or via Zoom. Parent/Teacher conferences may be held via Zoom for the school year of 2021 - 2022 due to Covid Restrictions.
- Teachers will hold conferences individually with parents of children in their classrooms if permitted. If not, teachers will hold conferences via Zoom. Parents will be given a summary of the student's test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school parent efforts and explanations of homework and grading procedures. If more conferences are needed, parents will be contacted.
- MicroSociety uses TransPerfect. This is a call-in interpreting service. Someone at the school calls TransPerfect and an interpreter is available. This allows the school and parent to have a conversation in the parent's home language. TransPerfect will be used when the school needs to contact parents for brief conversations.
- MicroSociety will have a Family Night which will provide an opportunity for the parents and their child(ren) to experience the school in a positive and helpful manner while school staff may provide any needed assistance or encouragement. This will take place in the second semester. Additional opportunities for parents/stakeholders to participate in school based activities: Family/Child(ren) Prom and Arise to Read

Family Picnic. If Covid restrictions are still in place, MicroSociety will search for alternatives for Family Night as well as other events.

- PATCHES Meetings will be held twice a semester to obtain feedback from parent(s).
- The parent family engagement coordinator information is available on the schools' website. The contact information is [lindsay.phillips@jonesboroschools.net](mailto:lindsay.phillips@jonesboroschools.net) and 870-933-5855.

#### **4: School-Parent Compact**

***(Describe/List the process the schools will follow to jointly develop with parents a school-parent compact.)***

- MicroSociety staff, parents, and students will develop a school, parent-student compact. This compact will outline how parents, school staff, and students share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards. All stakeholders will sign the compact.
- The Compact is handed out at the beginning of the school year, collected and stored in the teacher's classrooms (student folders). The students that do not return their form, parents/guardians will be contacted by phone, form sent home a 2nd and 3rd time. At the end of the year, all compacts will be stored in the office.
- There will be two Parent/Teachers conferences held during the school year. The first conference will be October 21, 2021 from 2:30 - 8:30. The second conference will be March 17, 2022, from 2:30 - 8:30. The teachers will provide the parents with report cards, ACTAspire scores, reading inventory scores, math placement, and contact information. If the parent is unable to attend on this day, the teacher will provide other options to the parent. Due to Covid restrictions from the previous year, parent/ teacher conferences maybe held via Zoom again.
- Volunteers sign in at the office each time they visit using a Google Form. This information will be compiled into a Google Sheet for the school staff to access when needing volunteers. If volunteers are not allowed in the building due to Covid restrictions, this process will still be used the following year. If there are any volunteers at MicroSociety, they will use their phone to sign the Google Form to avoid sharing one device.
- The staff will send home reports on students' district assessments.

- Parents may contact the staff via phone, text, Class Dojo, email, or sending a note. Parents may use text, email, and Class Dojo at any time.
- Parents are invited to music programs, awards ceremonies, volunteer in classrooms, and family nights. Parents are invited by the following methods: notes in the child's folder, email, phone call, Dojo, in person, or text message. Due to Covid, the events listed above may be online for the 2021 - 2022 school year.

## **5: Reservation of Funds**

***(If the district receives more than \$500,000 in Title I allocation, then it must reserve 1 percent for parent and family engagement activities. A minimum of 90% of that 1% must go to the schools, with priority given to high-need schools. If the school is allocated a percentage of the 1 percent, describe/list how the school will share with parents the budget for parent and family engagement activities and programs and how parents will be involved in providing input into how the funds are used.)***

- MicroSociety will share with parents about the budget for parent and family engagement activities and programs during the Title 1 meeting.
- MicroSociety provides an opportunity for parents to take a survey at parent – teacher conferences during the fall and spring to provide input on areas at the school.

## **6: Coordination of Services**

***(Describe/List how the district and/or school will coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families.)***

- MicroSociety will work with First United Methodist to provide underserved families with a backpack of food each Friday. Several anonymous individuals donate items of food for the backpacks.
- There will be at least one special food box distribution per week to families. To be eligible the family should have a child enrolled and attending MicroSociety Elementary. This food will be distributed from our community partner, Word Baptist Church. MicroSociety staff and Word Baptist will partner to effectively run the program. The food from this program is meant for all family members, not just the individual child.
- The Emergency School Pantry and Food Box Program will be administered by Arkansas Foodbank and implemented in partnership with Food Bank of Northeast Arkansas, Food Bank of North Central Arkansas, Northwest Arkansas Foodbank, Harvest Regional Food Bank, and River Valley Regional Food Bank. The purpose of the program is to provide additional food assistance to MicroSociety families. This program will target children and families being served by USDA Child Feeding Programs in schools or at community sites.
- Men of Micro will be meeting with the 6th grade boys during their lunch to build leadership skills.

- MicroSociety has entered a partnership with NEA Tennis to provide students with skills to learn tennis.
- MicroSociety will partner with the Public Library to provide families with a literacy night.
- MicroSociety staff delivers Thanksgiving meals to families in need. The school works with the food bank to assemble the meals.
- MicroSociety works with several different organizations to provide extra help to students who struggle in school by providing volunteers to be lunch buddies and tutors.
- MicroSociety works closely with Walnut Street Baptist Church to provide Arise to Read volunteers.
- First United Methodist provides a Christmas Emporium to families in need at MicroSociety.
- MicroSociety partners with several community members to provide the parents and students a parent(s)/child(ren) dance.
- MicroSociety staff works with Junior Auxiliary of Jonesboro, AR to provide students with book clubs and time tales (multiplication program). The 2021 - 2022 school year may look different for Junior Auxiliary volunteers and will depend on what Covid restrictions are in place.
- MicroSociety shall enable the formation of our PATCHES, an organization that will foster parental and community involvement within the school that will meet twice a semester. PATCHES may meet more often if the need arises.
- The Parent Family Engagement plan is aligned with and included in the school improvement plan.

## **7: Building Capacity of Parents**

***(Describe/List activities, such as workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings, and any equipment or other materials that may be necessary to support parents in helping their student's academic success.)***

- Newsletters will inform parents of the volunteer opportunities coming up weekly and/or monthly and who to contact for the volunteer activity. Notices and electronic messages are sent to provide information to parents about upcoming volunteer needs. This provides parent and community members the opportunity to support the

instructional program through guest speakers, book club leaders, musical programs, mentoring, and book fair volunteers.

- MicroSociety will provide orientation training to parents and community members by the staff members and/or volunteers in charge of the various school volunteer programs. The training provides information to volunteers to ensure their volunteer experience is pleasant and successful.
- MicroSociety offers a magnet preview night, during the second semester, to allow prospective students and their parents an opportunity to view the campus and classes at MicroSociety. The night also offers the opportunity to meet and question all staff members about the academic programs and aspects of MicroSociety.
- MicroSociety staff and parent volunteers provide instruction to parents by purchasing parenting materials, which can be copied and sent home. These materials help parents to learn how to incorporate developmentally appropriate learning activities in the home environment. Also, access to the Department of Education website tools for parent(s) and other strategies or curricula developed or acquired by the school for parents at home parental instruction approved by the Department of Education.
- Provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer(s), the use of and access to the Department of Education website tools for parents, developed or acquired by the school district for at home parental instruction. This will be done through Literacy and Math Night and Open House as well as other Parent Nights throughout the year.
- MicroSociety will provide opportunities for parents and community members to support the instructional program during the entire school year through such programs as Parents, Administrators, Teachers, and Community Helping Educate Students, 'P.A.T.C.H.E.S', Junior Auxiliary, Micro Mentors, and Lunch Buddies.
- MicroSociety will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts.
- Teachers will explain the P.A.T.C.H.E.S program and encourage the parent(s) to become involved in the school.
- MicroSociety will promote and support responsible parenting; The school shall, as funds are available: Purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library, advertise the current selection, and give parents the opportunity to check out the materials for review.

- The Parent Center is located inside the Library Media Center "LMC", materials are available to involve/assist parents in helping their children achieve academic success. A brochure listing materials and helpful Websites are available in the office and LMC.
- Parents may check out materials from the parent center, use the computers to check grades, and visit educational Websites.

## **8: Building Capacity of School Staff**

***(Describe/List activities such as workshops, conferences, trainings, webinars, online resources, and Academic Parent-Teacher Team meetings that will be used with school staff to build their capacity to work with parents as equal partners. Describe/List methods of parents' assistance for building staff capacity. Describe/List actions the school will take to provide other reasonable support for parent and family engagement activities. )***

- The staff at MicroSociety attended the Professional Learning Communities at Work conference to learn best practices for the school.
- The media specialist and faculty will aid parent(s)/guardians with Class Dojo sign up during the open house.
- MicroSociety encourages parents to become volunteers at the school. The parents can volunteer as lunch buddies, book club leaders, assisting teachers with various activities, providing assistance in the library during book fairs, etc...
- The parents of MicroSociety students are encouraged to visit the parent center to check out different educational items to take home to complete with their students.
- MicroSociety staff was provided professional development on enhancing understanding of effective parent involvement strategies during the 2018 – 2019 school year. The staff will be provided professional development again in 2022 to enhance understanding of effective strategies.
- The MicroSociety Media Center provides parent resources on the media center's webpage.
- Several members of the MicroSociety staff attended the National MicroSociety Conference to provide feedback to the staff at MicroSociety.
- MicroSociety teachers used Class Dojo, Zoom, Google Hangout, text message, phone calls, FaceBook, and email to reach students and parents during the shutdown of schools.
- The school district provided parents with internet access from different school parking lots during school shutdown. This allowed students to complete their assigned work.

- Parents were also given the option to pick up a paper copy of work as well as supplies if needed.