

Arkansas Indistar  
School Parent and Family Engagement Plan

**Accepted:** This form has been reviewed and little or no revisions need to be made. Please make any suggested revisions (if needed) and go to Submissions tab to submit.

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School Name:	MicroSociety
Facilitator Name:	Lindsay Phillips
Plan Review/Revision Date:	4/24/2020
District Level Reviewer, Title:	
District Level Approval Date:	

*rsheets  
7-29-20*

**Committee Members, Role:**

*(Select "Repeat" to open more entry fields to add additional team members)*

First Name	Last Name	Position
Lindsay	Phillips	Family Engagement Coordinator
Amanda	Turner	Principal
Mandy	Zipfel	Assistant Principal
Rob	Donner	School Improvement Specialist
Remington	Hendrix - Brown	Counselor
Jenna	Futrell	Counselor

**Committee Members, Role:**

*(Select "Repeat" to open more entry fields to add additional team members)*

First Name	Last Name	Position
Kim	Newcomb	Instructional Facilitator
Angela	Murphy	Instructional Facilitator
Jolene	Bowen	Parent
Haley	Jones	Teacher
David	Mason	Parent
Kellie	Buford	Parent

**Committee Members, Role:**

*(Select "Repeat" to open more entry fields to add additional team members)*

First Name	Last Name	Position

**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.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

Hint

- MicroSociety will ask parents to serve on curricular and instructional review committees to support this process.
- MicroSociety will offer both school staff and parents training on how to contribute to this process in a meaningful way.

- 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 fall conferences to evaluate each program and give suggestions for the year.
- Parents may submit comments to the district if the Title 1 Schoolwide plan is dissatisfaction. The comments will be reported to district office .
- Parents will be invited to serve on the Parent Family Engagement (PFE) Committee.

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## **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.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

Hint

- The Annual Title I meeting will be held in October 2020.
- 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.

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## **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.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

Hint

- 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, parent(s) may also communicate with teachers using Class Dojo.
- Teachers will distribute a weekly or monthly newsletter to parents. Home and School Connections will be sent out the third Monday of each month. They each include activities, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills.
- Each teacher will send home a folder, containing student papers and work samples each week. Parents will be asked to send the folder back to school each day.
- 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. 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/report cards every four weeks 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.
- Teachers will send brochures home with students, post notices in school facilities and public buildings, and provide information for local newspapers and radio stations about parent workshops and meetings.
- 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/Teachers conferences held during the school year. The first conference will be October 22, 2020 from 2:30-8:30. The second conference will be March 18, 2021, 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.
- Teachers will hold conferences individually with parents of children in their classrooms. 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. These will take place in the first semester and second semester. Additional opportunities for parents/stakeholders to participate in school based activities: Family/Child(ren) Prom and Arise to Read Family Picnic.
- 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 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.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

Hint

- 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.
- There will be two Parent/Teachers conferences held during the school year. The first conference will be October 17, 2019 from 2:30 - 8:30. The second conference will be March 19, 2020, 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.
- 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.
- The staff will send home reports on students' reading inventory assessment each semester as well as their MobyMax placement assessment each semester.
- 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.

#### **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.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

Hint

- 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 conference to provide input on areas at the school.

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## **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.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

**Hint**

- 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.
- MicroSociety will partner with the Public Library to provide families with a literacy night during the spring semester.
- 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 Alpha Kappa Alpha Alum Group 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).
- Iberiabank provides the 3rd grade students at MicroSociety with lessons about money.
- The West End Neighborhood Association works with the 3rd grade teachers at MicroSociety to allow the students to work in their garden located one block from the school.
- NYIT Medical School at Arkansas State University provides health lessons for the students at MicroSociety.
- 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. PATCHES may meet more often if the need arises.
- The Parent Family Engagement plan is aligned with and included in the school improvement plan.

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## **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.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

**Hint**

- 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.

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#### **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.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

**Hint**

- 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 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 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.

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#### **9: Building Capacity – Discretionary**

*(The school parent and family engagement policy/plan may include additional sections describing other discretionary activities that the school, in meaningful consultation with its parents, chooses to undertake to build capacity.)*

**Did the School and Parents choose to include any Discretionary (Optional) Components in the School Parent and Family Engagement Plan?**

**Hint**

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**(See complete [Arkansas Guide for School Parent and Family Engagement Plan](http://www.arkansased.gov/public/userfiles/Public_School_Accountability/Federal_Programs/Arkansas_Guide_and_for_references) ([http://www.arkansased.gov/public/userfiles/Public\\_School\\_Accountability/Federal\\_Programs/Arkansas\\_Guide\\_and\\_for\\_references](http://www.arkansased.gov/public/userfiles/Public_School_Accountability/Federal_Programs/Arkansas_Guide_and_for_references))**

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#### **District Feedback**

- ☐ Attention: Changes Needed!
- ☒ In Compliance

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**Comments:**

**Accepted:** This form has been reviewed and little or no revisions need to be made. Please make any suggested revisions (if needed) and go to Submissions tab to submit.

**Close**