

AR  
International Studies Magnet School (Jonesboro School District)  
1218 Cobb Street  
Jonesboro AR 72401  
870-933-5825

### School Parent and Family Engagement Plan

<b>School Name:</b>	International Studies Magnet School
<b>Facilitator Name:</b>	Julie Plunkett
<b>Plan Review/Revision Date:</b>	7/31/2020
<b>District Level Reviewer, Title:</b>	
<b>District Level Approval Date:</b>	

#### Committee Members, Role:

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

First Name	Last Name	Position
Julie	Plunkett	Family Engagement Coordinator
Josh	Byard	Principal
Kari	Manis	Assistant Principal
Paula	Brown	Counselor
Taylor	Reid	Counselor
Melissa	Gammill	Instructional Facilitator

#### Committee Members, Role:

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

First Name	Last Name	Position
Lauren	Preston	Parent
Bonnie	May	Grandparent
Kristin	Addison-Brown	Parent
Ludivine	Miles	Parent

#### Committee Members, Role:

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

First Name	Last Name	Position
Amanda	Windmeyer	Parent
Rebecca	Mixon	Parent

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**Committee Members, Role:**

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

First Name	Last Name	Position

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**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?**

- The FACE plan will be given to PATHS (Parents And Teachers Helping Students) members for review in September. Parents may submit comments about the plan to the District Coordinator, Karleen Sheets, Assistant Superintendent.
- The FACE committee and PATHS group will be asked to review, update, and improve the FACE plan as needed to meet evolving needs of parents and students.
- International Studies will conduct training sessions for parents involved in working with our students
- International Studies will conduct monthly parent meetings on the second Tuesday each month at noon.
- International Studies will use input provided by parents from the FACE committee and PATHS for procurement of student needs and fulfillment of those needs.
- The general population of International Studies parents have the opportunity to suggest needs by filling out a survey made available to them each December.
- International Studies will give opportunities for parents to provide comments and feedback during the annual Title I meeting, including feedback to be submitted to the district in the event the plan is not satisfactory. The meeting will be held on November 10, 2020.

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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?**

- International Studies will have the annual Title I Report to the Public on Tuesday, November 10, 2020, in order for parents to learn about the state of the school and disaggregated data. Mr. Byard will inform parents of the requirements of Title I and the school's participation, parental rights under Title I, and distribute abbreviated FACE plans.

### **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?**

- Teachers will use the school website, [jonesboroschools.net/is](http://jonesboroschools.net/is), to house classroom websites for each teacher. Homework assignments and pertinent classroom information will be available on classroom websites and weekly newsletters. Ways that parents may communicate with school personnel and teachers will be provided to parents, and these will include email, texting, telephone, Class Dojo, Remind, Facebook, Twitter, and notes sent home in student folders.
- Teachers will distribute a weekly newsletter to parents.
- The FACE plan will be posted on the district website, including a "user-friendly" edition for ease of understanding. The name and contact information of the FACE facilitator will also be included, along with contact information. (Julie Plunkett, [julie.plunkett@jonesboroschools.net](mailto:julie.plunkett@jonesboroschools.net) or 870-933-5825. The parent-friendly FACE plan will also be distributed to each parent via their child's take-home folder at the beginning of the school year. Each parent must sign the attached slip saying it has been received, and return the signature slip to Mrs. Julie. All parents must comply, and multiple contacts will be made if necessary. This plan will also be available in Spanish for ELL students and their families.
- Each teacher will send home a special 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.
- International Studies will provide reports/report cards to 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.
- Parent Information Nights will be conducted at the beginning of the school year to give parents insight on expectations and procedures for each grade level. Dates in August 2020 will be determined.
- The Jonesboro Public School's policy handbook contains the process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
- International Studies will distribute Parent Information Packets each year that include general information for parents, a description of the Family Engagement plan, safety guidelines, a parent involvement checklist, information about the parent center, and ways parents can help by volunteering, and/or their recommended roles in their involvement in their child's education. Suggestions for ways parents may get involved will also be included in the packet. A survey regarding specific involvement will be issued in the packet, and parents may return this to Mrs. Julie for the compiled Volunteer informational spreadsheet that will be made available for teachers and patrons.
- A schedule of school-wide events and activities planned throughout the year will be included in the packet in order for parents to coordinate school/work/vacation itineraries.
- There will be two Parent/Teacher conferences held during the school year. The first conference will be October 29, 2020 from 2:30 - 8:30. The second conference will be March 18, 2021, from 2:30 - 8:30. Student reading levels will be reported to parents at the respective conferences. STAR Reading Reports will be given for 1st and 2nd graders, and Reading Inventory reports will be given for 3rd-6th graders.
- PATHS meetings will be held on the second Tuesday of every month, alternately at 12:00 pm and 6:00 pm.
- Teachers will hold conferences individually with parents of students 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.

#### **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?**

- International Studies will develop a Child/Parent/Teacher/Principal compact to be reviewed each year. The FACE committee members will help review and revise this compact annually by discussion during the month of July. 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 library. Students will be contacted multiple times in the event they do not return the form, in order to obtain signatures.
- Parents have many opportunities to connect with teachers, including conferences, emails, phone calls, texting, the Remind app, Classroom Dojo app, Facebook pages, websites, and Twitter. Frequent reports on student progress will be made by the respective apps and methods of communication previously listed. There will be two Parent/Teacher conferences held during the school year. The first conference will be October 29, 2020 from 2:30 - 8:30. The second conference will be March 18, 2021, from 2:30 - 8:30. Student reading levels will be reported to parents at the respective conferences.
- Surveys will be conducted in order for parents to choose ways they would like to volunteer. These will be online surveys and printed surveys, made available via email and online links shared through social media pages. Specific volunteer activities include, but are not limited to: classroom clerical work, classroom project help, reading buddy, book club leader, book fair help, shelving library books, processing classroom library books, organizing/helping with Monster Bash, I.S. Festival, End of Year Party, classroom parties, math tutoring, reading aloud, boxtop coordination, and traffic buddy. Printed copies of the volunteer survey will be given in the Parent Information Packet, the parent group handouts at open house, and through the library handouts.
- Parents may observe their child's activity at school at any time, with the exception of standardized testing and recess. They may contact their child's teacher in order to set up a time, and the front office will be informed of their intention. A visitor badge will be given upon entry.
- If students are recognized as Tier 2 or 3, parents will be notified that extra help is needed. Teachers will give suggestions to parents for specific activities to help their child improve in the designated skills. Parent center materials may also be suggested for students to take home in order to practice.
- The spreadsheet of Volunteer activities created by the FACE facilitator, Julie Plunkett, will be shared with all staff members. Teachers will then have a resource to use when they are needing volunteers for specific activities. Parents will be used as support members, organizers, providers of materials, and facilitators.

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#### **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?**

- International Studies will receive approximately \$2200.00 in Title I funds for the 2020-2021 school year. A survey indicating parental preferences for the expenditure of these funds will be issued in December, 2020. Parents may also share their preference by emailing Mrs. Julie. The final decision will be made by the FACE committee.

## **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?**

- International Studies will work with First Presbyterian Church and the Northeast Arkansas Food Bank to provide underserved families with a backpack of food each Friday. Several anonymous individuals donate items of food for the backpacks.
- The local Junior Auxiliary will provide and host the annual dissection workshop for sixth grade students.
- The local police department will conduct DARE training annually with all 5th graders
- A parent support group will continue to function under the name PATHS (Parents And Teachers Helping Students). This group will be involved in school-wide decision making during the monthly meetings through discussion and voting on topics that have been previously added to the meeting agenda.
- International Studies will seek additional volunteers to provide extra help to students by being lunch buddies and tutors.
- Special speakers will be utilized from local law offices, doctor's offices, and ASU teaching staff. A Parent training workshop, "How to Make your Child the Best Student They Can Be" will be offered September 15, 2020, at 6 p.m. in the I.S. Library.
- Parental volunteers and the librarian will lead various book clubs and literature circles in order to foster a love for reading .
- The Family And Community Engagement Plan (FACE) will be included in the I.S. School Improvement Plan.
- A parent center with informational and instructional materials will be housed in the library. Parents may check these items out for home use and request and receive training on specific materials that require training.
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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?**

- 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 parents and community members the opportunity to support the instructional program through guest speakers, book club leaders, musical programs, mentoring, and book fair volunteers.
- Teachers will provide constant communication with parents by phone calls, Remind, Class Dojo, Facebook pages, classroom websites, and face to face conferences as needed
- International Studies will provide an orientation training to parents and community members by the staff members and/or volunteers in charge of the various school volunteer programs. The trainings provide information to volunteers to ensure their volunteer experience is pleasant and successful. The Book Club Leader meeting will be held on August 25, 2020. The Globewalker program will use parents for monitoring the walkers during the weekday mornings from 7:30 until 7:50 a.m.
- International Studies offers preview night, during the second semester, to allow prospective students and their parents an opportunity to view the campus and classes at I.S. The Preview Night is scheduled annually in February.
- Parent Information Nights will be conducted at the beginning of the school year to give parents insight on expectations and procedures for each grade level. Dates are to be determined per grade level in August of

2020. The purpose of PIN nights is to review classroom expectations for students, introduce the curriculum for parents' benefit, and answer any questions parents may have.

- International Studies will reports/report cards every four weeks with information regarding their child's academic progress and upcoming classroom and school events.
- There will be two Parent/Teacher conferences held during the school year. The first conference will be October 22, 2020 from 2:30 - 8:30pm. The second conference will be March 18, 2021, from 2:30 - 8:30pm. Student reading levels will be reported to parents at the respective conferences. STAR Reading Reports will be given for 1st and 2nd graders, and Reading Inventory reports will be given for 3rd-6th graders. Any standardized test results will be given to parents during their conference times, along with explaining/interpreting results.
- A "refrigerator version" of the Arkansas Academic Standards will be given to parents in their beginning of the year parent packet; the standards will also be reviewed during each respective PIN night in August.
- Information regarding the state standardized testing (window of dates) and what type of testing will also be given in the parent packet at the beginning of the year, with an explanation of the academic standards being tested at that time.
- Strategies that parents can use to support their child's academic progress and developmentally appropriate learning activities will be reviewed during the parenting session, "How to Make your Child the Best Student They Can Be" on September 15 at 6 p.m. in the I.S. Library. The Arkansas Department of Education website, Information reviewed during this meeting will also be made available on the I.S. Facebook page and through Remind per teacher's classroom.
- I.S. provides a parent center, with items available made public through the Parent Packet, the library web page, (islib.weebly.com) and the Parenting section of the I.S. website, <https://www.jonesboroschools.net/Page/228>. The materials and resources will help parents to learn how to incorporate developmentally appropriate learning activities in the home environment.
- International Studies will provide opportunities for parents and community members to support the instructional program through such programs as book clubs, Junior Auxiliary, PATHS, book buddies, and lunch buddies.
- International Studies will provide a list of volunteer opportunities during open house and solicit ideas for other types of volunteer efforts by completing the annual survey in the December.
- International Studies will promote and support responsible parenting by providing a Parent Center in the Library Media Center. Materials may be checked out by request of the teacher or parent and kept for a 2 week time period. Items available are listed on the parent page of the I.S. website ([www.jonesboroschools.net/Page/228](http://www.jonesboroschools.net/Page/228)) 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 also access a computer and printer in the library, as needed.
- Parents will be given the information about accessing the Division of Elementary and Secondary Education (DESE) <http://dese.ade.arkansas.gov/> and the online toolkit for parents during the September 15 session, "How to Make your Child the Best Student They Can Be" and also via Facebook, classroom newsletters, websites, and notes sent home with students. Other topics discussed that evening will include nutrition, meal planning and meal preparation. Role play and demonstration of behaviors will be used by trained volunteers to show parents how to handle potential situations at home regarding academic, social, and mental health dilemmas. This information will also be shared on Facebook pages, newsletters, websites, and notes sent home with students.
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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?**

- International Studies 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, helping with festivals (Halloween, International Fest, and the End-of-Year Party), etc.
- The parents of International Studies students are encouraged to visit the parent center to check out different educational items to take home to complete with their students.
- The International Studies staff is provided professional development on enhancing understanding of effective parent involvement strategies every 4th year. The next requirement will be the 2022-2023 school year. During this training, teachers will learn the importance of parents assisting in student learning. Parental involvement training will also be stressed annually by information offered to staff members at the beginning of each school year. Staff members will be taught the following in this information: that parents play an integral part of student learning; have value and utility in their contributions; how to communicate with parents as equal partners; how to implement and coordinate parent programs and build ties between home and school; how to welcome parents into the school and seek parental support and assistance; how to provide information in a language parents can understand; how to respond to parent requests for parent and family engagement activities; reviewing the school's process for resolving parental concerns as available in the school handbook
- ELL students and families will have the opportunity for interpreters/translated documents to be provided for school conferences and handouts.
- The International Studies Library webpage (islib.weebly.com) provides parent resources, as well as the I.S. website offered through the JPS site.

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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?**

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**(See complete [Arkansas Guide for School Parent and Family Engagement Plan](#) for references)**

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### **District Feedback**

- ☒ In Compliance
- ☐ Attention: Changes Needed!

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**Comments:**