

**Southside School District  
70 Scott Drive  
Batesville, AR 72501  
870-251-2341**

**Middle School Parent and Family Engagement Plan  
2017-18**

**Parent and Family Engagement Committee Members:**

**Lori Satterwhite, Parent and Family Engagement Coordinator**

**Novella Humphrey, Curriculum Coordinator**

**Jerri Henley, Middle School Facilitator**

**Jody Smotherman, Parent**

**Jamie Shane, Parent**

**Crystal Alexander, Parent**

**1. List various communication strategies used in your school to provide additional information to parents and to increase parent and family engagement in supporting classroom instruction.**

- The school distributes a monthly newsletter to parents that is developed with participation of parents, faculty, staff and community partners. The newsletter includes school news, a calendar of upcoming school activities, and parenting tips related to school achievement such as homework tips, organizational skills, study skills, and nutrition.
- The District will create a website to house information, events, announcements, and pictures for each school. Brandon Dayberry, the District Technology Coordinator, provides support to the school page.
- Parents can visit the Home Access Center, a secure site for viewing a student's grades online using a PIN number they received at the beginning of the school year.
- Parents may use e-mail to communicate with members of the school staff.
- School Messenger Phone notification system is used to contact parents about upcoming events, notices, and reminders.
- An online Event Calendar is available on the District web site with upcoming events, meetings, school pictures, testing schedules, etc., as well as, the District Calendar sent home at the beginning of the year.
- Communication folders are used with all Middle School students and agendas are used with selected 5<sup>th</sup> and 6<sup>th</sup> grade students.
- Teachers routinely contact parents on an individual basis to communicate about their child's progress.

- The school will provide to parents progress reports at 3 and 6 weeks and report cards every 9 weeks with information regarding their child's academic progress and upcoming classroom and school events. School Messenger phone messages notify parents prior to the report distribution.
- The school will send parents a parent-friendly letter at the beginning of the year that explains their child's test results and standardized test scores.
- The school will offer parents a special workshop each year on the school's approach to school improvement, if applicable.
- The school will send flyers home with students, post notices in school facilities and public buildings, and provide information for local newspapers (Batesville Guard and Arkansas Weekly) and WRD radio stations about parent workshops and meetings.
- The bi-weekly Southerner Minute with the District Superintendent broadcasted by KWOZ, keeps parents and the community up to date on district and school activities.
- The school will use the student handbook, school Web site, signage at the school entrance, and parent orientation meetings about the schoolwide Title I Plan and how to receive a copy. At Open House, the school will provide information about school and district policies.
- The Remind app is also widely used by teachers to remind parents of upcoming events or assignments.
- The school will use a Facebook page and Twitter for events, school life, and announcements.
- The Parent Center Facebook page and Twitter accounts have daily parenting tips, announcements and upcoming events posted for parents to follow.

**2. List the proposed parent meeting, conferences and activities regularly throughout this year and the dates providing flexible meeting times that you have planned to increase parent and family engagement and build staff and parent capacity to engage in these types of efforts.**

- Open House (parent orientation) will be held the Thursday before school starts in August.
- Two Parent-Teacher conferences will be held during the school year. (October 17, 2017 and March 15, 2018. Teachers will host student-led conferences 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.
- Meetings and Conferences will be held at various times during the day or evening to better accommodate parents.

- Family events provide an opportunity for parent and their child to experience the school situation in a positive and helpful manner while school staff may provide any needed assistance or encouragement.
- The school will hold a meeting in the fall (September or October) to inform them about the school's participation in the Title I program and to encourage parents to be involved with reviewing and revising of the School's Title I Plan. For more information parents can contact Novella Humphrey at 870-251-2341.
- The school will offer parents a public meeting each year in September or October to provide an explanation of the statewide assessment system, standards, and other accountability measures. For more information parents can contact Novella Humphrey at 870-251-2341.
- Provides training for parents in working with their child to improve academic achievement, to include training on the Home Access Center system in order to have real-time access to their child's attendance and achievement.
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
  - Southside Parent Resource Center
  - Southside Home Instruction for Parents of Preschool Youngsters (HIPPY) Program
  - Southside Preschool (Combination Arkansas Better Chance for School Success (ABCSS), Voucher, and Private Pay)
  - Southside Early Childhood Special Education
  - NADC Head Start
  - T.R.A.C.K.S. Before and After School Programs
  - Southern Academy, Alternative Learning Environment
  - Home Access Center a secure site for viewing a student's grades online
  - eTrition Student Cafeteria Information Page including Student Balance, Deposits and Meals
  - Men Make the Difference Day for Fathers, Grandfathers, Uncles, Guardians or other positive male role models. Held on Columbus Day each year and organized by Lori Satterwhite, Parent and Family Engagement Coordinator.
  - Live Streaming student events online. Parents and grandparents can watch special student events online in real time from the District website. Live Streaming is coordinated through the District Technology Department.
  - Library Volunteer
  - Parent Volunteer
  - Special Parent Events
  - Book Fairs are organized by the Middle School Media Specialist Becky Engels.
  - Awards Day Presentation are organized by the Principal and are at the end of the school year.
  - Field Trip day volunteers
  - Orientation Presentations

- o Open House is held the Thursday before the first day of school in August.
- o Parent-school organization at the Middle School is a volunteer organization. For more information call Jerri Henley, Parent Facilitator, at 870-251-2332.
- o Red Ribbon week is organized through the Principal, Dion Stevens.
- o Choir concerts are organized through the Music department. The Winter Choir Concert is December 15, 2017.
- o Various committees
- o Enrichment activities

**3. How will your school provide information to parents about volunteer opportunities (must include state mandated parent training)?**

- The school will provide opportunities for parents and community members to support the instructional program through such programs as Men Make a Difference.
- The school and the Parent Resource Center will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts from parents. Opportunities to volunteer include volunteering just one time per year. Volunteers are surveyed on their interests and results are compiled into a Resource Book available to teachers. The Resource Book is compiled by Lori Satterwhite, Parent and Family Engagement Coordinator. Teachers will explain the requirements to parents and encourage them to become involved in the school. Brief training sessions will provide parents and community members with the information they need to participate as school volunteers in order to put them at ease and make the experience pleasant and successful. Volunteer training is carried out by the Principal, Assistant Principal or the Parent and Family Engagement Coordinator.
- The school will work with the Elementary School, Junior High, and the High School to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. The school will host special orientation programs for parents and students to help with the transition. Parents will have the opportunity to meet the new teachers at the end of the school year or at Open House before the school year begins.
- The school will 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, the use of and access to the Department of Education website tools for parents, assistance with nutritional meal planning and preparation and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education.
- The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts shall require no fewer than two (2) hours of professional development for teachers and administrators beginning in 2014-15, and then every 4<sup>th</sup> year, designed to enhance the understanding of effective parent and family engagement strategies.

#### **4. How will your school work with parents to create a School-Parent-Compact?**

- School staff, parents, and students will develop a new 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.

#### **5. How will your school provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide school improvement plan, and the Annual Title I Meeting to engage them in the decision-making processes regarding the school's Title I, Part A Program?**

- The school will evaluate the activities that were recommended by parents at the end of the year as part of the annual parent and family engagement plan evaluation. The Parent and Family Engagement Committee will conduct the annual evaluation in May/June.
- The school will involve parents on school improvement planning committees if applicable. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.
- The school will ask parents to serve on curricular and instructional review committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.
- The school will engage parents in decision making about the allocation of its Title I, Part A funds for parent and family engagement. For more information parents can contact Novella Humphrey at 870-251-2341.
- To take advantage of community resources, the school will recruit alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement.
- The school shall enable the formation of a Parent Teacher organization that will foster parental and community involvement within the school.
- The school coordinates and integrates parent and family engagement strategies with parent and family engagement strategies under other programs, such as the Head Start Program, Parents as Teachers Program and, Home Instruction Programs for Preschool Youngsters (HIPPY), and state-run preschool programs.

## **6. How will your school provide resources for parents?**

- Parents may check out materials, use the computer to check grades, and visit educational Web sites. Parents will be encouraged to view the Title I Plan located in the parent resource center. The school Parent Resource Center is open school days Monday through Friday from 7:45 am – 4:00 pm. Parent may request information from the Parent Center at any time through email or by leaving a message by phone. The Parent Center is maintained by Lori Satterwhite, Parent Involvement Coordinator.
- The school will distribute Informational Packets each year that includes a parent friendly summary of the school's parent and family engagement 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, parent and family engagement 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, e-mail...). Information packets are distributed at the beginning of the year and are available at the Parent Resource Center and on the district website. Lori Satterwhite, Parent and Family Engagement Coordinator, works with the school secretary to disseminate the packets in September.
- To 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 borrow the materials for review.
- Create/maintain a parent center.
- Include in the school's policy handbook the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
- The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator. The Middle School parent facilitator is Mrs. Jerri Henley.

## **7. How will your school engage parents in the evaluation of your parental involvement efforts?**

- The school will engage parents in the annual evaluation of the Title I, Part A Program's parent and family engagement efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents and school staff. The Title I committee, made up of teachers, parents and school staff, will determine the effectiveness of the parental involvement plan and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parental involvement will be a part of

the evaluation, the survey will also collect specific information on the (1) growth in number of parents participating in workshops and meetings; (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support student academic growth.

- The Parent and Family Engagement Committee meets in May/June to review the needs and evaluations provided by teachers, parents, and staff.

### **8. How will your school use the parent interest surveys to select, plan and implement parent and family engagement activities that will be offered throughout the year?**

- The school will ask parents to fill out a parent interest survey at registration or at the beginning of each school year to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically. The interest survey is developed by Lori Satterwhite, Parent and Family Engagement Coordinator and the Parent Advisory Committee.
- The school will use the results of the parent interest survey to plan the parent and family engagement activities for the year.
- The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parent and family engagement plan evaluation conducted by the Parent and Family Engagement Committee.
- Sponsor seminars to inform the parents of high school students about how to be involved in the decisions affecting course selection, career planning, and preparation for postsecondary opportunities.

### **9. When will your school plan the Annual Title I Meeting that must be conducted separately?**

- The school will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program following the recruitment and appointment of committee members.
- The school will hold their annual Title I meeting, in the Fall (September or October), separate from any other meetings or activities to ensure that they have ample time to provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet.
- For each Title I, Part A School, an Annual Title I Meeting must be conducted. The agenda, the sign-in sheet and the minutes for this meeting must be generated separately from any other events and kept on file in the school's office.
- For more information parents may contact Novella Humphrey at 870-251-2341.