

MASE Family Engagement Plan

This plan has established the expectation for parental and family involvement at MASE. Our goal is to prepare parents and families to be knowledgeable of the skills and information needed to help their children to be successful in school, to establish the expectation for parental and family involvement, to build a partnership to help children achieve the State's high standards, and share the responsibility for improved student academic achievement. This plan has been jointly developed and agreed upon by MASE parents, students, and school staff. This plan details activities to carry out Memphis-Shelby County Schools' Family Engagement Policy #7009. A copy of this plan will be distributed to all parents in the school, community partners, and posted on the school's website in an understandable and uniform format, and to the extent practicable, provide it in a language that parents can understand. This plan is currently being implemented.

MASE pledge to eliminate barriers to parental and family involvement in the following ways:

1. Consistently acknowledge and greet parents and families in a friendly and welcoming manner, by all staff, when visiting the school.
2. Provide a flexible number of meetings at various times that allow all parents and families to participate.
3. Clarify terms using simple and direct language in a language that parents and families can understand
4. Have written materials printed in English and Spanish.
5. Provide interpreter services when necessary.
6. Parents and families will be encouraged to express ideas, concerns, and suggestions and to receive a timely response.
7. Continue to have daily dialogue throughout the school to ensure success for all students (Staff and Support Staff).
8. Parents and families are provided an opportunity to communicate concerns/problems with the principal by submitting suggestions, concerns, comments, and problems on the school-wide program in the MASE Suggestions box located in the office and/or online at tinyurl.com/suggettomase.

MASE will encourage parents and families to become meaningfully involved and promote the capacity for strong parental and family involvement in the following ways:

1. Opportunities for regular meetings for suggestions, decision-making, and responses will be held by encouraging parents and families to participate in the MPO (MASE Parent Organization), volunteer, attend MASE Night at the Museum, and Parent-Teacher Conferences. Parents and families will always be invited to Parent training sessions and other parental involvement activities.
2. The school will send home notices encouraging parents and families to attend and participate in conferences, workshops, and instructional activities to educate them on understanding topics such as: state academic content standards, state and local academic assessments, how to monitor a child's progress, and working with educators to improve student achievement.
3. Conduct regular, flexible parent meetings, and parent requested meetings to keep parents and families informed of current events and issues, timely progress reports, and conduct parent/teacher conferences to discuss the child's progress.
4. Parents and families will be invited to an Annual Meeting. The Annual Meeting will be held at flexible times and all parents and families will be invited. During this annual meeting, parents and families will be informed of their rights to be involved in their child's education,

informed of Title I policies and requirements, informed of parents right to know, and will be informed of MASE's participation in the Title I program.

5. Provide parents and families with training and materials to help them work with their child to improve achievement in literacy, mathematics, and the use of technology.
6. Provide timely information about parent and family programs via information board/marquee of current events with a monthly calendar and use of Classroom Dojo to inform parents and families of school activities; receive notices and communication timely, in order to respond and/or participate.
7. Provide a district and schoolwide Parent/Student Handbook covering school rules, policies, and procedures.
8. Jointly participate with parents and community volunteers in the development and revision of the Parent and Family Engagement Plan and the Home-School Compact; receive a copy of both during the school year.
9. Utilize partnerships with community organizations, adopters, and businesses.
10. Utilize Parent Resources to coordinate and integrate parent and family involvement programs and activities.
11. Provide parents and families a description and/or explanation of the curriculum, assistance to help their child at home, forms of academic assessments used to measure student progress, information regarding the importance of weekly communication between the teacher and parent using the Friday VIP folder, and proficiency levels students are expected to meet.
12. Parents and families will be involved in an organized, ongoing, and timely way to plan, review, and evaluate the improvement of the school's parental and family involvement policy and development of the school-wide programs, climate, and effectiveness.
13. Provide training, with the assistance of parents, for all stakeholders in the value and contributions of parents, strategies for working with parents, in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.

Addenda

Family-Academy Partnerships

The engagement of parents and guardians in the educational process is critical to the long-term success of MASE and its students. The Board of Directors believes that a school must be connected to the families and community it seeks to serve. We intend to make MASE's facility a focal point for its neighborhood and community. In addition to providing a world-class education, the Board of Directors is considering making MASE's facility open on evenings, weekends, and during break periods for community use. In addition, MASE's facility is made available to student and parent/guardian groups that want to use the facility for educational purposes, discussion groups, and other programs that may be offered in cooperation with third party organizations and institutions.

MASE uses several tools to assess and tailor the parent and community engagement program. MASE conducts parent satisfaction surveys to gain specific feedback, hold open forum sessions at board meetings to invite family and community input in decision making, invite community and family members to serve on committees of the Board of Directors.

Communication with Parents before Opening: Strong parental involvement often is the result of effective and robust school-home communication. MASE is committed to maintaining an atmosphere of open dialogue between school leaders and parents.

Parent and Community Engagement Narrative

A monthly newsletter, website, and Facebook page keeps interested families aware of and connected to the latest happenings of the school as it prepares to open. Social media websites are used to help form and maintain connections between school leaders and parents.

During the months before the school opens, school staff and parents initiate the relationships that will strengthen and grow throughout our school community. This pre-opening rapport with prospective parents will peak with a family orientation held at the end of the summer to allow enrolled students and their families to meet the principal, the student's teacher and classmates, and other school staff.

Engaging Parents: Each year, parents have two opportunities each year to complete a survey inspired by some of the most effective parent surveys from around the country. This survey seeks to ensure that parents' expectations and students' needs are understood and met. Voice of the Parent is designed to systematically drive action and accountability so that we remain parent-, student-, and community-focused. These surveys will be confidential, and the feedback received will be compiled into summary statistics for use at the school leadership and Board levels.

To encourage parents' presence and active involvement, the school building includes a dedicated parent room. This room allows parents a place to gather and build relationships with one another, discuss matters of mutual interest, and affords them an opportunity to feel comfortable and have a sense of ownership (along with their students) in the school. The room will also be equipped to provide parents access to online school materials and PowerSchool, an online student information platform. PowerSchool allows parents to monitor their children's academic progress, behavior, and attendance over the course of the year. PowerSchool provides information related to assigned student homework; offers resources for homework assistance; presents scores on various assessments and progress growth information; and, posts newsletters and school calendars. PowerSchool synchronizes with teachers' monitoring of student progress, and help remind teachers of previous and ongoing student needs.

To keep parents aware of other events including parent involvement events, tutoring, and homework help opportunities, we use Remind and Class Dojo to improve the frequency and quality of school-to-parent communication.

Due to strategic efforts during the summer break MASE has not only grown in the size of the student body, but also in terms of diversity. We have a part-time faculty member who manages the individual learning and communication needs of a growing percentage of students who come from home environments where English is not the primary language.

Our school actively engages parents in their children's learning process. Prior to each school year, we make parents and each student aware of grade-level performance expectations. Student progress against those goals will be communicated to parents regularly through the following: direct teacher communication (face-to-face, text messaging, phone calls, emails, etc.); PowerSchool and Class Dojo; progress reports; report cards; and, parent-teacher conferences.

Parents are also encouraged to help support clubs and groups to support extracurricular or school-time activities on the campus. Consistent with our mission, we will facilitated the formation of a parent organization at our school. Our Board expects that the parent organization support our mission and student body in all it does and report to the board frequently on the organization's initiatives. We ensure our parent organization has the necessary policies and procedures in place to stay in compliance with law, including those necessary for sound financial management.

Revised: March 29, 2023

Revisions Meeting Documentation:

MASE Parent Organization Zoom Meeting

<https://us05web.zoom.us/j/2940445144?pwd=eIRxcHdhNTM4ZW1RUhNGb0t1V0FuQT09&omn=81982202093>

Meeting ID: 294 044 5144

Passcode: 907426

Agenda with Embedded Minutes:

Opening – Call to Order

Committee Member Introductions

Read and Offer Revisions for the MASE Family Engagement Plan

Comments: Kimberly Norwood – The social media outlets are being underused.

Clifford Jackson – Replace Teacherease with PowerSchool.

Cameron Cooley – Include updated language from the MSCS District guidance documents to comply with district and federal policies.

Ratification: All attendees agree to the updated plan.

Meeting Adjourned

Attendees:

Clifford Jackson – 11th Grade Parent/MASE Board Member

Kimberly Norwood – 9th Grade Parent

Cameron Cooley – Title I Coordinator

Christian Hampton – 9th Grade Student

Joyce Niter – Guidance Counselor

Deshonda Jones – HS English Teacher

Annette Henderson – Registrar

