



The MSA Experience: Growing Tomorrow's Leaders to Transform Lives and Communities
Revised 2023-2024 Parent and Family Engagement Plan

This plan has established the expectation for parental and family involvement at Memphis Stem Academy Elementary. 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 Memphis Business Academy Elementary parents, students, and school staff. This plan details activities to carry out 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.***

Memphis Stem Academy is committed and pledge to eliminate barriers to parental and family involvement in the following ways:

- Consistently acknowledge and greet parents and families in a friendly and welcoming manner, by all staff, when visiting the school.
- Provide a flexible number of meetings at various times that allow all parents and families to participate.
- Clarify terms using simple and direct language in a language that parents and families can understand
- Have written materials printed in English and Spanish.
- Provide interpreter services when necessary.
- Parents and families will be encouraged to express ideas, concerns, and suggestions and to receive a timely response.
- Continue to have daily dialogue throughout the school to ensure success for all students (Staff and Support Staff).
- 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 Parents' Box located in the office and/or school website.

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

- Opportunities for regular meetings for suggestions, decision-making, and responses will be held by encouraging parent and families to participate in our community projects, volunteer, attend celebrations, Donut with Dads, Grandparents Day, Muffins with Moms, Curriculum Nights, and Parent-Teacher Conferences. Parents and families will always be invited to Parent training sessions and other parental involvement activities.
- 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.
- 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.
- 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 Memphis Stem Academy's participation in the Title I program.
- 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.
- Provide timely information about parent and family programs via website, monthly newsletters, Classroom Dojo, Remind App, email, text and phone calls to inform parents and families of school activities; receive notices and communication timely, in order to respond and/or participate.
- Provide a district and schoolwide Parent/Student Handbook covering school rules, policies, and procedures.
- Jointly participate with parents and community volunteers in the development and revision of the Parent and Family Engagement Plan and the School Compact; receive a copy of both during the school year.
- Utilize partnerships with community organizations, adopters, and businesses.
- Utilize Parent Resources to coordinate and integrate parent and family involvement programs and activities.
- 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.
- 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.
- 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.