

Magness Creek Family and Community Engagement Plan

School Name:

Magness Creek Elementary

Facilitator Name:

Lindsay MacMillan

501-743-3565

Lindsay.MacMillan@cabotschools.org

Plan Review/Revision Date:

April 2021

District Level Reviewer, Title:

Terena Woodruff, Director of Counseling

Jordan Boris, District Social Worker

District Level Approval Date:

June 2021

Committee Members, Role:

Lindsay MacMillan, Coordinator

Kelly Bankston, Principal

Andrea Neville, Assistant Principal

Courtney Gunter, Counselor

Jamie Linderman, Teacher/Parent Volunteer

Lindsey Smith, Teacher/Parent Volunteer

Rachel Owen, Technology Teacher/Parent Volunteer

Erin Waterson, School Staff/Parent Volunteer

Courtney Master, Parent Volunteer

Wendy Bass, Parent Volunteer

Cori McCall, Parent Volunteer

Kelsey Livingood, Parent Volunteer

Suzette Ginn, Parent Volunteer

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.)

- The school will involve parents on school improvement planning 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. (Kelly Bankston Lindsay MacMillan, May 2021)
- The Parent & Family Engagement Plan will be reviewed annually or as needed by the committee members. (Kelly Bankston, Lindsay MacMillan, Spring 2021 and Summer 2022)
- A suggestion form will be available to any parent/family members who would like to be represented in a variety of roles throughout the school. Parents can also make suggestions about opportunities for regular meetings and family nights. (Kelly Bankston, ongoing)
- Parent and family organizations will be enabled by providing opportunities for families to serve at school. (Kelly Bankston, ongoing)
- The school will ask parents to serve on curricular and instructional review committees. Both school staff and parents will be offered training to support this process in a meaningful way. (Kelly Bankston , ongoing)
- Parents will be given a digital interest survey at registration or at the beginning of each school year to gather information about the activities to support their child academically. (Lindsay MacMillan, August 2021)
- Results of the parent interest survey will be used to plan the parent and family engagement activities for the year. (Lindsay MacMillan, ongoing)
- The school will evaluate activities and parent suggestions as part of the annual parent and family engagement plan evaluation. (Lindsay MacMillan, Fall 2021)
- Meetings will be held at various times during the day or evening to better accommodate parents following ADH Covid guidelines as appropriate for the type of meeting. (Kelly Bankston, ongoing)
- The school will plan for alternate methods to communicate with parents who are unable to attend face to face meetings including Google Meet, FaceTime, and Facebook Live Streaming. (Kelly Bankston, ongoing)

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.)

Magness Creek Elementary is not an identified Title I school.

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.)

- All contact information for Lindsay MacMillan, Magness Creek Elementary Parent and Family Engagement Facilitator will be added to the Parent and Family Engagement Plan (lindsay.macmillan@cabotschools.org, 501-743-3565). (Lindsay MacMillan, October 2021)
- The school will distribute a digital monthly newsletter to parents that is developed with participation of the parent-school organization, principal, staff and parent volunteers. It includes school news, a calendar of school activities, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills. (Kelly Bankston and Courtney Gunter, ongoing)
- The school will provide monthly videos created by students that include school news and activities. (Sara Adkins, Courtney Gunter, Mary Beth Trammell, Lindsay MacMillan, ongoing)
- Each child will receive a communications folder to encourage regular two way communication between home and school. It will be sent home daily by the teacher with important communications and is expected to be returned to school each day. (Kelly Bankston, classroom teachers, ongoing)
- Parents can access their child's grades on HAC using a PIN number they received at the beginning of the school year. (Kelly Bankston, ongoing)
- Parents may use e-mail to communicate with members of the school staff. (Kelly Bankston, school staff, ongoing)
- The school will distribute informational packets each year that includes a copy of the school's parent and family engagement plan, survey for volunteer interests, 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...). (Lindsay MacMillan, August 2021)

- Parent resources are available upon request to support students. The parent center is available and resources can be requested and will be sent home for use. (Lindsay MacMillan, ongoing)
- Family and Community Engagement plan will be posted on the district website by August 1. (Lindsay MacMillan)
- Meetings will be held at various times during the day or evening to better accommodate parents. (Kelly Bankston, ongoing)
- The school will plan for alternate methods to communicate with parents who are unable to attend face to face meetings including Google Meet, FaceTime, and Facebook Live Streaming. (Kelly Bankston, ongoing)
- Parents will complete a digital interest survey to gather information about activities that would be beneficial to support their child academically. (Lindsay MacMillan, August 2021)
- Results of the parent interest survey will be used to plan the parent and family engagement activities for the year. (Lindsay MacMillan, parent & family engagement committee, ongoing)
- The school will evaluate the activities from the survey part of the annual parent and family engagement plan evaluation. (Lindsay MacMillan, Fall 2021)
- Signatures will be obtained electronically during new student orientation and back to school registration in Registration Gateway. (Lindsay MacMillan, October 2021)
- The FACE plan will be written in an understandable format using language that parents can understand. The district offers Transperfect to translate when needed. (Lindsay MacMillan, ongoing)

4: School-Parent Compact

(Describe/List the process the schools will follow to jointly develop with parents a school-parent compact.)

Magness Creek Elementary is not an identified Title I school.

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.)

Magness Creek Elementary is not an identified Title I school.

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.)

- Magness Creek Elementary will utilize community resources to assist families. Resources will be shared with families via social media, backpack folders or Remind, Facebook Pages, and Class DOJO applications. Working with the community allows Magness Creek Elementary to use resources to strengthen school programs. (Lindsay MacMillan, classroom teachers, ongoing)
- Magness Creek Elementary will coordinate with Cabot Middle School South and Cabot Middle School North to help provide a smooth transition from one school to the next by raising parental awareness. Schools will work together to allow 4th grade students to visit and attend an orientation. (Kelly Bankston, May 2022)
- The school will use community partnerships including, but not limited to, Modern Woodmen of America, Venture Realty, Cabot Family Eye Care, Sonic, Local Churches, Nevin Diesel Performance, NeNe's Dishes, Marco's Pizza, Sweet PeA Designs, Arkansas Symphony Orchestra, Blaze Pizza, Busy Bee Baker, Cabot Café and Cake Corner, Chef Candace, Harps, Petals and Plants, Romance Christmas Tree Farms, Subway, Urban Air, and Joyland to strengthen school programs and events. (Lindsay MacMillan, ongoing)
- The school will invite community leaders to act as judges for our annual storybook pumpkin contest. (Sara Adkins, October 2021)
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning. (Kelly Bankston, ongoing)
 - Library assistant
 - Reading buddy
 - Mentor
 - Teacher assistant
 - Tutor
 - Special parent lunches
 - Book fair helpers
 - Grandparents Day
 - One Book, One School
 - Field day volunteers
 - Family reading night
 - Parent education workshops
 - Open House
 - Parent-school organization
 - Red Ribbon week
 - Choir concerts
 - Various committees

- The school will plan for alternate methods to communicate with parents who are unable to attend face to face meetings including Google Meet , FaceTime, and Facebook Live Streaming. (Kelly Bankston, ongoing)
- The school will enable and coordinate with PTO. (Kelly Bankston, Lindsay MacMillan, ongoing)
- The school will consider creating an alumni association. (Kelly Bankston, ongoing)
- The Parent & Family engagement plan will be aligned with our school improvement plan in order to increase family/community involvement. Magness Creek Elementary will ensure that both plans are comprehensive, as well as coordinated. The support of our stakeholders will provide students with encouragement to improve their performance. (Lindsay MacMillan, ongoing)
- Magness Creek Elementary will utilize community resources to support families including Cabot Christmas Alliance, Back to School Bash, local volunteers packing food backpacks, and coordinating with outside agencies for mental health and other services. (Kelly Bankston, ongoing)
- Magness Creek Elementary will reach out to community partners during the months of April & May to share information about possible career paths for students (to include careers that require college, vocational and on the job training) (Courtney Gunter, teachers, April and May 2022)
- The school will promote and support responsible parenting by providing resources, parent nights, and the school newsletter. (Kelly Bankston, Lindsay MacMillan, ongoing)

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.)

- The school will schedule regular parent involvement meetings including but not limited to PTO meetings, family nights, and individual conferences to understand Arkansas Academic Standards, state and local assessments, strategies to support developmentally appropriate learning activities, the DESE website and toolkit, description of the curriculum, and meal planning/preparation. (Kelly Bankston, Lindsay MacMillan, ongoing)
- The school will distribute a monthly newsletter to parents that is developed with the parent-school organization, principal, staff and parent volunteers. It includes school news, a calendar of school activities, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills. (Kelly Bankston and Courtney Gunter, ongoing)
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress and offer ways to support the child's progress. (Kelly Bankston, classroom teachers, ongoing)

- The school will provide report cards to families every nine weeks with information regarding their child's academic progress and lists of upcoming classroom and school events. (Kelly Bankston, classroom teachers)
- Standardized test scores and other individual student assessment results will be distributed when available, along with a description of those assessments to help parents interpret and understand the score report to measure their child's progress. (Kelly Bankston, Fall 2021)
- Parents will have access to resources through the student handbook, school website, signage at the school entrance, and parent meetings. (Kelly Bankston, ongoing)
- Teachers will hold conferences individually with parents at least twice per year. Parents will receive 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 engage in discussion of supporting these efforts. Parents will also receive resources for coordinating school-parent efforts and explanations of homework and grading procedures. (Kelly Bankston, October 2021 and March 2022)
- Parent resources are available upon request to support students. Resources can be requested and will be sent home for use. (Lindsay MacMillan, ongoing)
- Parent training videos based on results of the parent survey or observed needs will be offered to promote and support responsible parenting. (Lindsay MacMillan, Courtney Gunter, ongoing)
- Resources and materials to help parents support their child's achievement and promote responsible parenting are available for checkout from the Parent Center. (Lindsay MacMillan, ongoing)
- The school will provide training and strategies to help parents partner with teachers to support student achievement that will include a series of family reading nights that provide an opportunity for parents and their child to experience the school situation in a positive and helpful manner while school staff may provide any needed assistance or encouragement. (Kelly Bankston, ongoing)
- Meetings will be held at various times during the day or evening to better accommodate parents. (Kelly Bankston, ongoing)
- The school will plan for alternate methods to communicate with parents who are unable to attend face to face meetings including Google Meet, FaceTime, and Facebook Live Streaming. (Kelly Bankston, ongoing)
- The school will provide assistance and instruction to facilitate parents understanding of the following topics:
 - Arkansas Academic Standards
 - State and local academic assessments, including alternate assessments
 - Strategies parents can use to support the student's academic progress and achievement
 - Incorporating developmentally appropriate learning activities
 - Use of DESE website and tools for parents
 - Assistance with nutritional meal planning and preparation

- How parents of high school students can be involved in the decisions affecting course selection, career planning, and preparation for post-secondary opportunities
- Including role play and demonstration by trained volunteers (Courtney Gunter, Andrea Neville, Kelly Bankston-ongoing)

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.)

- The Cabot School District will provide a child maltreatment/mandatory reporter professional development session to the teachers and staff. (Kelly Bankston, Sherri Jennings, Summer 2021)
- Teachers will participate in district approved professional development as needed in areas that need strengthened including but not limited to parents' vital role in student learning, how to communicate and work with parents as equal partners, implementing programs to increase the home school connections, and welcoming parents into the school community. (Kelly Bankston, Sherri Jennings, ongoing)
- 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 designed to enhance the understanding of suicide prevention. No fewer than three (3) hours of professional development for administrators designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. (Kelly Bankston, Sherri Jennings, as determined by DESE cycle)
- The process for resolving conflict is included in the District Student Handbook. (Michael Byrd, ongoing)
- Magness Creek Elementary will respond to parents requests for parent & family engagement activities and provide all information in a format and language parents can understand.