

Mountain Springs Family and Community Engagement Plan

School Name:

Mountain Springs Elementary

Facilitator Name:

Chloe Ruple
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Plan Review/Revision Date:

May 1, 2021

District Level Reviewer, Title:

Terena Woodruff
Jordan Boris

District Level Approval Date:

June 2021

Committee Members, Role:

Chloe Ruple, Parental & Family Engagement Facilitator
Leah Brazil, Parent
Laura Munns, Parent
Katie Lopez, Parent
Mandy Watkins, Principal
Melanie Fox, Counselor
Roni Dillard, Pre-K Liaison

1: Jointly Developed

(Describe/List how parents will be involved in the development of the school Family and Community Engagement and how parents will be involved in the planning, review, and improvement of Family and Community engagement programs.)

- The school will involve parents on the annual development, review, evaluation and updating of the family and community engagement plan.. 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. (Mandy Watkins, Chloe Ruple, May 2021)
- Mountain Springs Elementary will create a Parent-Teacher Organization that 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. (August 2021-May 2022, Mandy Watkins)
- The Parent & Family Engagement Plan will be reviewed annually or as needed by the committee members. (Mandy Watkins, Chloe Ruple, Spring 2021 and Summer 2022)
- To involve the family and community Mountain Springs Elementary will ask parents to serve on curricular and instructional review committees so that they are represented in a variety of roles (Chloe Ruple, ongoing).
- 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. Opportunities for meetings at the request of parents will also be available. (Mandy Watkins, ongoing)
- Parent and family organizations will be enabled by providing opportunities for families to serve at school. (Mandy Watkins, 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 family and community engagement policy.)

Mountain Springs is not recognized as a Title I School.

3: Communications

(Describe/List how the family and community 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.)

- The Family and Community Engagement (FACE) Plan will be posted on the district website by August 1 for families to access. Printed copies will also be available upon request. (Chloe Ruple, August 1, 2021)
- Mountain Springs Elementary will provide families with a family and community engagement Survey that will take an inventory of volunteer interests. (Chloe Ruple, September 2021)
- Results from the needs assessment/survey given in September will be looked at and considered. The necessary changes will be made to the FACE plan to reflect the needs of the families at Mountain Springs Elementary. This will be provided to parents in an informational packet that describes the family and community engagement Plan, recommends roles and ways for parents to be involved, and the contact information for Chloe Ruple, Mountain Springs family and community engagement Facilitator (501-743-3575 or chloe.ruple@cps.k12.ar.us). (Chloe Ruple, October 2021)
- Parents will be notified by the district by text, calls and/or emails to inform them of school closings, conferences and other things that pertain to their child's education. (District, ongoing)
- Parents will receive their informational packet and family and community engagement Plan during our back to school open house. Signatures acknowledging the plan will be obtained electronically during new student and back to school registration in the registration platform. (August 2021)
- Mountain Springs Elementary will distribute a monthly newsletter to parents that is developed with participation of the parent-school organization, principal, staff, and parent volunteers. It includes school news, a schedule of school activities, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills. (Mandy Watkins, Kristin Steelman, ongoing)
- Mountain Springs Elementary has created a Website to house pertinent information, including school news and upcoming school events. Parents are also able to access their child's grades with their student account number. Parents are also informed of school news and events via the Mountain Springs Twitter and Facebook pages. (Mandy Watkins, ongoing)
- Parents may use email to communicate with members of the school staff. (Mandy Watkins, school staff, ongoing)
- Each teacher at Mountain Springs Elementary will send home a folder containing student papers and work samples each week. (Mandy Watkins, Elizabeth Martin, ongoing)
- Mountain Springs Elementary will use a system of regular, two way communication including each teacher at Mountain Springs Elementary will send home a class newsletter and will also post it on their Google Classroom. (Mandy Watkins, Elizabeth Martin, ongoing)

- Mountain Springs Elementary teachers will routinely contact parents on an individual basis to communicate about their child's progress. (Tori Harrison, ongoing)
- Mountain Springs Elementary will provide parents reports/report cards every nine weeks with information regarding their child's academic progress and upcoming classroom and school events. (Mandy Watkins, Kristin Steelman, ongoing)
- Mountain Springs Elementary will send brochures home with students, post notices in school facilities and public buildings, post on the school website and provide information for local newspapers and radio stations about parent workshops and meetings. (Mandy Watkins, ongoing)
- Mountain Springs Elementary will offer parent meetings and family nights at various times to accommodate different family schedules. Information gathered at these meetings will then be distributed in various formats to ensure all parents stay in the know. (Mandy Watkins, ongoing)

4: School-Parent Compact

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

Mountain Springs is not recognized as a 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 family and community 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 family and community engagement activities and programs and how parents will be involved in providing input into how the funds are used.)

Mountain Springs is not recognized as a 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.)

- To utilize community resources, Mountain Springs Elementary will partner with local churches, business and community helpers to meet the needs of students and families throughout the school year by providing additional support and resources. (Mandy Watkins, ongoing)
- Mountain Springs Elementary shall consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement. (Mandy Watkins, ongoing)

- Mountain Springs Elementary shall enable the formation of a Parent Teacher Association or organization that will foster family and community engagement within the school. (Mandy Watkins, August 2021)
- 2021-2022 Family and Community Engagement Committee:
 - Leah Brazil (Parent)
 - Laura Munns (Parent)
 - Katie Lopez (Parent)
 - Chloe Ruple (Teacher)
 - Melanie Fox (Counselor)
 - Mandy Watkins (Principal)
 - Roni Dillard (Pre-K Family Liaison)
 - Chloe Ruple (teacher and Parent & Family Engagement facilitator)
- Mountain Springs Elementary will coordinate and integrate family and community engagement strategies under other programs, such as the Head Start program (Home Instruction Programs for Preschool Youngsters) and state-run preschool programs. (Tori Harrison, Roni Dillard, ongoing)
- Mountain Springs Elementary will work 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. Mountain Springs, Cabot Middle School South, and Cabot Middle School North will work together to allow 4th grade students to visit and attend an orientation. (Melanie Fox, May 2022)
- Mountain Springs Elementary will work with our Pre-K liaison to have a transition day where the Pre-K students go to a Kindergarten class to get a glimpse of the activities and rooms where they may attend. (Roni Dillard, May 2022)
- Mountain Springs Elementary partners with the following community organizations to strengthen school programs and provide additional supports and resources for our students:
 - Boys Scouts of America
 - Girl Scouts of America
 - Cabot Public Library
 - Outside Counseling Agencies
 - Kiwanis Club
 - Fire Department (safety prevention)
 - 1st Electric (career week)
 - Local Churches
 - Increase of Security with Local Law Enforcement
 - Contract with Cabot Parks and Rec (Community Center)
 - Local Dentist Offices (Screenings for second grade)
 - Junior Auxiliary (Bring a book and read to first grade)(Mandy Watkins, Tori Harrison, ongoing)
- Mountain Springs Elementary will provide informational materials regarding responsible parenting through the school library and the Parent Resource Center. (Mandy Watkins, ongoing)

- 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. (Mandy Watkins, ongoing)
- The school will promote and support responsible parenting by providing resources, parent nights, and the school newsletter. (Mandy Watkins, Chloe Ruple, ongoing)
- The Parent & Family engagement plan will be aligned with our school improvement plan in order to increase family/community involvement. Mountain Springs 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. (Chloe Ruple, 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 provide report cards to families every nine weeks with information regarding their child's academic progress and lists of upcoming classroom and school events. (Mandy Watkins, classroom teachers)
- Standardized test scores and other individual student assessment results will be distributed when available, along with a description and explanation of those assessments to help parents interpret and understand the score report to measure their child's progress. (Mandy Watkins, Fall 2021)
- Parents will have access to resources through the student handbook, school website, signage at the school entrance, and parent meetings. (Mandy Watkins, ongoing)
- Parents may use the Parent Resource Center to check out materials, use the computer to check grades, and visit educational websites. A suggestion sheet will also be available for parental input. The school will open the resource center at hours that are convenient to parents. The resource center is located close to the Kindergarten hallway. (Mandy Watkins, ongoing)
- Regular parent-family engagement meetings and family nights will be scheduled to allow parents to become more involved and understand their child's school environment. (Mandy Watkins, ongoing)
- Mountain Springs Elementary will distribute informational packets each year that includes a copy of the school's family and community 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, family and community 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, email). (Chloe Ruple, October 2021)
- A description/explanation of the curriculum will be provided at Parent/Teacher conferences and in the school improvement plan. (Mandy Watkins, ongoing)

- Mountain Springs Elementary will provide instruction to parents 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 as part of the Health and Wellness plan and other strategies or curricula developed or acquired by the school district for at home parental instruction approved by the Department of Education. (Mandy Watkins, ongoing)
- Parents will be given a summary of the individual student's assessments and an explanation of the Arkansas Academic Standards and interventions teachers are using to assist the child in reading achievement goals. (Mandy Watkins, ongoing)
- 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 grading procedures. (Mandy Watkins, ongoing)
- To promote and support responsible parenting, Mountain Springs Elementary 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. (Mandy Watkins, 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. (Mandy Watkins, ongoing)
- Mountain Springs Elementary will encourage parents in the following types of roles and activities to increase their involvement and support for student learning when the schools are allowing visitors in the building: (Mandy Watkins, ongoing)
 - Library assistant
 - Reading buddy
 - Mentor
 - Teacher assistant
 - Tutor
 - Special parent lunches
 - Book fair helpers
 - Grandparents Day
 - Workroom volunteers
 - Field day volunteers
 - Family nights
 - Parent education workshops
 - Open House
 - Parent-Teacher organization
 - Red Ribbon week
 - Music/Art performances
 - PreK/Kindergarten/Fourth grade graduation

- Various committees
- Hallway Heroes

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 family and community engagement activities.)

- 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 effective family and community engagement strategies. No fewer than three (3) hours of professional development for administrators designed to enhance understanding of effective family and community engagement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. (Mandy Watkins, Ongoing)
- The school's policy handbook will include the process for resolving parental concerns. This will include how to define a problem, whom to approach first, and how to develop solutions. Parents are introduced to the school district app to report bullying concerns. (Mandy Watkins, August 2021)
- Mountain Springs Elementary will provide families with a family and community engagement Survey that will take an inventory of volunteer interests and requests for any other family and community engagement Activities they may enjoy. (Chloe Ruple, October 2021)
- Mountain Springs Elementary understands that parents play an integral role in student learning and values their contributions. In order to reach, communicate and work as equal partners, teachers, staff, administrators, parents and other school supporters will be trained in programs such as Reading Buddies, student tutoring, and Hallway Heroes. (Mandy Watkins, Michael Byrd, ongoing)
- Mountain Springs Elementary will seek parental support and assistance by implementing and incorporating parent programs into the school's culture. With this, strong ties can be built between the home and the school. (Mandy Watkins, ongoing)
- 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. (Mandy Watkins, Sherri Jennings, ongoing)

- Mountain Springs Elementary will respond to parents requests for parent & family engagement activities and provide all information in a format and language parents can understand.
- Mountain Springs Elementary teachers will attend training and utilize available resources to increase student achievement to meet the School Improvement Plan needs. Teachers will utilize available resources to include Edulastic, MAP Continuum and reports, GROW Time, Test Prep materials and the implementation of Wit and Wisdom. (Tori Harrison, ongoing)

9: Building Capacity - Discretionary

(The school family and community 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.)

- Mountain Springs Elementary encourages parent and family involvement through the following programs and activities:
 - Open House: Families have the opportunity to visit classrooms and meet faculty members. Parents receive information about ways to volunteer, transportation for students, free/reduced lunch, as well as the student handbook regarding school policies and procedures. (Mandy Watkins, Elizabeth Martin, Kristin Steelman, August 2021)
 - PreK Book Program: Throughout the year, PreK families will meet with the PreK Family Liaison to receive a book and coordinate activities that will provide practice with literacy and math skills. (Roni Dillard, ongoing)
 - PreK Quarterly Events: PreK students and families will have the opportunity to attend special sporting events around the district including football tailgate and game, basketball games, baseball games, etc. (Roni Dillard, ongoing)
 - Gifted & Talented Open House: Families of students in the Gifted & Talented Program have the opportunity to visit the Gifted & Talented classroom, meet the Gifted & Talented specialist, and receive an overview of G. T. programming within the district. (Amanda Eggerth, October 2021)
 - Parent/Teacher Conferences: Teachers will hold conferences individually 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 also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures. Parents will engage in discussion of how they can support their child at home. Conferences are scheduled at various times (3:00-7:00) during the day or evening to better accommodate parents. (Mandy Watkins, October 2021 and March 2022)

- Grandparents Day: Mountain Springs Elementary will host a special day to recognize grandparents. Grandparents are given the opportunity to have lunch with their grandchildren and learn about daily school activities. (Katie Lopez, pending Fall 2021 based off of the governors and district directives)
- Donuts with Dad: Mountain Springs Elementary will host a special day to recognize dads or special father figures. Dads are given the opportunity to have a donut breakfast with their children and learn about daily school activities. (Katie Lopez, pending January 2022 based off of the governors and districts directives)
- Muffins for Moms: Mountain Springs Elementary will host a special day to recognize moms or special mother figures. Mothers are given the opportunity to have muffins with their children and learn about daily school activities. (Katie Lopez, pending February 2022 based off of the governors and districts directives)
- Facebook Lives, Zoom Sessions, Google Meets: Mountain Springs teachers will post information, read books, work on math review, writing and engage in conversation with their students. (Many Waktins, ongoing)
- Scholastic Book Fair: Families have an opportunity to attend the book fair with their children to purchase books and encourage the love of reading among students. Volunteers are able to help set up/tear down the book fair, as well as assist students/families in purchasing books. (Kim Howey, pending Fall 2021 and Spring 2022 based off of the governors and districts directives)
- One Book, One School: Every family at Mountain Springs will be provided a book along with coordinating literacy activities to complete together as a family. (Kim Howey, Spring 2022)
- Academic Night: Mountain Springs Elementary will host a special opportunity for families to participate in engaging activities that are aligned with classroom curriculum. Each grade level will present families with content related activities for them to engage with their children. This helps solidify literacy skills the students are learning based on our School Improvement Plan. (Chloe Ruple, January/February 2022)
- Mountain Springs will be participating in Capturing Kids Hearts in the 2021-2022 school year. Teachers and staff will be trained on the program to implement it throughout the school year. (Mandy Watkins, ongoing)