

Stagecoach Elementary Family and Community Engagement Plan

School Name:

Stagecoach Elementary

Facilitator Name:

Jessica House

Plan Review/Revision Date:

May 1, 2021

District Level Reviewer, Title:

Terena Woodruff, Cabot Family and Community Engagement Coordinator
and Director of Counseling
Jordan Boris, District Social Worker

District Level Approval Date:

June, 2021

Committee Members, Role:

Carol Skiba, Principal
Jessica House, Parent Facilitator
Heather Owen, Teacher
Nicole Kubin, Parent
Katherine Hicks, Parent
Heather Bickerstaff, Parent
Stacey Boone, Parent

1: Jointly Developed

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

- Stagecoach Elementary's leadership committee will involve parents and community members on the development of Stagecoach's Family and Community Engagement plan. After the plan is developed and the staff of Stagecoach give feedback, the committee will be asked to review and give feedback. The plan will help to accomplish collaboration by having a small, diverse committee of parents involved in the plan. Based on feedback, changes will be considered. The committee will review, update and evaluate the Family and Community Engagement plan at least annually. (Jessica House, May 2021)
- Parents will be adequately represented in a variety of roles at Stagecoach through numerous volunteer opportunities that will be communicated via teacher emails, school newsletter, social media, etc. Examples of volunteer opportunities could include working in the workroom, assisting at special school events, completing projects at home, or mentoring students. (Carol Skiba, ongoing)
- Based on a survey addressing parent/guardian needs, the results indicated that numerous students do not have a personal device at home. To address this, the Cabot School District is providing a computer for each student. Stagecoach did not use consistent communication methods from classroom to classroom. Teachers will streamline parent communication through the use of Google Classroom. In the event of an extended closure, Stagecoach Elementary will provide rigorous instruction via the Cabot School District Ready for Learning Plan. (Carol Skiba, ongoing)
- Parent/Teacher organization is enabled at Stagecoach. (Carol Skiba, August 2021)
- Stagecoach Elementary will hold PTO meetings during the day, at night and via zoom to accommodate all families. (Carol Skiba, ongoing)
- Parents will be asked to engage in discussion of how they can support Stagecoach Elementary. Parents will also be given the opportunity to suggest ideas for coordinating school-parent efforts and explanations of grading procedures. (Carol Skiba, Ongoing)
- Parents will complete an interest survey to gather information about activities that would be beneficial to support their child academically (Jessica House, Spring 2021)
- Stagecoach Elementary will evaluate the activities from the survey part of the annual Family and Community Engagement plan evaluation. (Jessica House, Spring 2021)
- Stagecoach Elementary will offer opportunities for regular meetings as requested by parents. Meetings will be held monthly and will be held at various times during the day or evening and via google meet to better accommodate parents. Stagecoach PTO meeting minutes will also be emailed to PTO

members and posted on the PTO social media pages to keep members informed. (Stagecoach PTO, 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.)

Stagecoach Elementary is not 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 FACE Plan will be posted on the district website by August 1 for families to implement access. Printed copies will also be available upon request. Stagecoach Elementary will ensure the plan is written in an understandable and uniform format in a language parents can understand. (Jessica House, August 2021)
- The Family and Community Engagement Facilitator for Stagecoach Elementary is Jessica House. She can be reached by phone at 501-743-3574 or via email Jessica.house@cps.k12.ar.us (Jessica House, Ongoing)
- Stagecoach Elementary will hold an open house event before school starts so that families and students can meet school staff prior to the school year. (Carol Skiba, August 2021)
- The Family and Community Engagement Survey will be provided at Open House to inventory volunteer interests. (Carol Skiba, August 2021)
- Stagecoach Elementary will provide parents with report cards every nine weeks with information regarding their child's academic progress and upcoming classroom and/or school events. (Carol Skiba, Ongoing)
- A system of regular two way communication will be implemented via emails, newsletters that will be sent weekly or biweekly (both digital and paper), dojo, daily take home folders, social media posts and Remind. (Carol Skiba, Ongoing)
- Teachers will routinely contact parents on an individual basis to communicate their child's progress. (Carol Skiba, Ongoing)
- Teachers and administration will use Remind and/or social media to communicate and provide information to parents. (Carol Skiba, Ongoing)
- PTO meetings will be held at various times during the day and/or evening.

- PTO meetings will be offered in various formats including in person and via google meet. (PTO Board, Ongoing)
- Stagecoach PTO meeting minutes will be e-mailed to PTO members and posted on the PTO social media pages to keep absent members informed. (Stagecoach PTO, ongoing)
- Stagecoach Elementary school will make printed copies available in the office and online: 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, e-mail, etc.). (Carol Skiba, August 2021)
- Parent signatures acknowledging receipt of the Family and Community Engagement Plan will be obtained electronically through the registration platform during new student registration and back to school updates. (Michael Byrd, ongoing)
- One of the School Improvement Plan goals is to implement K-4 Wit & Wisdom Teachers to communicate learning goals via newsletters and conversations with parents. (Tobie Sprawls, ongoing)
- Stagecoach Elementary will provide coordination and support to create a healthy nutrition environment for all students through free breakfasts, Unity Health Tip of the day, and monthly health/nutrition lessons. This will be communicated to parents through newsletters and open house information. (Tobie Sprawls, ongoing)
- Stagecoach Elementary will encourage parents in the following types of roles and activities (will follow CDC guidelines appropriate to the time of the event) to increase their involvement and support for student learning:
 - Open House (Carol Skiba, August 2021)
 - Family Night (Jessica House, October 2021)
 - Hallway Heroes Training (Carol Skiba, September 2021)
 - Grandparent's Day (Carol Skiba, September 2021)
 - G/T Parent Open House (Caroline Gairhan, October 2021)
 - Red Ribbon Week (Carol Skiba, October 2021)
 - Parent/Teacher Conferences (Carol Skiba, October 2021 & March 2022)
 - Veterans Day (Jessica House, November 2021)
 - Music Programs (Bryson Jones, Ongoing)
 - Family Night (Jessica House, March 2022)
 - Art Show (Brigette Fuhrman, March 2022)
 - Fitness Frenzy (Carol Skiba, May 2022)
 - Awards/Celebrations- In person & Virtually (Carol Skiba, Ongoing)
 - Monthly PTO Meetings- In Person & Virtually (Carol Skiba, Ongoing)

- Room Parents (Carol Skiba, Ongoing)
- Reading Buddies (Carol Skiba, Ongoing)
- Volunteer for workroom (Carol Skiba, Ongoing)
- Backpack Fridays (Stacy Noechel, Ongoing)
- Book Fair (Liz Jones, September 2021, March 2022)

4: School-Parent Compact

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

Not applicable. Stagecoach Elementary is not 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.)

Not applicable. Stagecoach Elementary is not 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.)

- Stagecoach Elementary will utilize community resources to strengthen school programs. (Carol Skiba, ongoing)
- Stagecoach Elementary will coordinate and integrate parent and family engagement activities to include early childhood programs and/or college and career readiness resources as appropriate. (Carol Skiba, ongoing throughout the 2021-2022 school year, as requested)
- Stagecoach Elementary will consider creating an advisory committee composed of alumni to give input to increase support. (Carol Skiba, Ongoing)
- Stagecoach Elementary will provide opportunities for parents and community members to support the instructional program through such programs such as Reading Buddies, tutoring, and hallway heroes as COVID guidelines allow. (Michael Byrd, Ongoing)
- Stagecoach Elementary will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientation of parents. (Carol Skiba, Ongoing)

- Teachers will explain the requirements for involvement to parents and encourage them to become involved in the school as COVID guidelines allow. (Carol Skiba, Ongoing)
- 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 their experience pleasant and successful. (Carol Skiba, September 2021)
- Stagecoach Elementary shall enable the formation of a Parent Teacher Association, an organization that will foster parental and community involvement within the school, as COVID guidelines allow. (Carol Skiba, Ongoing)
- Stagecoach Elementary's Family and Community Engagement Plan is aligned with the school improvement plan and is comprehensive and coordinated. (Jessica House, ongoing)
- Stagecoach Elementary will utilize community resources and engage in activities that will use community resources to strengthen school programs for our students: (Carol Skiba, Ongoing)
 - Boy Scouts of America
 - Girl Scouts of America
 - Cabot Public Library
 - Outside Counseling Agencies
 - Kiwanis Club
 - Fire Department (safety prevention)
 - Local Churches
 - Increase of Security with Local Law Enforcement
 - Contract with Cabot Parks and Rec (Community Center)
 - Local Dentist Offices (Screenings for second grade)
- Stagecoach will have a Family and Community Engagement committee that will meet twice yearly to review and update the Family and Community Engagement plan. (Jessica House, Ongoing)
- Parents may check out learning materials from the parent center that is located at the entrance of Stagecoach Elementary Monday- Friday from 8:00-3:40. (Jessica House, 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. (Carol Skiba, Ongoing)
- Teachers will create educational packets and games to give to parents for support at designated family nights as COVID guidelines allow. (Jessica House, Ongoing)
- Stagecoach Elementary will take data from the parent survey to create the school improvement plan. (Jessica House, September 2021)
- Stagecoach 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. Stagecoach, Cabot Middle School South, and

Cabot Middle School North will work together to allow 4th grade students to visit and attend an orientation, as COVID guidelines allow. (Stacy Noechel, May 2021)

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.)

- Stagecoach Elementary will schedule regular parent involvement meetings. Meetings will take place on a monthly basis- in person and/or virtually. (Carol Skiba, Ongoing)
- Stagecoach Elementary will provide descriptions and explanations of the curriculum and individual student assessments and interpretations will be during the fall semester so that they can measure their students progress. (Carol Skiba, August 2021)
- Stagecoach Elementary will provide a description/explanation of assessments (MAP and ACT Aspire) to parents to measure students progress. (Instructional Facilitator, Ongoing)
- Stagecoach elementary will provide assistance/instruction to understand Arkansas Academic Standards, state and local assessments, strategies to support student achievement and how to partner with teachers to support student achievement. (Carol Skiba, 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. (Carol Skiba, Ongoing)
- Stagecoach Elementary will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
 - Open House (Carol Skiba, August 2021)
 - Family Night (Jessica House, October 2021)
 - Hallway Heroes Training (Carol Skiba, September 2021)
 - Grandparent's Day (Carol Skiba, September 2021)
 - G/T Parent Open House (Caroline Gairhan, October 2021)
 - Red Ribbon Week (Carol Skiba, October 2021)
 - Parent/Teacher Conferences (Carol Skiba, October 2021 & March 2022)
 - Veterans Day (Jessica House, November 2021)
 - Music Programs (Bryson Jones, Ongoing)
 - Family Night (Jessica House, March 2022)
 - Art Show (Brigette Fuhrman, March 2022)
 - Fitness Frenzy (Carol Skiba, May 2022)
 - Awards/Celebrations (Carol Skiba, Ongoing)
 - Monthly PTO Meetings (Carol Skiba, Ongoing)
 - Room Parents (Carol Skiba, Ongoing)

- Reading Buddies (Carol Skiba, Ongoing)
- Volunteer for workroom (Carol Skiba, Ongoing)
- Backpack Fridays (Stacy Noechel, Ongoing)
- Book Fair (Liz Jones, September 2021, March 2022)
- 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 and other strategies or curricula developed or acquired by the school district for at home parental instruction approved by the Department of Education. (Carol Skiba, Ongoing)
- Stagecoach will have a Family and Community Engagement committee that will meet twice yearly to review and update the Family and Community Engagement plan, in-person and/or virtually. (Jessica House, Ongoing)
- Parents may check out learning materials from the parent center that is located at the entrance of Stagecoach Elementary Monday- Friday from 8:00-4:00. (Jessica House, 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. (Carol Skiba, 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 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 parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. (Carol Skiba, Ongoing)

- Stagecoach Elementary understands that parents play an integral role in student learning and value their assistance and contributions. (Carol Skiba, Ongoing)
- Stagecoach Elementary seeks to reach out to parents, communicate with and work with parents as equal partners. Teachers and administrators will implement and coordinate parent programs that build ties between home and school. (Carol Skiba, Jessica House, ongoing)
- Parents will be welcomed into the school and parental support and assistance will be encouraged by staff. (Carol Skiba, ongoing)
- Information will be provided to parents in a format and language that parents can understand. (Carol Skiba, ongoing)
- Stagecoach Elementary will respond to parents requests for parent & family engagement activities. A Family and Community Engagement survey is sent to parents in the principal's weekly newsletter which is composed of questions evaluating our involvement at Stagecoach. Parents are able to reply using Google forms. (Jessica House, Carol Skiba, August 2021, May 2021)
- Based on a survey addressing parent/guardian needs the results indicated that numerous students do not have a personal device at home. To address this, the Cabot School District is providing a computer for each student. Stagecoach did not use consistent communication methods from classroom to classroom. Teachers will streamline parent communication through the use of Google Classroom. In the event of an extended closure, Stagecoach Elementary will provide rigorous instruction via the Cabot School District Ready for Learning Plan. (Carol Skiba, ongoing)
- Stagecoach Elementary will ask parents to fill out a parent interest survey at the beginning of school to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically. (Carol Skiba, September 2021)
- Stagecoach Elementary will use the results of the parent interest survey to plan the Family and Community Engagement activities for the year. (Jessica House, September 2021)
- Stagecoach Elementary will evaluate the activities that were suggested by the parents at the end of the year as part of the annual Family and Community Engagement plan evaluation. (Jessica House, April 2021)
- Stagecoach Elementary will incorporate information into other scheduled meetings to inform and discuss. (Carol Skiba, Ongoing)
- Stagecoach Elementary will provide opportunities for members to support the instructional program through such programs such as Reading Buddies, tutoring, and hallway heroes. (Michael Byrd, Ongoing)
- Teachers will explain the volunteer requirements to community members and encourage them to become involved in the school as COVID guidelines allow. (Carol Skiba, 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. (Carol Skiba, August 2021)

- Stagecoach Elementary will provide parent engagement professional development. (Carol Skiba, ongoing)
- Included in the school's policy handbook is the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions. (Carol Skiba, August 2021)