

Magness Creek Family and Community Engagement Plan

School Name:

Magness Creek Elementary

Facilitator Name:

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Plan Review/Revision Date:

April 12, 2023

District Level Reviewer, Title:

Emily Taylor, Director of Counseling
Jordan Boris, District Social Worker

District Level Approval Date:

May 15, 2023

Committee Members, Role:

Sara Adkins, Coordinator
Amy Morrow, Principal
Michelle Atherton, Assistant Principal
Courtney Gunter, Counselor
Sarah Camp, Instructional Facilitator
Jamie Linderman, Teacher/Parent Volunteer
Kelsey Livengood, Parent Volunteer

1: Jointly Developed Expectations and Objectives

(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.)

- Families are involved in the development of the family and community engagement plan (FACE). The FACE committee will meet in April to review the current FACE plan and develop the FACE plan for the following school year. (Sara Adkins, April 2024)
- Families will be involved in the review, evaluation, update, and improvement annually of the FACE plan to meet the changing needs of the school community. Our FACE Plan will be reviewed annually or as needed by the committee members. Results from the Marzano's High Reliability Survey, update, and improve the FACE plan. (Sara Adkins, Ongoing)
- Magness Creek Elementary will ensure that parents are adequately represented in a variety of roles: (Amy Morrow, Ongoing)
 - Parent Teacher Organization
 - School Improvement Committees
 - School Leadership Team
 - Field trip chaperones
 - Volunteer opportunities to help during family events including: Back to School Bash, Book Fair, Lunch with Loved Ones Day, Milk and Cookies with Santa, Lattes with Ladies, Donuts with Dudes
 - Volunteer opportunities for classroom holiday and birthday parties
 - Volunteer opportunities daily to help open car doors at drop off and make copies and other administrative tasks in our work room.
 - Library assistant, reading buddy, Book Fair helpers, Field Day volunteers
- Magness Creek Elementary will provide opportunities for regular meetings as requested by families. (Amy Morrow, ongoing)
- Magness Creek Elementary will enable and support a parent teacher organization, Magness Creek Elementary Parent Teacher Organization, PTO. (Amy Morrow, Kelsey Livengood, Ongoing)

2: Communication

(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 facilitator and contact information is Sara Adkins, sara.adkins@cabotschools.org, 501-743-3565. (Sara Adkins, April 2024)
- Magness Creek Elementary will make the FACE plan available to families and local communities electronically on the school website and on the MCE online parent resource center by August 1. Printed copies are available as requested. (Sara Adkins, August 2023)
- The plan is written in an understandable and uniform format in a language families can understand. A translation service, Transperfect, is available. (Julia Shoemaker, April 2023)
- Magness Creek Elementary will distribute information packets created by the school and/or by the classroom teachers annually that includes the following:
 - A description of the FACE plan and that the FACE plan itself will be provided on our online parent resource center. (Sara Adkins, classroom teachers, August 2023)
 - Recommended roles of families. (as listed in section 1 of this plan)
 - Ways for families to be involved in a variety of roles. (as listed in section 1 of this plan)
 - A survey of volunteer interests.
 - A schedule of planned activities throughout the school year.
 - A system of regular, two-way communication for families and teachers including phone calls, emails, Class Dojo, and social media pages and groups.
- Magness Creek Elementary will obtain signatures from families acknowledging receipt/location of the district FACE plan through back to school and new student registration using the online registration platform. (Sara Adkins, October 2023)
- Family meetings will be offered at various times including day and night times. (Amy Morrow, Ongoing)
- Parent meetings will be offered in various formats including via Google Meet. (Amy Morrow, Ongoing)
- The school will distribute a digital weekly newsletter to families developed by the principal. 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. (Amy Morrow and Courtney Gunter, 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. (Michelle Atherton, ongoing)

- An online parent resource center found at <https://sites.google.com/cps.k12.ar.us/mceonlineparentcenter> provides resources for academic, social and emotional, wellness and nutrition, technology, and more. Other parent resources are available upon request to support students. (Sara Adkins, classroom teachers, ongoing)

3: Building Staff Capacity

(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.)

- Magness Creek Elementary will ensure professional development requirements are met for teachers and administrators. The yearly schedule of state required topics, including family and community engagement will be followed. (Pam Wilson, ongoing)
- Teachers will participate in district-approved professional development in areas including, but not limited to, parents' integral role in student learning, how to communicate and work with parents as equal partners.
- Magness Creek Elementary will train teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents:
 - That parents play an integral role in assisting student learning.
 - In the value and utility of the contributions of parents.
 - In how to reach out to, communicate with, and work with parents as equal partners.
 - To implement and coordinate parent programs and build ties between home and school.
 - To welcome parents into the school and seek parental support and assistance.
 - To provide information in a format, to the extent practicable, in a language the parents can understand.
 - To respond to parent requests for family and community engagement activities. (Michelle Atherton, ongoing)
 - Parents are recognized as a full partner and the process for resolving parent concerns are included in the handbook. (Michael Byrd, ongoing)
- The Cabot School District will provide a child maltreatment/mandatory reporter professional development session to the teachers and staff. (Amy Morrow, Pam Wilson, Summer 2023)
- 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. (Amy Morrow, Pam Wilson, 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 family and community engagement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. (Amy Morrow, Pam Wilson, as determined by DESE cycle)
- The process for resolving conflict is included in the District Student Handbook. (Michael Byrd, ongoing)

4: Building Parent Capacity

(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.)

- Magness Creek Elementary will schedule regular family and community engagement meetings. (Amy Morrow, Sara Adkins, Ongoing)
 - Monthly PTO meetings
 - Family Reading, Math, and Science Nights
 - Open House in August
 - Parent Teacher Conferences October and March
- Magness Creek Elementary will provide families with a description and explanation of the curriculum through the MCE online parent resource center found at <https://sites.google.com/cps.k12.ar.us/mceonlineparentcenter>. (Sara Adkins, Ongoing)
- Magness Creek Elementary will provide families with individual student academic assessment results and interpretation of those results. (Amy Morrow, Sarah Camp, Ongoing)
 - Individual student report cards sent home each nine weeks
 - Family reports with assessment results sent home at the beginning, middle, and end of the year
 - Parent teacher conference held in October and March
 - Teachers contact families about students’ academic assessment results as needed
- Magness Creek Elementary will provide families with a description and explanation of the assessments used to measure student progress and achievement levels of the challenging State academic standards. (Amy Morrow, Sarah Camp, Ongoing)

- Report Card information for parents can be accessed on the Cabot Public Schools website
- Teachers will communicate with families about these assessments as needed and during parent teacher conferences in October and March
- Family Reports with assessment results will be sent home at the beginning, middle, and end of the year
- Provide assistance and instruction to parents of children served by the school in understanding these topics:
 - Arkansas Academic Standards
 - State and local academic assessments including alternate assessments
 - Strategies parents can use to support their child's academic progress
 - Partnering with teachers to support their child's academic achievements
 - Incorporating developmentally appropriate learning activities
 - Use of DESE website and tools for parents
 - Assistance with nutritional meal planning and preparation
 - Including role play and demonstration by trained volunteers (Amy Morrow, Sarah Camp, Sara Adkins, Ongoing)
- Magness Creek Elementary will provide materials and training to help families to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster family and community engagement. (Sara Adkins, Ongoing)
 - Family Reading, Science, and Math Nights
 - Resources provided on the Online Parent Resource center found at <https://sites.google.com/cps.k12.ar.us/mceonlineparentcenter/home>
- Magness Creek Elementary will promote and support responsible parenting. (Courtney Gunter, Ongoing)

5: Coordination

(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 in the instructional program. (Michelle Atherton, Ongoing)
 - Junior Auxiliary of Cabot provides a picture book to each first grade student.
 - Bonnie Plants will provide each third grade student with a cabbage plant to grow.

- A local dentist provides second graders with an exam, dental hygiene tips and tools including a toothbrush.
- The local 4-H organization will provide hands-on experiences for our fourth grade students to learn by doing.
- Magness Creek Elementary will coordinate and integrate family and community engagement activities to include early childhood programs and/or college & career readiness resources as appropriate. (Courtney Gunter, classroom teachers, Ongoing)
 - My Future Story program during the month of May
 - 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. (Amy Morrow, Courtney Gunter, May 2024)
- Magness Creek Elementary will promote and support responsible parenting. (Courtney Gunter, Ongoing)
 - Parenting resources will be available on our online parent resource center and shared on our social media pages.
- Magness Creek Elementary will engage in activities that will use community resources to strengthen school programs, practices, and learning. (Courtney Gunter, ongoing)
 - Local churches help donate items for our food and clothing pantry
 - Junior Auxiliary provides bill assistance, picture books, clothing and lice kits.
- Magness Creek Elementary will consider recruiting alumni to create an alumni advisory commission. (Amy Morrow, ongoing)
- Magness Creek Elementary will enable and support the formation of a parent teacher organization and utilize the leaders in appropriate decisions. (Wendy Bass, August 2023)
- Magness Creek Elementary will ensure the FACE plan is comprehensive and coordinated. (Sara Adkins, Ongoing)
- The FACE plan and the School Improvement Plan will be aligned. (Sara Adkins, Michelle Atherton, Ongoing)

6: 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.)

Magness Creek Elementary is not an identified Title I school.

7: 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.

8: 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.)

Magness Creek Elementary is not an identified Title I school.

9: Checklist of Assurances

(Please read the following statements closely. By checking these boxes, the School understands the legal requirements and will meet them accordingly.)

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| • | <p>A.1:The School understands that annually by August 1, the public School's Engagement Plan shall be developed, or reviewed and updated.</p> <p><i>[ADE Rules Governing Parental Involvement Section 3.02.3]</i></p> |
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| <ul style="list-style-type: none"> • | <p>A.2:The School understands that the following must be made available to families and the local community on the School or District website no later than August 1st:</p> <ul style="list-style-type: none"> • The School Engagement Plan • A parent-friendly explanation of the School and District’s Engagement Plan • The informational packet • Contact information for the parent facilitator designated by the School. <p><i>[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02.4]]</i></p> |
| <ul style="list-style-type: none"> • | <p>A.3:The School understands that a parent-friendly summary/explanation of the Engagement Plan should be included in the current student handbook.</p> <p><i>[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02]</i></p> |
| <ul style="list-style-type: none"> • | <p>A.4:The School understands its obligation for ensuring professional development requirements related to parent and family engagement are met and that records are maintained accordingly. (2 hours every 4 years with 2024 being a required year)</p> <p><i>[A.C.A. § 6-15-1703(a); A.C.A. § 6-17-709; Standards for Accreditation of Arkansas Public Schools and School Districts July 2020 Standard 4-G.1 Professional Development (D/C)]</i></p> |
| <ul style="list-style-type: none"> • | <p>A.5:The School understands its obligation to obtain signatures for each parent acknowledging receipt of the District’s Engagement Plan summary/explanation.</p> <p><i>[A.C.A. § 6-15-1704(a)(3)(B)]</i></p> |
| <ul style="list-style-type: none"> • | <p>A.6:The School Principal understands their obligation to designate and pay a licensed staff member to serve as Parent Facilitator:</p> <ul style="list-style-type: none"> • to help organize meaningful training for staff and parents, |

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| | <ul style="list-style-type: none"> to promote and encourage a welcoming atmosphere, and to undertake efforts to ensure that engagement is recognized as an asset to the School. <p><i>[A.C.A. § 6-15-1702(c)(1)]</i></p> |
| • | <p>A.7:The School understands its obligation to encourage school staff to use volunteer surveys to compile a volunteer resource book..</p> <p><i>[A.C.A. § 6-15-1702(b)(6)(B)(ii)]</i></p> |
| • | <p>A.8:The School understands its obligation to conduct no fewer than two parent-teacher conferences per school year.</p> <p><i>[A.C.A. § 6-15-1702(b)(3)(B)(ii)]</i></p> |
| • | <p>A.9:The School understands its obligation to incorporate the Engagement Plan into the School Improvement Plan.</p> <p><i>[ADE Rules Governing Parental Involvement Section 3.02.2]</i></p> |
| • | <p>A.10:The School understands its obligation to schedule regular parent involvement meetings at which parents are given a report on the state of the School and an overview of:</p> <ul style="list-style-type: none"> what students will be learning how students will be assessed The informational packet what a parent should expect for his or her child’s education how a parent can assist and make a difference in his or her child’s education. <p><i>[A.C.A. § 6-15-1702(b)(5)(B)(i)(a-d)]</i></p> |
| • | <p>A.11:Any School serving high school students understands its obligation to educate parents about their role in decisions affecting course selection, career planning, and preparation for postsecondary opportunities.</p> <p><i>[A.C.A. § 6-15-1702(b)(7)(B)(ii)]</i></p> |

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| <ul style="list-style-type: none"> • | <p>A.12:The School understands its obligation to welcome parents into the School, and more specifically, not have any school policies or procedures that would discourage a parent from visiting the School or from visiting a child's classrooms.</p> <p><i>[A.C.A. § 6-15-1702(b)(6)(B)]</i></p> |
| <ul style="list-style-type: none"> • | <p>A.13:The School understands that all Title I, Part A funded engagement activities and strategies should remain consistent with all information set forth in this parent and family engagement plan.</p> <p><i>[ESSA § 1116(a)(3)(D)]</i></p> |
| <ul style="list-style-type: none"> • | <p>A.14:The School understands its obligation to submit to the State any comments from parents who deem the Title I Schoolwide Plan unsatisfactory. These comments can be sent to ade.engagementmatters@ade.arkansas.gov</p> <p><i>[ESSA § 1116(b)(4)]</i></p> |
| <ul style="list-style-type: none"> • | <p>A.15:The School understands its obligation, if requested by parents, to provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.</p> <p><i>[ESSA § 1116(c)(4)(C)]</i></p> |