

Mountain Springs Family and Community Engagement Plan

School Name:

Mountain Springs Elementary

Facilitator Name:

Melanie Fox

501-743-3575

melanie.fox@cps.k12.ar.us

Plan Review/Revision Date:

April 12th, 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:

Melanie Fox, Family and Community Engagement Facilitator and Counselor

Connie Reed, Principal

Macy Leggett, Assistant Principal

Stacy Bean, Teacher and Parent

Amanda Zane, Parent

Alyssa Walters, Parent

Roni Dillard, Pre-K Liaison

1: Jointly Developed Expectations and Objectives

(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. (Connie Reed, Melanie Fox, May 2023)
- Mountain Springs will ensure that parents are represented in a variety of roles. (Melanie Fox, Spring 2023)
- 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 2023-May 2024, Connie Reed)
- The Parent & Family Engagement Plan will be reviewed annually or as needed by the committee members. (Connie Reed, Melanie Fox, Spring 2023 and Summer 2024)
- 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 (Melanie Fox, ongoing).
- Meetings will be held at various times during the day or evening to better accommodate parents. Opportunities for meetings at the request of parents will also be available. (Connie Reed, ongoing)
- Parent and family organizations will be enabled by providing opportunities for families to serve at school. (Connie Reed, 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 Family and Community Engagement Plan will be posted on the district website by August 1 for families to access. It will be written in an understandable and uniform format, in a language that parents can understand. A translation service is available upon request. Printed copies will also be available upon request. (MelanieFox, August 1, 2023)
- Mountain Springs Elementary will provide families with a family and community engagement survey that will take an inventory of volunteer interests. (Melanie Fox, September 2023)

- Results from the needs assessment/survey given in September will be looked at and considered. The necessary changes will be made to the Family and Community Engagement Plan to reflect the needs of the families at Mountain Springs Elementary. This will be provided to parents in an informational packet that includes the contact information for Melanie Fox, Mountain Springs Family and Community Engagement Facilitator (501-743-3575 or melanie.fox@cps.k12.ar.us). (Melanie Fox, October 2023)
- Mountain Springs Elementary will distribute informational packets each year that includes a description of the school's family and community engagement plan, recommended roles for families/teachers/students and school, survey for volunteer interests, suggestions of ways parents can become involved in their child's education, a schedule of family and community engagement activities planned for the current school year and information about the regular two-way system that will be used to allow parents and teachers to communicate (notes, phone calls, email). (Melanie Fox, October 2023)
- 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 with a description of the 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 2023)
- 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. (Connie Reed, 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. (Connie Reed, ongoing)
- Parents may use email to communicate with members of the school staff. (Connie Reed, school staff, ongoing)
- Each teacher at Mountain Springs Elementary will send home a folder containing student papers and work samples each week. (Connie Reed, Kristin Steelman, 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. (Connie Reed, Kristin Steelman, ongoing)
- Mountain Springs Elementary teachers will routinely contact parents on an individual basis to communicate about their child's progress. (Macy Leggett, 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. (Connie Reed, 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. (Connie Reed, 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. (Connie Reed, 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.)

- Mountain Springs 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)
- 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. (Connie Reed, 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. (Connie Reed, August 2023)
- 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. (Melanie Fox, October 2023)
- 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, specialized support personnel, staff, administrators, leaders, parents and other school supporters will be trained in programs such as Reading Buddies, student tutoring, and Hallway Heroes. (Connie Reed, 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. (Connie Reed, 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. (Connie Reed, Pam Wilson, ongoing)
- Mountain Springs Elementary will respond to parents requests for family and community 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. (Macy Leggett, Jennifer Bradley 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.)

- 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. (Connie Reed, classroom teachers)
- Standardized test scores and other individual student assessment results will be distributed when available, along with a description and explanation of those state and local assessments to help parents interpret and understand the score report to measure their child's progress. (Connie Reed, Fall 2023)
- Parents will have access to resources through the student handbook, school website, signage at the school entrance, and parent meetings. (Connie Reed, 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. (Connie Reed, 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. (Connie Reed, ongoing)
- A description/explanation of the curriculum will be provided at Parent/Teacher conferences and in the school improvement plan. (Connie Reed, 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. (Connie Reed, 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. (Connie Reed, 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. (Connie Reed, 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. (Connie Reed, 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. (Connie Reed, 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: (Connie Reed, 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

5: Coordination

(Describe/List how the district and/or school will coordinate with other organizations, businesses, and community partners to provide additional support 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. (Connie Reed, 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. (Connie Reed, 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. (Connie Reed, August 2023)
- 2023-2024 Family and Community Engagement Committee:
 - Jessica Newman (Parent)
 - Amanda Zane (Parent)
 - Stacy Bean (Parent and Teacher)
 - Chloe Ruple (Teacher)
 - Melanie Fox (Counselor)
 - Connie Reed (Principal)
 - Macy Leggett (Assistant Principal)
 - Roni Dillard (Pre-K Family Liaison)
 - Melanie Fox (teacher and Parent & Family Engagement Facilitator)
- Mountain Springs Elementary will coordinate and integrate family and community engagement activities to include early childhood programs and/or college & career readiness resources as appropriate. (Melanie Fox, classroom teachers, Ongoing)
- Mountain Springs Elementary will coordinate and integrate family and community engagement activities to include early childhood programs and/or college & career readiness resources as appropriate.
 - Some engagement strategies under other programs will be included, such as the Head Start program (Home Instruction Programs for Preschool Youngsters) and state-run preschool programs. (Macy Leggett, 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 2024)
 - Mountain Springs Elementary will focus on a My Future Story program during the month of May. (Melanie Fox, May 2024)
 - 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 2024)

- 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)
 - First 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)
(Connie Reed, Macy Leggett, ongoing)
- Mountain Springs Elementary will provide informational materials regarding responsible parenting through the school library and the Parent Resource Center. (Connie Reed, 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. (Connie Reed, ongoing)
- The school will promote and support responsible parenting by providing resources, parent nights, and the school newsletter. (Connie Reed, Melanie Fox, 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. (Melanie Fox, 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.)

Mountain Springs is not recognized as a Title I School.

7: 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.

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.)

Mountain Springs is not recognized as a Title I School.

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 family and community involvement through the following programs and activities:
 - Open House (Connie Reed, Kristin Steelman, Kristin Steelman, August 2023)
 - PreK Book Program (Roni Dillard, ongoing)
 - PreK Quarterly Events (Roni Dillard, ongoing)
 - Gifted & Talented Open House (Amanda Eggerth, October 2023)
 - Parent/Teacher Conferences (Connie Reed, October 2023 and March 2024)
 - Grandparents Day (PTO President, Fall 2023)
 - Donuts with Dad (PTO President, January 2024)
 - Muffins for Moms (PTO President, February 2024)
 - Facebook Lives, Zoom Sessions, Google Meets (Connie Reed, ongoing)
 - Scholastic Book Fair (Kim Howey, Fall 2023 and Spring 2024)
 - One Book, One School (Kim Howey, Spring 2024)
 - Academic Night (Melanie Fox, November 2023/April 2024)
 - Mountain Springs will be participating in Capturing Kids Hearts again in the 2023-2024 school year. Teachers and staff completed the initial training in 2021 and will continue to implement it throughout the school year. (Connie Reed, ongoing)

10: Checklist of Assurances

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

•	<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 style="text-align: center;"><i>[ADE Rules Governing Parental Involvement Section 3.02.3]</i></p>
•	<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 style="text-align: center;"><i>[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02.4]]</i></p>
•	<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 style="text-align: center;"><i>[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02]</i></p>
•	<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 2022 being a required year)</p> <p style="text-align: center;"><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, • 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>
<ul style="list-style-type: none"> • 	<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>
<ul style="list-style-type: none"> • 	<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>
<ul style="list-style-type: none"> • 	<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>
<ul style="list-style-type: none"> • 	<p>A.10:The School understands its obligation to schedule regular FACE 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

	<ul style="list-style-type: none"> • 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>
<ul style="list-style-type: none"> • 	<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>
<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>

