

**Stagecoach Elementary Family and Community Engagement Plan**

**School Name:**

Stagecoach Elementary

**Facilitator Name:**

Jessica House  
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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:**

Carol Skiba, Principal  
Crystal Carranco, Assistant Principal  
Jessica House, Family and Community Engagement Facilitator  
Heather Owen, Instructional Facilitator  
Sally Beebe, Parent  
Amber Neumeier, Parent  
Stormi Pierce, Parent

## ***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.)*

- 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 2024)
- 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 2023)
- 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 be asked to complete an interest survey to gather information about activities that would be beneficial to support their child academically. Stagecoach Elementary will evaluate the activities from the survey part of the annual Family and Community Engagement plan evaluation. (Jessica House, Spring 2024)
- 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: 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 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 2023)
- 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](mailto:Jessica.house@cps.k12.ar.us) (Jessica House, Ongoing)
- Stagecoach Elementary will distribute an information packet annually that includes the following: Stagecoach Elementary school will make printed copies available in the office and online: informational packets each year that includes a copy and description 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 2023) The Family and Community Engagement Survey will be provided at Open House to inventory volunteer interests. (Carol Skiba, August 2023)
  - Open House (Carol Skiba, August 2023)
  - Fall Family Night (Jessica House, October 2023)
  - Hallway Heroes Training (Carol Skiba, September 2023)
  - Grandparent's Night (Carol Skiba, September 2023)
  - G/T Parent Open House (Caroline Gairhan, October 2023)
  - Red Ribbon Week (Carol Skiba, October 2023)
  - Parent/Teacher Conferences (Carol Skiba, October 2023 & March 2024)
  - Veterans Day (Jessica House, November 2023)
  - Music Programs (Vanessa Hamilton, Ongoing)
  - Family Night (Jessica House, March 2024)
  - Art Show (Brigette Fuhrman, March 2024)
  - Fitness Frenzy (Carol Skiba, May 2024)
  - Awards/Celebrations- In person & Digitally (Carol Skiba, Ongoing)
  - Monthly PTO Meetings- In Person & Virtually (Carol Skiba, Ongoing)
  - Room Parents (Carol Skiba, Ongoing)
  - Volunteer for workroom (Carol Skiba, Ongoing)
  - Backpack Fridays (Stacy Noechel, Ongoing)
  - Book Fair (Liz Jones, September 2023, March 2024)

- 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)
- 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)
- 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 and formats during the day and/or evening. (Stagecoach PTO, 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)
- Parent signatures acknowledging receipt of the Family and Community Engagement Plan, as well as acknowledgement of where to locate the plan if needed, 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. (Crystal Carranco, 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. (Crystal Carranco, 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.)*

- Stagecoach 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 as needed in areas including, but not limited to, parents' integral role in student learning, how to communicate and work with parents and equal partners, implementing programs to increase the home school connections, and

welcoming parents into the school community. (Carol Skiba and Pam Wilson, ongoing)

- Stagecoach will train teachers, specialized instructional support personnel, principals, school leaders, and other staff, with the assistance of parents in the following ways:
  - To ensure that they understand that parents play an integral role in assisting student learning
  - To ensure they understand that the Stagecoach understands the value and utility of contributions of parents
  - To ensure they understand that the Stagecoach understands how to reach out to, communicate with, and work with parents as equal partners
  - To ensure Stagecoach implements and coordinates parent programs to build ties between home and school
  - To ensure Stagecoach welcomes parents into the school and seeks parental support and assistance
  - To ensure Stagecoach provides information in a format, to the extent practicable, in a language the parents can understand
  - To ensure Stagecoach responds to parent requests for family and community engagement activities. (Carol Skiba, ongoing)
- Parents are recognized as a full partner and the process for resolving parent concerns is included in the 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.)*

- Stagecoach Elementary will schedule regular parent involvement meetings. (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 2023)
- Stagecoach Elementary will provide a description/explanation of assessments (MAP and other state testing) to parents to measure students progress. (Instructional Facilitator, Ongoing)
- Stagecoach will 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 (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 2023)
  - Family Night (Jessica House, October 2023)
  - Hallway Heroes Training (Carol Skiba, September 2023)
  - Grandparent's Day (Carol Skiba, September 2023)
  - G/T Parent Open House (Caroline Gairhan, October 2023)
  - Red Ribbon Week (Carol Skiba, October 2023)
  - Parent/Teacher Conferences (Carol Skiba, October 2023 & March 2024)
  - Veterans Day (Jessica House, November 2023)
  - Music Programs (Vanessa Hamilton, Ongoing)
  - Family Night (Jessica House, March 2024)
  - Art Show (Brigette Fuhrman, March 2024)
  - Fitness Frenzy (Carol Skiba, May 2024)
  - 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 2023, March 2024)
- 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 from the schools Parent Resource Center for review. (Carol Skiba, 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.)*

- Stagecoach Elementary will utilize community resources and engage in activities 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 2023-2024 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. (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. (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 2023)
- Stagecoach Elementary shall enable the formation of a Parent Teacher Association, an organization that will foster parental and community involvement within the school. (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)
  - Christmas Alliance
- 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. (Jessica House, Ongoing)
- Stagecoach Elementary will take data from the parent survey to create the school improvement plan. (Jessica House, September 2023)
- 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 4<sup>th</sup> grade students to visit and attend an orientation. (Stacy Noechel, May 2024)

### **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.)*

Not applicable. Stagecoach Elementary is not 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.)*

Not applicable. Stagecoach Elementary is not 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.)*

Not applicable. Stagecoach Elementary is not a 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.)*



<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.1:</b>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>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.2:</b>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"> <li>• The School Engagement Plan</li> <li>• A parent-friendly explanation of the School and District’s Engagement Plan</li> <li>• The informational packet</li> <li>• Contact information for the parent facilitator designated by the School.</li> </ul> <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"> <li>•</li> </ul>	<p><b>A.3:</b>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"> <li>•</li> </ul>	<p><b>A.4:</b>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 2023 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"> <li>•</li> </ul>	<p><b>A.5:</b>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"> <li>•</li> </ul>	<p><b>A.6:</b>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"> <li>• to help organize meaningful training for staff and parents,</li> <li>• to promote and encourage a welcoming atmosphere, and</li> <li>• to undertake efforts to ensure that engagement is recognized as an asset to the School.</li> </ul> <p><i>[A.C.A. § 6-15-1702(c)(1)]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.7:</b>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"> <li>•</li> </ul>	<p><b>A.8:</b>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"> <li>•</li> </ul>	<p><b>A.9:</b>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"> <li>•</li> </ul>	<p><b>A.10:</b>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"> <li>• what students will be learning</li> <li>• how students will be assessed</li> <li>• The informational packet</li> <li>• what a parent should expect for his or her child’s education</li> <li>• how a parent can assist and make a difference in his or her child’s education.</li> </ul> <p><i>[A.C.A. § 6-15-1702(b)(5)(B)(i)(a-d)]</i></p>

<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.11:</b>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"> <li>•</li> </ul>	<p><b>A.12:</b>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"> <li>•</li> </ul>	<p><b>A.13:</b>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"> <li>•</li> </ul>	<p><b>A.14:</b>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 <a href="mailto:ade.engagementmatters@ade.arkansas.gov">ade.engagementmatters@ade.arkansas.gov</a></p> <p><i>[ESSA § 1116(b)(4)]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.15:</b>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>