

Magness Creek Parent and Family Engagement Plan

School Name:

Magness Creek Elementary

Facilitator Name:

Lindsay MacMillan

501-743-3565

Lindsay.MacMillan@cabotschools.org

Plan Review/Revision Date:

September 2019

District Level Reviewer, Title:

Terena Woodruff, Director of Counseling

Jordan Boris, District Social Worker

District Level Approval Date:

September 23, 2019

Committee Members, Role:

Lindsay MacMillan, Coordinator

Kelly Bankston, Principal

Bethany Hill, Assistant Principal

Courtney Gunter, Counselor

Courtney Master, Parent Volunteer

Wendy Bass, Parent Volunteer

Cori McCall, Parent Volunteer

Kelsey Livingood, Parent Volunteer

1: Jointly Developed

(Describe/List how parents will be involved in the development of the school parent and family engagement plan and how parents will be involved in the planning, review, and improvement of parent and family engagement programs.)

- The school 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. (Kelly Bankston Lindsay MacMillan, August 2019)
- The Parent & Family Engagement Plan will be reviewed annually or as needed by the committee members. (Kelly Bankston, Lindsay MacMillan, Fall 2019 and Spring 2020)
- The school will ask parents to serve on curricular and instructional review committees. Both school staff and parents will be offered training to support this process in a meaningful way. (Kelly Bankston , ongoing)
- Parents will be given an interest survey at registration or at the beginning of each school year to gather information about the activities to support their child academically. (Lindsay MacMillan, August 2019)
- Results of the parent interest survey will be used to plan the parent and family engagement activities for the year. (Lindsay MacMillan, ongoing)
- The school will evaluate activities and parent suggestions as part of the annual parent and family engagement plan evaluation. (Lindsay MacMillan, Spring 2020)
- Parent meetings will be held at various times during the day or evening to better accommodate parents' schedules. (Kelly Bankston, 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 parent and family engagement policy.)

N/A

3: Communications

(Describe/List how the parent and family 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 school 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 calendar of school activities, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills. (Kelly Bankston and Courtney Gunter, ongoing)
- Each child will receive a communications folder to encourage 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. (Kelly Bankston, classroom teachers, ongoing)
- Parents can access their child's grades on HAC using a PIN number they received at the beginning of the school year. (Kelly Bankston, ongoing)
- Parents may use e-mail to communicate with members of the school staff. (Kelly Bankston, school staff)
- The school will distribute informational packets each year that includes a copy of the school's parent and family engagement plan, survey for volunteer interests, suggestions of ways parents can become involved in their child's education, parent and family 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...). (Lindsay MacMillan, August 2019)
- A parent resource center is located in the conference room. It includes parenting resources and items that parents may check out to support their child. The parent resource center is open M-F 7:30am-4:00pm. (Lindsay MacMillan, ongoing)

- To promote and support responsible parenting, the school will, as funds are available: Purchase parenting books, magazines, and other informative materials regarding responsible parenting for the parent center, and give parents the opportunity to borrow the materials for review. (Lindsay MacMillan, ongoing)
- Parental Involvement plan will be posted on the district website by October 1. (Lindsay MacMillan)
- The meetings will be held at various times during the day or evening to better accommodate parents. (Kelly Bankston, ongoing)
- Parents will complete an interest survey to gather information about activities that would be beneficial to support their child academically.)Lindsay MacMillan, August 2019)
- Results of the parent interest survey will be used to plan the parent and family engagement activities for the year. (Lindsay MacMillan, parent & family engagement committee, ongoing)
- The school will evaluate the activities from the survey part of the annual parent and family engagement plan evaluation. (Lindsay MacMillan, Spring 2020)
- Parent signatures acknowledging the plan is available on the website and paper copies are available on request will be collected during fall parent teacher conferences. (Lindsay MacMillan, October 2019)

4: School-Parent Compact

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

N/A

5: Reservation of Funds

(If the district receives more than \$500,000 in Title I allocation, then it must reserve 1 percent for parent and family 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 parent and family engagement activities and programs and how parents will be involved in providing input into how the funds are used.)

N/A

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.)

- The school will use community partnerships including, but not limited to, Modern Woodmen of America, Venture Realty, Cabot Family Eye Care, Sonic, Local Churches, Nevin Diesel Performance, NeNe's Dishes, Marco's Pizza, Sweet PeA Designs, Arkansas Symphony Orchestra, Blaze Pizza, Busy Bee Baker, Cabot Café and Cake Corner, Chef Candace, Harps, Petals and Plants, Romance Christmas Tree Farms, Subway, Urban Air, and Joyland to strengthen school programs and events. (Lindsay MacMillan, ongoing)
- The school will invite community leaders to act as judges for our annual storybook pumpkin contest. (Sara Adkins, October 2019)
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning. (Kelly Bankston, ongoing)
 - Library assistant
 - Reading buddy
 - Mentor
 - Teacher assistant
 - Tutor
 - Special parent lunches
 - Book fair helpers
 - Grandparents Day
 - One Book, One School
 - Field day volunteers
 - Family reading night
 - Parent education workshops
 - Open House
 - Parent-school organization
 - Red Ribbon week
 - Choir concerts
 - Various committees
- The school will enable and coordinate with PTO. (Kelly Bankston, Lindsay MacMillan, ongoing)
- The school will consider creating an alumni association. (Kelly Bankston, ongoing)
- The school will integrate early childhood and college/career readiness resources through collaboration with parent and community resources. (Kelly Bankston, Lindsay MacMillan, ongoing)
- The school will promote and support responsible parenting by providing resources in the parent center, parent nights, and the school newsletter. (Kelly Bankston, Lindsay MacMillan, ongoing)

7: Building Capacity of Parents

(Describe/List activities, such as workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings, and any equipment or other materials that may be necessary to support parents in helping their student's academic success.)

- The school will distribute a monthly newsletter to parents that is developed with the parent-school organization, principal, staff and parent volunteers. 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. (Kelly Bankston and Courtney Gunter, ongoing)
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress and offer ways to support the child's progress. (Kelly Bankston, classroom teachers, ongoing)
- The school will provide to parents report cards every nine weeks with information regarding their child's academic progress and lists of upcoming classroom and school events. (Kelly Bankston, classroom teachers)
- Parents will receive a parent-friendly letter regarding the child's test results and standardized test scores. (Kelly Bankston, Fall 2019)
- Parent will have access to resources through the student handbook, school web site, signage at the school entrance, and parent meetings. (Kelly Bankston, ongoing)
- The Cabot School District will provide a suicide prevention professional development session to the teachers, staff, and families. (Kelly Bankston, Sherri Jennings, August 2019)
- Teachers will hold conferences individually with parents at least twice per year. Parents will receive a summary of the student's test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will engage in discussion of supporting these efforts. Parents will also receive resources for coordinating school-parent efforts and explanations of homework and grading procedures. (Kelly Bankston, October 2019 and March 2020)
- A parent resource center is located in the conference room. It includes parenting resources and items that parents may check out to support their child. The parent resource center is open M-F 7:30am-4:00pm. (Lindsay MacMillan, ongoing)
- The school will schedule regular parent involvement meetings including but not limited to PTO meetings, family nights, and individual conferences to understand Arkansas Academic Standards, state and local assessments, strategies to support developmentally appropriate learning activities, the DESE website and toolkit, description of the curriculum, and meal planning/preparation. (Kelly Bankston, Lindsay MacMillan, ongoing)
- Parent training sessions based on results of the parent survey or observed needs will be offered to help parents understand how to enhance their child's

education. (Lindsay MacMillan, Courtney Gunter, ongoing)

- Parent training sessions will include a series of family reading nights that provide an opportunity for parent and their child to experience the school situation in a positive and helpful manner while school staff may provide any needed assistance or encouragement. (Kelly Bankston, ongoing)
- The meetings will be held at various times during the day or evening to better accommodate parents' schedules. (Kelly Bankston, 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 parent and family engagement activities.)

- The Cabot School District will provide a Suicide prevention professional development session to the teachers, staff, and families. (Kelly Bankston, Sherri Jennings, August 2019)
- 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. (Kelly Bankston, Sherri Jennings, 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 parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. (Kelly Bankston, Sherri Jennings, as determined by DESE cycle)
- The process for resolving conflict is included in the District Student Handbook. (Michael Byrd, ongoing)