

Stagecoach Elementary Parent and Family Engagement Plan

School Name:

Stagecoach Elementary

Facilitator Name:

Jessica House

Plan Review/Revision Date:

September 18, 2019

District Level Reviewer, Title:

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

District Level Approval Date:

September 23, 2019

Committee Members, Role:

Carol Skiba, Principal

Julia Treadway, Assistant Principal

Jessica House, Parent Facilitator

Terrance Jones, Parent

Brooke Wilson, Parent

Christy Lyman, Parent

Connie Oates, Grandparent

Heather Watson, Parent

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.)

- Parent/Teacher organization is enabled at Stagecoach. (Carol Skiba, August 2019)
- Small, diverse committee of parents helped to develop Parent and Family Engagement Plan (Jessica House, September 2019)
- Stagecoach Elementary will involve parents on school improvement planning by seeking feedback electronically throughout the school year, including opportunities for regular meetings at their request. (Jessica House, ongoing)
- Information gained from the above-mentioned feedback will be used help plan parent and family engagement activities throughout the year. (Jessica House, ongoing)
- PTO meetings will be held during the day and at night to accommodate all families. (Carol Skiba, 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.)

Not applicable. Stagecoach Elementary is not a Title I School.

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 Parent and Family 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)

- The school 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 2019)
- The Parent and Family Engagement Survey will be provided at Open House to inventory volunteer interests. (Carol Skiba, August 2019)
- The school 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)
- Take home folders will be sent home each day containing student work. (Carol Skiba, Ongoing)
- Teachers will send home newsletters weekly or biweekly. (Carol Skiba, Ongoing)
- The school will distribute a newsletter to parents via teachers that includes school news, calendar of events and activities, learning tips, etc. (Carol Skiba, Ongoing)
- Teachers will routinely contact parents on an individual basis to communicate their child's progress. (Carol Skiba, Ongoing)
- The school will send home information about parent meetings and events via hard copies and social media. (Carol Skiba, Ongoing)
- Teachers and administration will use Remind and/or social media to communicate and provide information to parents. (Carol Skiba, Ongoing)
- Parent meetings will include a series of family reading nights that provide an opportunity for parents and their child to experience school in a positive and helpful manner. During these family nights, school staff may provide any needed assistance or encouragement. (Carol Skiba, Ongoing)
- The meetings will be held at various times during the day or evening and via social media to better accommodate parents. (Carol Skiba, Ongoing)
- 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)
- Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given the opportunity to suggest ideas for coordinating school-parent efforts and explanations of grading procedures. (Carol Skiba, Ongoing)
- Stagecoach Elementary school will make available in the office and online, informational packets each year that includes a copy of the school's parental involvement 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, parental involvement 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 2019)

- Parent signatures acknowledging receipt of the Parent and Family Engagement Plan will be obtained during the fall parent and teacher conferences. (Carol Skiba, October, 2019)
- Include in the school's policy handbook 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 2019)

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 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.)

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 consider creating an advisory committee composed of alumni to give input to increase support. (Carol Skiba, Ongoing)
- The school 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)
- The school 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 experience pleasant and successful. (Carol Skiba, September 2019)
- The school shall enable the formation of a Parent Teacher Association, an organization that will foster parental and community involvement within the school. (Carol Skiba, Ongoing)
- We will engage community resources to strengthen school programs. (Carol Skiba, Ongoing)
- Stagecoach Elementary PTO will meet on a monthly basis (Carol Skiba, Ongoing)
- Stagecoach will have a Parental and Family Engagement committee that will meet twice yearly to review and update the Parent and Family 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 8:00-4:00. (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)
- Teachers will create educational packets and games to give to parents for support at designated family nights. (Jessica House, Ongoing)
- School will take data from parent survey when creating school improvement plan. (Jessica House, September 2019)
- 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. (Stacy Noechel, May 2020)

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.)

- Parents will be given a summary of the student's test scores and an explanation

of the Arkansas Academic Standards and interventions teachers are using to assist the child in reading achievement goals. (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)
- A description/explanation of the curriculum will be provided at Parent/Teacher conferences and in the school improvement plan. (Carol Skiba, Ongoing)
- The school 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 2019)
 - Family Night (Jessica House, October 2019)
 - Hallway Heroes Training (Carol Skiba, September 2019)
 - Grandparent's Day (Carol Skiba, September 2019)
 - G/T Parent Open House (Caroline Gairhan, October 2019)
 - Red Ribbon Week (Carol Skiba, October 2019)
 - Parent/Teacher Conferences (Carol Skiba, October 2019 & March 2020)
 - Veterans Day (Jessica House, November 2019)
 - Music Programs (Jennie Brown, Ongoing)
 - Family Literacy Night (Jessica House, March 2020)
 - Art Show (Brigitte Fuhrman, March 2020)
 - Fitness Frenzy (Carol Skiba, May 2020)
 - Awards/Celebrations (Carol Skiba, Ongoing)
 - Monthly PTO Meetings (Carol Skiba, Ongoing)
 - Room Parents (Carol Skiba, Ongoing)
 - Reading Buddies (Carol Skiba, Ongoing)
 - Tutor (Stacy Noechel, Ongoing)
 - Volunteer for workroom (Carol Skiba, Ongoing)
 - Backpack Fridays (Stacy Noechel, Ongoing)
 - Book Fair (Liz Jones, September 2019, March 2020)
- Provide instruction to a parent 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 Elementary PTO will meet on a monthly basis. (Carol Skiba, Ongoing)
- Stagecoach will have a Parental and Family Engagement committee that will meet twice yearly to review and update the Parent and Family 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 8:00-4:00. (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 parent and family 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 understand of effective parent and family 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 climate conducive to parental participation. (Carol Skiba, Ongoing)
- A parental involvement survey is sent to parents in Mrs. Skiba'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 2019, May 2020)
- Surveys will be sent to parents for feedback and suggestions for each event. Parents will be able to give input and ideas for future events. (Jessica House, Ongoing)
- The school 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 2019)
- The school will use the results of the parent interest survey will be used to plan the parental involvement activities for the year. (Jessica House, September 2019)
- The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation. (Jessica House, April 2020)

- The school will incorporate information into other scheduled meetings to inform and discuss. (Carol Skiba, Ongoing)
- The school 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. (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 school district app to report bullying concern. (Carol Skiba, August 2019)
- The school will provide parent engagement professional development (Carol Skiba, ongoing)