

Magness Creek Family and Community Engagement Plan

School Name:

Magness Creek Elementary

Facilitator Name:

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Plan Review/Revision Date:

May 2020

District Level Reviewer, Title:

Terena Woodruff, Director of Counseling
Jordan Boris, District Social Worker

District Level Approval Date:

5/28/2020

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. (Kelly Bankston, Lindsay MacMillan, May 2020)
- The Family and Community Engagement (FACE) Plan will be reviewed at least annually or as needed by the committee members. (Kelly Bankston, Lindsay MacMillan, Spring 2020 and Summer 2021)
- 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 a digital interest survey at registration or at the beginning of each school year to gather information about activities to support their child academically. (Lindsay MacMillan, August 2020)
- According to the survey, 49.3 of our parents that submitted survey results were unaware that we had a parent center. In the survey some families expressed that our staff could do better with being more welcoming to visitors. (Lindsay MacMillan, Fall 2019)
- Students created a video to push out on social media to highlight the parent center in order to draw more parents to utilize it and our staff was challenged by administrators to be friendly and welcoming to all visitors. (Lindsay MacMillan, Fall 2019)
- Parent meetings will be held at various times during the day or evening to better accommodate parents' schedules. (Kelly Bankston, ongoing)
- The school will plan for alternate methods to communicate with parents who are unable to attend face to face meetings including Zoom, FaceTime, and Facebook Live Streaming. (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 digital 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)
- The school will provide monthly videos created by students that include school news and activities. (Sara Adkins, Courtney Gunter, Mary Beth Trammell, Lindsay MacMillan, 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 email to communicate with members of the school staff. (Kelly Bankston, school staff, ongoing)
- 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 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)
- 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 August 1. (Lindsay MacMillan)
- The meetings will be held at various times during the day or evening to better accommodate parents. (Kelly Bankston, ongoing)
- The school will plan for alternate methods to communicate with parents who are unable to attend face to face meetings including Zoom, Face Time, and Facebook Live Streaming. (Kelly Bankston, ongoing)
- Parents will complete a digital interest survey to gather information about activities that would be beneficial to support their child academically. (Lindsay MacMillan, August 2020)
- 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, Fall 2020)
- Parent signatures acknowledging the plan is available on the website and paper copies are available on request will be obtained electronically during new student and back to school registration in Registration Gateway. (Lindsay MacMillan, October 2020)

In the event that school is not able to meet in person:

- The district will provide a Chromebook to students who do not have appropriate access to technology. (Technology Department, as needed)
- The district will have Wifi “hotspots” set up at various locations throughout the district for students without internet access. (Technology Department, ongoing)
- Teachers will provide alternative lessons and meet via ZOOM with students at least once a week. (classroom teachers-ongoing)
- Teachers will make contact with all students and families at least once per week. (classroom teachers-ongoing)
- The school district will provide meals if needed, as well as delivery by local volunteers (Courtney Gunter, Terena Woodruff-as needed)

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.)

- Investigate and, where feasible, utilize community resources in the instructional program. The school will use community partnerships including, but not limited to, Modern Woodmen of America to sponsor our annual Back to School Bash, Venture Realty to provide door prizes at events throughout the school year, Cabot Family Eye Care to provide donuts for our Donuts with mom/dad events, and the following businesses to offer donations for our silent auction each year: 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 2020)
- Engage in other activities that will use community resources strengthen school programs, practices, and learning and that 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

- o Open House
 - o Parent-school organization
 - o Red Ribbon week
 - o Choir concerts
 - o Various committees
- The school will plan for alternate methods to communicate with parents who are unable to attend face to face meetings including Zoom, Face Time, and Facebook Live Streaming. (Kelly Bankston, ongoing)
 - 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 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)
- The school will provide parents with a description and explanation of the curriculum in use. (Kelly Bankston, classroom teachers, ongoing)
- Teachers will provide parents with individual student academic assessment results and interpretation of those results by providing parents with 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)
- 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 parents with a description and explanation of the assessments used to measure student progress and achievement levels of the challenging State academic standards by sending a parent-friendly letter

regarding the child's test results and standardized test scores. (Kelly Bankston, Fall 2020)

- 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 ADE website and tools for parents [<http://www.arkansased.gov>]
 - ✓ Assistance with nutritional meal planning and preparation
 - ✓ Including role play and demonstration by trained volunteers

- 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)
- Parents will have access to resources through the student handbook, school website, signage at the school entrance, and parent meetings. (Kelly Bankston, ongoing)
- 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 2020 and March 2021)
- 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)
- Promote and support responsible parenting (Courtney Gunter, Ongoing)
- Provide materials and training to help parents 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 parent and family engagement (Courtney Gunter, Ongoing)
- Parent training videos 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 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. (Kelly Bankston, ongoing)

- The meetings will be held at various times during the day or evening to better accommodate parents' schedules. (Kelly Bankston, ongoing)The school will plan for alternate methods to communicate with parents who are unable to attend face to face meetings including Zoom, FaceTime, and Facebook Live Streaming. (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 an Arkansas History professional development session to the teachers and staff. (Kelly Bankston, Sherri Jennings, May 2020)
- The Cabot School District will provide a human trafficking professional development session to the teachers and staff. (Kelly Bankston, Sherri Jennings, May 2020)
- 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)