

Mountain Springs Family and Community Engagement Plan

School Name:

Mountain Springs Elementary

Facilitator Name:

Sarai Martin

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Plan Review/Revision Date:

May 1, 2020

District Level Reviewer, Title:

Terena Woodruff

District Level Approval Date:

5/29/2020

Committee Members, Role:

Sarai Martin, Parental & Family Engagement Facilitator

Leah Brazil, Parent

Liz Ruegger, Parent

Laura Munns, Parent

Katie Lopez, Parent

Mandy Watkins, Principal

Melanie Fox, Counselor

Lori Phillips, Pre-K Liaison

1: Jointly Developed

(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.)

- 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 2020-May 2021, Mandy Watkins)
- 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 (Sarai Martin, ongoing).
- Mountain Springs Elementary will hold PTO and other meetings at various times during the day in order to accommodate differing family schedules. (Mandy Watkins, 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.)

Mountain Springs is not recognized as 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 Family and Community Engagement (FACE) Plan will be posted on the district website by August 1 for families to access. Printed copies will also be available upon request. (Sarai Martin, August 1, 2020)
- Mountain Springs Elementary will provide families with a Parent and Family Engagement Survey that will take an inventory of volunteer interests. (Sarai Martin, September 2020)
- Results from the needs assessment/survey given in September will be looked at and considered. The necessary changes will be made to the FACE plan to reflect the needs of the families at Mountain Springs Elementary. This will be provided to parents in an informational packet that describes the Parent and

Family Engagement Plan, recommends roles and ways for parents to be involved, and the contact information for Sarai Martin, Mountain Springs Parent and Family Engagement Facilitator (501-743-3575 or sarai.martin@cps.k12.ar.us). (Sarai Martin, October 2020)

- Based on the needs assessment from the 2019-2020 school year Mountain Springs Elementary teachers will help parents feel comfortable helping their children with AMI work, if the need arises, through extra support and explaining what is being asked. As seven percent of parents felt that they were not quite comfortable with the AMI work provided. (Mandy Watkins, ongoing)
- Parents will receive their informational packet and Parent and Family 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 Registration Gateway. (August 2020)
- 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 calendar of school activities, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills. (Mandy Watkins, 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 may use email to communicate with members of the school staff. Parents are also informed of school news and events via the Mountain Springs Twitter and Facebook pages. (Mandy Watkins, ongoing)
- Each teacher at Mountain Springs Elementary will send home a folder containing student papers and work samples each week. (Mandy Watkins, Elizabeth Martin, ongoing)
- Mountain Springs Elementary teachers will routinely contact parents on an individual basis to communicate about their child's progress. (Tori Harrison, 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. (Mandy Watkins, 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. (Mandy Watkins, 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. (Mandy Watkins, ongoing)

4: 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.

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.)

Mountain Springs is not recognized as 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.)

- To take advantage of 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. (Mandy Watkins, 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. (Mandy Watkins, ongoing)
- Mountain Springs Elementary shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school. (Mandy Watkins, August 2020)

2020-2021 Family and Community Engagement Committee:

- Leah Brazil (Parent)
- Liz Ruegger (Parent)
- Laura Munns (Parent)
- Katie Lopez (Parent)
- Sarai Martin (Teacher)

- Melanie Fox (Counselor)
- Mandy Watkins (Principal)
- Lori Phillips (Pre-K Family Liaison)
- Sarai Martin (teacher and Parent & Family Engagement facilitator)
- Mountain Springs Elementary will coordinate and integrate parental involvement strategies with parental involvement strategies under other programs, such as the Head Start program (Home Instruction Programs for Preschool Youngsters) and state-run preschool programs. (Tori Harrison, Lori Phillips, 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 2021)
- 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. (Lori Phillips, May 2021)
- 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)
 - Local Churches
 - Increase of Security with Local Law Enforcement
 - Contract with Cabot Parks and Rec (Community Center)
 - Local Dentist Offices (Screenings for second grade)(Mandy Watkins, Tori Harrison, ongoing)
- Mountain Springs Elementary will provide informational materials regarding responsible parenting through the school library and the Parent Resource Center. (Mandy Watkins, 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. (Mandy Watkins, 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.)

- 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. (Mandy Watkins, 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. (Mandy Watkins, ongoing)
- Mountain Springs Elementary will distribute 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, email). (Sarai Martin, October 2020)
- A description/explanation of the curriculum will be provided at Parent/Teacher conferences and in the school improvement plan. (Mandy Watkins, 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. (Mandy Watkins, ongoing)
- 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. (Mandy Watkins, 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. (Mandy Watkins, 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. (Mandy Watkins, ongoing)
- Mountain Springs Elementary will encourage parents in the following types of roles and activities to increase their involvement and support for student learning: (Mandy Watkins, 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

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 understanding 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 a climate conducive to parental participation. (Mandy Watkins, 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. (Mandy Watkins, August 2020)
- Mountain Springs Elementary will provide families with a Parent and Family Engagement Survey that will take an inventory of volunteer interests and requests for any other Parent and Family Engagement Activities they may enjoy. (Sarai Martin, October 2020)
- 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, staff, administrators, parents and other school supporters will be trained in programs such as Reading Buddies, student tutoring, and Hallway Heroes. (Mandy Watkins, 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. (Mandy Watkins, ongoing)
- 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. (Tori Harrison, ongoing)

9: Building Capacity - Discretionary

(The school parent and family 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 parent and family involvement through the following programs and activities:
 - Open House: Families have the opportunity to visit classrooms and meet faculty members. Parents receive information about ways to volunteer, transportation for students, free/reduced lunch, as well as the student handbook regarding school policies and procedures. (Mandy Watkins, Elizabeth Martin, Kristin Steelman, August 2020)
 - PreK Book Program: Throughout the year, PreK families will meet with the PreK Family Liaison to receive a book and coordinate activities that will provide practice with literacy and math skills. (Lori Phillips, ongoing)
 - PreK Quarterly Events: PreK students and families will have the opportunity to attend special sporting events around the district including football tailgate and game, basketball games, baseball games, etc. (Lori Phillips, ongoing)
 - Gifted & Talented Open House: Families of students in the Gifted & Talented Program have the opportunity to visit the Gifted & Talented classroom, meet the Gifted & Talented specialist, and receive an overview of G. T. programming within the district. (Amanda Eggerth, October 2020)
 - Parent/Teacher Conferences: Teachers will hold conferences individually with parents of children in their classrooms. Parents will be given 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 also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures. Parents will engage in discussion of how they can support their child at home. Conferences are scheduled at various times (3:15-7:00) during the day or evening to better accommodate parents. (Mandy Watkins, October 2020 and April 2021)
 - Grandparents Day: Mountain Springs Elementary will host a special day to recognize grandparents. Grandparents are given the opportunity to have lunch with their grandchildren and learn about daily school activities. (Katie Lopez, pending Fall 2020 based off of the governors directives)
 - Donuts with Dad: Mountain Springs Elementary will host a special day to recognize dads or special father figures. Dads are given the opportunity to have a donut breakfast with their children and learn

- about daily school activities. (Katie Lopez, pending January 2021 based off of the governors directives)
- Muffins for Moms: Mountain Springs Elementary will host a special day to recognize moms or special mother figures. Mothers are given the opportunity to have muffins with their children and learn about daily school activities. (Katie Lopez, pending February 2021 based off of the governors directives)
 - Facebook Lives, Zoom Sessions, Google Meets: Mountain Springs teachers will post information, read books, work on math review, writing and engage in conversation with their students. (Many Waktins, ongoing)
 - Scholastic Book Fair: Families have an opportunity to attend the book fair with their children to purchase books and encourage the love of reading among students. Volunteers are able to help set up/tear down the book fair, as well as assist students/families in purchasing books. (Kim Howey, Fall 2020 and Spring 2021)
 - One Book, One School: Every family at Mountain Springs will be provided a book along with coordinating literacy activities to complete together as a family. (Kim Howey, pending October/November 2020 based off of the governors directives)
 - Academic Night: Mountain Springs Elementary will host a special opportunity for families to participate in engaging activities that are aligned with classroom curriculum. Each grade level will present families with content related activities for them to engage with their children. This helps solidify literacy skills the students are learning based on our School Improvement Plan. (Sarai Martin, January/February 2021)

Due to the National pandemic, Mountain Springs Elementary will meet the needs of students and parents virtually with:

- zooms/google meets weekly
- frequent communication through phone calls and emails
- class dojo, class facebook, blooms and other online applications
- Google classroom
- Mountain Springs Elementary facebook page to update parents on changes, give a word of the week and upcoming events.
- Based on a district survey, parents who do not have access to a computer or wifi, will be able to check out a chromebook to complete AMI work. There are also WiFi hotspots available across the district.
- We will give families the opportunity to engage in a virtual fitness frenzy. Our Physical Education Teacher sent out the list of activities, videos explaining the activities and scorecards to each family, if we cannot have it at school.
- Mountain Springs Elementary will follow the guidelines set by the state and district as updates are available.