

Stagecoach Elementary Parent and Family Engagement Plan

School Name:

Stagecoach Elementary

Facilitator Name:

Jessica House

Plan Review/Revision Date:

May 1, 2020

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:

MAY 29, 2020

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 2020)
- A small diverse committee of parents help develop Parent and Family Engagement Plan (Jessica House, May 2020)
- Based on a survey addressing parent/guardian needs the results indicated that numerous students had to check out a device from the school to complete work during the extended closure. 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. Based on survey results, parents were concerned about the lack of rigor of the assigned work through PBS AMI. 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)
- Information gained from the above-mentioned feedback will be used to help plan parent and family engagement activities throughout the year. (Jessica House, ongoing)
- Stagecoach Elementary will hold PTO meetings during the day, at night and via zoom to accommodate all families. (Carol Skiba, ongoing)
- 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 complete an interest survey to gather information about activities that would be beneficial to support their child academically (Jessica House, Spring 2020)
- Stagecoach Elementary will evaluate the activities from the survey part of the annual parent and family engagement plan evaluation. (Jessica House, Spring 2020)

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 FACE Plan will be posted on the district website by August 1 for families to access. Printed copies will also be available upon request. (Jessica House, August 2020)
- Stagecoach Elementary 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 2020)
- The Parent and Family Engagement Survey will be provided at Open House to inventory volunteer interests. (Carol Skiba, August 2020)
- 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)
- 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)
- 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)
- The meetings will be held at various times during the day or evening and via zoom to better accommodate parents. (Carol Skiba, 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)
- Stagecoach Elementary school will make printed copies 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 2020)

- Parent signatures acknowledging receipt of the Parent and Family Engagement Plan will be obtained electronically through Registration Gateway during new student registration and back to school updates. (Michael Byrd, ongoing)
- Included in the school's policy handbook is 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 2020)
- One of the School Improvement Plan goals is to implement K-4 Wit & Wisdom. Teachers will communicate learning goals via newsletters and conversations with parents. (Julia Treadway, 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. (Julia Treadway, 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 2020)
 - Family Night (Jessica House, October 2020)
 - Hallway Heroes Training (Carol Skiba, September 2020)
 - Grandparent's Day (Carol Skiba, September 2020)
 - G/T Parent Open House (Caroline Gairhan, October 2020)
 - Red Ribbon Week (Carol Skiba, October 2020)
 - Parent/Teacher Conferences (Carol Skiba, October 2020 & March 2021)
 - Veterans Day (Jessica House, November 2020)
 - Music Programs (Bryson Jones, Ongoing)
 - Family Literacy Night (Jessica House, March 2021)
 - Art Show (Brigette Fuhrman, March 2021)
 - Fitness Frenzy (Carol Skiba, May 2021)
 - 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 2020, March 2021)

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)
- 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 experience pleasant and successful. (Carol Skiba, September 2020)
- 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 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 8:00-3:40. (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 2020)
- 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 2021)
- Stagecoach Elementary partners with the following community organizations to strengthen school programs and provide additional supports and resources for our students:
 - 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)

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 from state and local assessments 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)

- 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 2020)
 - Family Night (Jessica House, October 2020)
 - Hallway Heroes Training (Carol Skiba, September 2020)
 - Grandparent's Day (Carol Skiba, September 2020)
 - G/T Parent Open House (Caroline Gairhan, October 2020)
 - Red Ribbon Week (Carol Skiba, October 2020)
 - Parent/Teacher Conferences (Carol Skiba, October 2020 & March 2021)
 - Veterans Day (Jessica House, November 2020)
 - Music Programs (Bryson Jones, Ongoing)
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 - 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 2020, March 2021)
- 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 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 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 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 2020, May 2021)
- Based on a survey addressing parent/guardian needs the results indicated that numerous students had to check out a device from the school to complete work during the extended closure. 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. Based on survey results, parents were concerned about the lack of rigor of the assigned work through PBS AMI. 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)
- Stagecoach Elementary 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 2020)
- Stagecoach Elementary will use the results of the parent interest survey to plan the parental involvement activities for the year. (Jessica House, September 2020)
- Stagecoach Elementary 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 2021)
- Stagecoach Elementary will incorporate information into other scheduled meetings to inform and discuss. (Carol Skiba, Ongoing)
- Stagecoach Elementary 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 the school district app to report bullying concerns. (Carol Skiba, August 2020)
- Stagecoach Elementary will provide parent engagement professional development. (Carol Skiba, ongoing)
- Facebook Lives and Zoom Sessions: Stagecoach teachers will post information, read books, work on math review, writing and engage in conversation with their students. (Carol Skiba, ongoing)
- Due to the National pandemic, Stagecoach Elementary will meet the needs of students and parents virtually with:
 - frequent communication through phone calls and emails
 - weekly zooms
 - class dojo, class facebook, blooms and other online applications
 - Google classroom
 - Stagecoach Elementary facebook page to update parents on changes, give a word of the week and upcoming events.
 - Arkansas PBS AMI to further students' education and teachers are enriching their learning on a weekly basis through the previous listed communication tools.
 - Based on a district survey, parents who do not have access to a computer or wifi, were able to check out a chromebook to complete AMI work. There are also WiFi hotspots available across the district.
 - We have uploaded students' artwork to Artsonia for families to see their child's artwork.
 - We are giving 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.
 - Due to the delay related to the pandemic, Stagecoach Elementary needs assessment will be reviewed when we return to school in the fall. The plan may be adjusted based on the data received at that time.