

**Magness Creek Elementary
Parent and Family Engagement Plan
2018-2019**

1. List various communication strategies used in your school to provide additional information to parents and to increase parent and family engagement in supporting classroom instruction.

- 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 501-743-3565**
- The school's reading specialist and parent volunteers will create a pamphlet explaining the school's involvement with the state's reading initiative and how the parents can be involved in supporting the goals of this initiative. It will be distributed at parent orientation night and other public meetings. **Kelly Bankston 501-743-3565**
- The school will create a Web site to house classroom Web sites for each teacher. Homework assignments and pertinent classroom information will be available on classroom Web sites. Also, parents can access their child's grades using a PIN number they received at the beginning of the school year. Parents may use e-mail to communicate with members of the school staff. **Kelly Bankston 501-743-3565**
- Each teacher will send home a folder containing student papers and work samples each week. Parents will be asked to sign the folder and send it back to school. **Kelly Bankston 501-743-3565**
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress. **Kelly Bankston 501-743-3565**
- The school will provide to parents reports/report cards every nine weeks with information regarding their child's academic progress and upcoming classroom and school events. **Kelly Bankston 501-743-3565**
- The school will send parents a parent-friendly letter in the first report card that explains their child's test results and standardized test scores. **Kelly Bankston 501-743-3565**
- The school will offer parents a special workshop each year on the school's approach to school improvement. **Kelly Bankston 501-743-3565**
- The school will send brochures home with students, post notices in school facilities and public buildings, and provide information for local newspapers and radio stations about parent workshops and meetings. **Kelly Bankston 501-743-3565**
- The school will use the student handbook, school Web site, signage at the school entrance, and parent orientation meetings. **Kelly Bankston 501-743-3565**

2. List the proposed parent meeting, conferences and activities regularly throughout this year and the dates providing flexible meeting times that you have planned to increase parent and family engagement and build staff and parent capacity to engage in these types of efforts. (Must include the 2 state mandated parent/teacher conferences each year.)

- These meetings will include parent training sessions to help parents understand how to enhance their child's education. **Kristi Johnson 501-743-3565**
- These meetings 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 501-743-3565**
- The meetings will be held at various times during the day or evening to better accommodate parents. **Kelly Bankston 501-743-3565**
- Outside speakers will provide parents with more information concerning ways to make their child's academic life more successful. **Kelly Bankston 501-743-3565**
- 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 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 homework and grading procedures. **Kelly Bankston 501-743-3565**
- The school will offer parents a special workshop each year to provide an explanation of the statewide assessment system, standards, and other accountability measures. **Kelly Bankston 501-743-3565**
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning: **Kelly Bankston 501-743-3565**
 - Library assistant
 - Reading buddy

Cabot Public Schools

- Mentor
- Teacher assistant
- Tutor
- Special parent lunches
- Book fair helpers
- Grandparents Day
- Awards day presentation
- Field day volunteers
- Family reading night
- Parent education workshops
- Orientation presentations
- Open House
- Parent-school organization
- Red Ribbon week
- Choir concerts
- D.A.R.E. graduation
- Various committees

3. How will your school provide information to parents about volunteer opportunities (must include state mandated parent training)?

- The school will provide opportunities for parents and community members to support the instructional program through such programs as Reading Buddies, tutoring, and special friends. **Kelly Bankston 501-743-3565**
- The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientation of parents. Teachers will explain the requirements to parents and encourage them to become involved in the school. 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 the experience pleasant and successful. **Kelly Bankston 501-743-3565**
- The school will work with Elementary School and Middle School to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. The school will host special orientation programs for parents and students to help with the transition. Parents will have the opportunity to meet the new teachers at the end of the school year. **Kelly Bankston 501-743-3565**
- STATE REQUIREMENT – 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. **Kelly Bankston 501-743-3565**
- STATE REQUIREMENT (Staff Development) 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 that 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 501-743-3565**

4. How will your school provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide school improvement plan?

- 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 501-743-3565**
- The school will ask parents to serve on curricular and instructional review 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 501-743-3565**
- STATE REQUIREMENT – To take advantage of community resources, the school shall consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement. **Kelly Bankston 501-743-3565**
- STATE REQUIREMENT - The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school. **Kelly Bankston 501-743-3565**

Cabot Public Schools

- Coordinate and integrate parent and family engagement strategies with parent and family engagement strategies under other programs such as Home Instruction Programs for Preschool Youngsters, and state-run pre school programs. **Kelly Bankston 501-743-3565**

5. How will your school provide resources for parents?

- Parents may check out materials, use the computer to check grades, and visit educational Web sites. A suggestion sheet will also be available for parental input. The school will open the resource center at hours that are convenient to parents. **Lindsay MacMillan 501-742-3565**
- STATE REQUIREMENT - The school will distributed Informational packets each year that includes a copy of the school's parent and family engagement 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, 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 501-742-3565**
- STATE REQUIREMENT - 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. **Lindsay MacMillan 501-742-3565**
- Create a parent center (located in the conference room, open M-F 7:30am-4:00pm) **Lindsay MacMillan 501-742-3565**
- STATE REQUIREMENT – 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. **Kelly Bankston 501-743-3565**
- STATE REQUIREMENT – The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator. **Kelly Bankston 501-743-3565**

6. How will your school engage parents in the evaluation of your parent and family engagement efforts?

- The school will engage parents in the annual evaluation of parent and family engagement efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents and school staff. While collecting evidence about satisfaction with the program and the school's efforts to increase parent and family engagement will be a part of the evaluation, the survey will also collect specific information on the (1) growth in number of parents participating in workshops and meetings; (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support student academic growth. **Lindsay MacMillan 501-743-3565**

7. How will your school use the parent interest surveys to select, plan and implement parent and family engagement activities that will be offered throughout the year?

- The school will ask parents to fill out a parent interest survey at registration or at the beginning of each school year to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically. **Lindsay MacMillan 501-743-3565**
- The school will use the results of the parent interest survey will be used to plan the parent and family engagement activities for the year. **Lindsay MacMillan 501-743-3565**
- The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parent and family engagement plan evaluation. **Lindsay MacMillan 501-743-3565**
- STATE REQUIREMENT – Sponsor seminars to inform the parents of high school students about how to be involved in the decisions affecting course selection, career planning, and preparation for postsecondary opportunities. **N/A**

Magness Creek Elementary Parent and Family Engagement Committee:

Kelly Bankston, Principal, Lindsay MacMillan, Lindsey Smith, teacher, Kristen Steinmetz, teacher, Mary Beth Trammell, GT specialist, Courtney Masters, PTO President, Wendy Bass, parent, Kelsey Livingood, parent, Cori McCall, parent