

**Magness Creek Elementary Family and Community  
Engagement Plan**

**School Name:**

Magness Creek Elementary

**Facilitator:**

Michelle Atherton  
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501-743-3565

**Plan Review/Revision Date:**

5/6/2025

**District Level Reviewer, Title:**

Emily Taylor, Director of Counseling  
Jordan Boris, District Social Worker

**District Level Approval Date:**

July 31, 2025

**Committee Members, Role:**

Michelle Atherton, Facilitator and Assistant Principal  
Amy Morrow, Principal  
Amanda Davis, Counselor  
Erin Mize, Community Member  
Caitlin Hineborg, Parent  
Denise Mayes, Parent

### **1: Jointly Developed Expectations and Objectives**

*(Describe/List how parents will be involved in the development of the school family and community engagement plan and how parents will be involved in the planning, review, and improvement of family and community engagement programs.)*

- Families are involved in the development of the Family and Community Engagement Plan (FACE). (Michelle Atherton, Spring 2025)
- Families will be involved in the review, evaluation, update, and improvement of the FACE plan annually to meet the changing needs of the school community. Our FACE Plan will be reviewed as needed by the committee members. Results from the Magness Creek Parent Survey sent May 2025 will be considered in the updating and improvement of the FACE plan. (Michelle Atherton, ongoing)
- Magness Creek Elementary will ensure that parents are adequately represented in a variety of roles: (Amy Morrow, ongoing)
  - Parent Teacher Organization
  - School Improvement Committees
  - School Leadership Team
  - Field trip chaperones
  - Volunteer opportunities to help during family events including: Book Fair, Donuts with Dudes, Field Day, The Talent Show, Luau with Loved Ones, Rockin' Around The Creek, Mom Prom, and Wild About The Arts Night
  - Volunteer opportunities for classroom holiday and birthday parties
  - Volunteer opportunities daily to help open car doors at drop off and make copies and other administrative tasks in our work room.
  - Classroom tutors and school pictures assistants
- Magness Creek Elementary will provide opportunities for regular meetings as requested. (Amy Morrow, ongoing)
- As a Purple Star School District, Cabot Public Schools is committed to supporting military families. The district will run a report of military connected families monthly to identify any families new to the district in order to better welcome and support them during this transition. (Emily Taylor, Jordan Boris, monthly)
- Magness Creek Elementary will enable and support a parent teacher organization (PTO). (Amy Morrow, Erin Mize, ongoing)

### **2: Communication**

*(Describe/List how the family and community 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 FACE facilitator and contact information is:  
Michelle Atherton  
michelle.atherton@cps.k12.ar.us  
501-743-3565
- Magness Creek Elementary will make the FACE plan available to families and the local community electronically on the school website and on the Magness Creek Elementary online parent resource center by August 1. Printed copies are available as requested. (Michelle Atherton, August 2025)
- The plan is written in an understandable and uniform format in a language families can understand. A translation service, Transperfect, is available. (Melanie Duerkop, August 2025)
- Magness Creek Elementary will distribute information annually that includes the following:
  - A description of FACE plans in the Student Handbook (Michelle Atherton, August 2025)
  - Building specific FACE plans can be found on our district website by clicking the “Departments” tab and then finding “Counseling.” (Michelle Atherton, August 2025)
  - Recommended roles of families (as listed in section 1 of this plan)
  - Ways for families to be involved in a variety of roles (as listed in section 1 of this plan)
  - A survey of volunteer interests
  - A schedule of planned activities throughout the school year
  - A system of regular, two-way communication for families and teachers including phone calls, emails, Class Tag, Remind, Brightwheel and social media pages and groups
- Magness Creek Elementary will obtain signatures from families acknowledging receipt and location of the District FACE plan through back to school and new student registration using the online registration platform. (Michelle Atherton, October 2025)
- Family meetings will be offered at various times. (Amy Morrow, ongoing)
- Parent meetings will be offered in various formats including Google Meet. (Amy Morrow, ongoing)
- The school will distribute a digital weekly newsletter to families developed by the principal. 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. (Amy Morrow and Amanda Davis, ongoing)
- Each child will receive a communications folder to encourage regular two-way 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. (Michelle Atherton, ongoing)
- An online parent resource center found at <https://sites.google.com/cps.k12.ar.us/mceonlineparentcenter> provides resources for academic, social and emotional, wellness and nutrition,

technology, and more. Other parent resources are available upon request to support families and students. (Sara Adkins, classroom teachers, ongoing)

### ***3: Building Staff Capacity***

*(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 family and community engagement activities. )*

- Magness Creek Elementary will ensure professional development requirements are met for teachers and administrators. The yearly schedule of state required topics, including family and community engagement, will be followed. (Pam Wilson, ongoing)
- The Cabot School District will provide Child Maltreatment/Mandatory Reporter Protocol professional development to teachers and administrators. (Pam Wilson, Summer 2025)
- Teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents, will participate in district-approved professional development in areas including, but not limited to:
  - Parents playing an integral role in assisting student learning
  - The value and utility of the contributions of parents
  - How to reach out to, communicate with, and work with parents as equal partners
  - Implementing and coordinating parent programs and building ties between home and school
  - Welcoming parents into the school and seeking parental support and assistance
- Magness Creek Elementary will provide information in a format, to the extent practicable, in a language the parents can understand. (Melanie Duerkop, ongoing)
- Magness Creek Elementary will respond to parent requests for family and community engagement activities. (Amy Morrow, ongoing)
- Parents are recognized as a full partner and the process for resolving conflicts is included in the school handbook. (Michael Byrd, ongoing)

### ***4: Building Parent Capacity***

*(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.)*

- Magness Creek Elementary will schedule regular family and community engagement meetings. These meetings will provide information to help parents enhance their child's education as well as to provide opportunities to volunteer or help support their child's school. (Amy Morrow, Michelle Atherton, ongoing)
  - Open House in August
  - Parent Teacher Conferences October and March
  - Monthly PTO meetings
  - Family Reading, Math, and Science Nights
- Math and Reading goals identified on the School Improvement Plan will be pursued through school sponsored family and community events, like STEM night and family reading night, therefore aligning the School Improvement Plan goals and priorities with FACE events. (Michelle Atherton, ongoing)
- Magness Creek Elementary aligns its School Improvement Plan with family and community engagement efforts by ensuring meaningful two way communication about academic priorities and efforts outlined in the School Improvement Plan during FACE/PTO meetings. (Michelle Atherton, ongoing)
- Magness Creek Elementary will also make available the findings and goals from the School Improvement Plan so that academic priorities and efforts for the school year are clearly communicated. (Liz Massey, ongoing)
- Magness Creek Elementary will provide descriptions of the student curriculum on the district website. (Liz Massey, ongoing)
- Magness Creek Elementary will provide families with individual student academic assessment results and interpretation of those results upon request. (Amy Morrow, Sarah Camp, ongoing)
- Magness Creek Elementary will provide families with a description and explanation of the assessments used to measure student progress and achievement levels of the challenging State academic standards. (Amy Morrow, Sarah Camp, Ongoing )
- Magness Creek Elementary will provide assistance and instruction to parents of children served by the school in understanding these topics:
  - Arkansas Academic Standards
  - State and local academic assessments
  - Strategies parents can use to support their child's academic achievement
  - Partnering with teachers to support their child's academic achievements
  - Incorporating developmentally appropriate learning activities
  - Use of DESE website and tools for parents
  - Assistance with nutritional meal planning and preparation
  - Role play and demonstration(Amy Morrow, Sarah Camp, Michelle Atherton, ongoing)
- Magness Creek Elementary will promote and support responsible parenting by maintaining a Parent Resource Center that provides materials and training to help families work with their children to improve academic achievement. (Michelle Atherton, ongoing)

## **5: Coordination**

*(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.)*

- Magness Creek Elementary will utilize community resources to benefit students and families. (Amy Morrow, ongoing)
  - Student clubs and groups from the Cabot Junior High School and Cabot High School provide activities at family nights including the Robotics club, Forensics students, and the JROTC.
  - Mystery readers, representing diverse backgrounds such as veterans, parents, and professionals aligned with classroom topics, read aloud to students
  - Modern Woodmen of America donates instructional materials including books
- Magness Creek Elementary will coordinate and integrate family and community engagement activities to include college & career readiness resources as appropriate. (Amanda Davis, classroom teachers, ongoing)
  - My Future Story counseling lessons that focus on college and career readiness during Red Ribbon Week in the Month of October. This focuses on healthy choices for futures.
  - Magness Creek Elementary will coordinate a field trip for 4th graders to visit Cabot Middle School South and Cabot Middle School North to help provide a smooth transition from one school to the next. (Amy Morrow, Amanda Davis, May 2025)
- Magness Creek Elementary will promote and support responsible parenting by providing information and resources on relatable topics at Open House and Parent Teacher Conferences. (Amanda Davis, ongoing)
- Magness Creek Elementary will consider recruiting alumni to create an alumni advisory commission. (Amy Morrow, ongoing)
- Magness Creek Elementary will enable and support the formation of a parent teacher organization and utilize the leaders in appropriate decisions. (Erin Mize, August 2025)
- Magness Creek Elementary will engage in activities that will use community resources to strengthen school programs. (Amanda Davis, ongoing)
  - Local churches and the Cabot Rotary Club help donate items for our food and clothing pantry
  - Junior Auxiliary provides bill assistance, picture books, clothing and lice kits.
- Magness Creek Elementary will ensure that the FACE plan is comprehensive and coordinated. (Michelle Atherton, ongoing)
- The FACE plan and the School Improvement Plan will be aligned. (Michelle Atherton, ongoing)

### **6: 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 family and community engagement policy.)*

Magness Creek Elementary is not an identified Title I school.

### **7: School-Parent Compact**

*(Describe/List the process the schools will follow to jointly develop with parents a school-parent compact.)*

Magness Creek Elementary is not an identified Title I school.

### **8: Reservation of Funds**

*(If the district receives more than \$500,000 in Title I allocation, then it must reserve 1 percent for family and community 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 family and community engagement activities and programs and how parents will be involved in providing input into how the funds are used.)*

Magness Creek Elementary is not an identified Title I school.

### **9: Checklist of Assurances**

*(Please read the following statements closely. By checking these boxes, the School understands the legal requirements and will meet them accordingly.)*

<input checked="" type="checkbox"/>	<p><b>A.1:</b>The School understands that annually by August 1, the public School's Engagement Plan shall be developed, or reviewed and updated.</p> <p><i>[ADE Rules Governing Parental Involvement Section 3.02.3]</i></p>
<input checked="" type="checkbox"/>	<p><b>A.2:</b>The School understands that the following must be made available to families and the local community on the School or District website no later than August 1st:</p> <ul style="list-style-type: none"> <li>• The School Engagement Plan</li> <li>• A parent-friendly explanation of the School and District's Engagement Plan</li> <li>• The informational packet</li> <li>• Contact information for the parent facilitator designated by the School.</li> </ul> <p><i>[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02.4]]</i></p>
<input checked="" type="checkbox"/>	<p><b>A.3:</b>The School understands that a parent-friendly summary/explanation of the Engagement Plan should be included in the current student handbook.</p> <p><i>[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02]</i></p>
<input checked="" type="checkbox"/>	<p><b>A.4:</b>The School understands its obligation for ensuring professional development requirements related to parent and family engagement are met and that records are maintained accordingly. (2 hours every 4 years with 2025 being a required year)</p> <p><i>[A.C.A. § 6-15-1703(a); A.C.A. § 6-17-709; Standards for Accreditation of Arkansas Public Schools and School Districts July 2020 Standard 4-G.1 Professional Development (D/C)]</i></p>
<input checked="" type="checkbox"/>	<p><b>A.5:</b>The School understands its obligation to obtain signatures for each parent acknowledging receipt of the District's Engagement Plan summary/explanation.</p> <p><i>[A.C.A. § 6-15-1704(a)(3)(B)]</i></p>



<input checked="" type="checkbox"/>	<p><b>A.6:</b>The School Principal understands their obligation to designate and pay a licensed staff member to serve as Parent Facilitator:</p> <ul style="list-style-type: none"> <li>• to help organize meaningful training for staff and parents,</li> <li>• to promote and encourage a welcoming atmosphere, and</li> <li>• to undertake efforts to ensure that engagement is recognized as an asset to the School.</li> </ul> <p><i>[A.C.A. § 6-15-1702(c)(1)]</i></p>
<input checked="" type="checkbox"/>	<p><b>A.7:</b>The School understands its obligation to encourage school staff to use volunteer surveys to compile a volunteer resource book..</p> <p><i>[A.C.A. § 6-15-1702(b)(6)(B)(ii)]</i></p>
<input checked="" type="checkbox"/>	<p><b>A.8:</b>The School understands its obligation to conduct no fewer than two parent-teacher conferences per school year.</p> <p><i>[A.C.A. § 6-15-1702(b)(3)(B)(ii)]</i></p>
<input checked="" type="checkbox"/>	<p><b>A.9:</b>The School understands its obligation to incorporate the Engagement Plan into the School Improvement Plan.</p> <p><i>[ADE Rules Governing Parental Involvement Section 3.02.2]</i></p>
<input checked="" type="checkbox"/>	<p><b>A.10:</b>The School understands its obligation to schedule regular parent involvement meetings at which parents are given a report on the state of the School and an overview of:</p> <ul style="list-style-type: none"> <li>• what students will be learning</li> <li>• how students will be assessed</li> <li>• The informational packet</li> <li>• what a parent should expect for his or her child's education</li> <li>• how a parent can assist and make a difference in his or her child's education.</li> </ul> <p><i>[A.C.A. § 6-15-1702(b)(5)(B)(i)(a-d)]</i></p>

<input checked="" type="checkbox"/>	<p><b>A.11:</b>Any School serving high school students understands its obligation to educate parents about their role in decisions affecting course selection, career planning, and preparation for postsecondary opportunities.</p> <p><i>[A.C.A. § 6-15-1702(b)(7)(B)(ii)]</i></p>
<input checked="" type="checkbox"/>	<p><b>A.12:</b>The School understands its obligation to welcome parents into the School, and more specifically, not have any school policies or procedures that would discourage a parent from visiting the School or from visiting a child's classrooms.</p> <p><i>[A.C.A. § 6-15-1702(b)(6)(B)]</i></p>
<input type="checkbox"/>	<p><b>A.13:</b>The School understands that all Title I, Part A funded engagement activities and strategies should remain consistent with all information set forth in this parent and family engagement plan.</p> <p><i>[ESSA § 1116(a)(3)(D)]</i></p>
<input checked="" type="checkbox"/>	<p><b>A.14:</b>The School understands its obligation to submit to the State any comments from parents who deem the Title I Schoolwide Plan unsatisfactory. These comments can be sent to <a href="mailto:ade.engagementmatters@ade.arkansas.gov">ade.engagementmatters@ade.arkansas.gov</a></p> <p><i>[ESSA § 1116(b)(4)]</i></p>
<input checked="" type="checkbox"/>	<p><b>A.15:</b>The School understands its obligation, if requested by parents, to provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.</p> <p><i>[ESSA § 1116(c)(4)(C)]</i></p>