

AR
 Cutter-Morning Star Elem School (Cutter-Morning Star School District)
 2801 Spring Street
 Hot Springs AR 71901
 501-262-1883

School Parent and Family Engagement Plan

***Please note: Your 20-21 plan has been populated below. Please make revisions or delete and paste your updated plan for 21-22.**

[Click to view Required Components Checklist](#)

School Name:	Cutter Morning Star Elementary School
Facilitator Name:	Lindsey Nelson
Plan Review/Revision Date:	7/1/2021
District Level Reviewer, Title:	Terry Lawler Federal Programs Coordinator
District Level Approval Date:	7/28/2021

Committee Members, Role:

(Select "Repeat" to open more entry fields to add additional team members)

First Name	Last Name	Position
Lindsey	Nelson	Facilitator
Laura	Baber	Principal
Kenya	Lewis	Counselor
Tara	Barrett	Teacher
Courtney	Post	Parent
Jessica	Honeycutt	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.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Our Family and Community Engagement Committee, which includes school staff and parents, will work together to write and implement our parent and family engagement plan. This will include reviewing parent survey data together, discussing district and building goals, generating ideas, and writing the plan. We meet periodically to review the plan, determine any necessary changes, and adjust the plan accordingly. All parents will be asked to complete a survey that will be used to inform and guide goals and elements included in our plan. Upon completion of the Title I parent meeting and after survey results, any concerns of parents will be submitted to the district.

Our Cutter Morning Star Elementary School Family and Community Engagement Plans meets these Required Components.

We will:

- Involve parents in the development of the school parent and family engagement plan
- Involve parents in the review, update, and improvement, at least annually, of the school parent and family engagement plan to meet the changing needs of parents and the school
- Ensure adequate representation of parents of participating children in the process in a variety of roles
- Submit any parent comments to the district if the Title I Schoolwide Plan is not satisfactory to parents
- Address opportunities for regular meetings if requested by parents
- (May accomplish collaboration through the coalition of parents and community representatives)

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.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Cutter Morning Star Elementary School will hold our annual Title I meeting at our October board meeting in the District Board Room. Parents will be informed of the requirement of Title I and our school's participation as well as the parents' rights to be involved. At the public meeting we will disseminate information and distribute copies of our revised parent and family engagement policy.

Cutter Morning Star Elementary School will:

- Conduct an annual Title I meeting in October
- ✓ to inform parents of the requirements of Title I and the school's participation
- ✓ to inform parents' of their rights under Title I

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.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Our parent and community involvement plan will be posted online and in our student handbook, including the name, phone extension, and email address of our building facilitator, Lindsey Nelson. We will ensure parent receipt of these items by a signature page at the end of our handbook. The plan will be reviewed by at least 2 parents to ensure it is in parent-friendly language and that it is appropriate for the families in our school. The plan, along with

volunteer survey, volunteer opportunity information, ideas for parents to become involved in our school, and a calendar of events will be included in our beginning of the year packet, in weekly newsletters from our principal, and through weekly communication from parents. Parents will also be connected to our school for two-way communication through email, phone, and Class Dojo (grades K-6).

Our Cutter Morning Star Elementary School Family and Community Engagement Plans meets these Required Components.

We will:

(*Post these items to district website by August 1)

- *Make the school parent and family engagement plan available to families and the local community
- ✓ *Include contact information for the parent facilitator
- *Distribute an informational packet annually to include
- ✓ *Description of Parent and Family Engagement plan
- ✓ *Recommended roles
- ✓ *Ways for a family to get involved in a variety of roles
- ✓ *Survey regarding volunteer interests
- ✓ *Schedule of activities planned throughout the school year
- ✓ *Regular, two-way, and meaningful system for parents/teachers to communicate
- *Place a parent-friendly summary/explanation of the parent and family engagement plan online and as a supplement to the student handbook
- ✓ Obtain signatures from each parent acknowledging receipt of the [district's] parent and family engagement plan summary
- Offer meetings at various times (such as in the morning and evening)
- Offer meetings in different formats (such as offered online and in-person group meetings as well as home visits or other types of individual meetings)
- (May offer transportation as such services relate to preventing barriers to parent and family engagement)
- (May offer child care as such services relate to preventing barriers to parent and family engagement)
- (May offer home visits as such services relate to preventing barriers to parent and family engagement)
- Ensure that the plan is written in an understandable and uniform format, to the extent practicable, provided in a language the parents can understand, and that the informational packet is appropriate for the age and grade of each child

4: School-Parent Compact

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

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

In February 2021, Cutter Morning Star Elementary conducted a survey of all our parents. Survey Data will be used to inform the parent compact, along with the plans and goals of the Family and Community Engagement Committee. Parents will also have access to student information to ensure they are informed in their efforts to communicate with the school through progress reports each mid-term and report cards each nine weeks. Formal

parent teacher conferences will be held twice this year. These, along with any other conferences the teacher or parent requests, can be held in person, virtually or via phone. In some instances, a home visit may be used. Parents will be given contact information that allows them to call or email our staff. Class Dojo (grade K-6) will also be available to all parents.

Our Cutter Morning Star Elementary School Family and Community Engagement Plans meets these Required Components.

We will:

- Jointly develop a School-Parent Compact
 - ✓ Outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement
 - ✓ Address the importance of regular two-way, meaningful communication through:
 - conferences (no fewer than 2 each year)
 - frequent reports on progress
 - reasonable access to staff
 - opportunities to volunteer
 - observation of classroom activities
 - Build and develop a partnership to help children achieve the challenging State academic standards
 - Encourage school staff to use volunteer surveys to compile a volunteer resource book listing interests and availability of volunteers
 - Involve parents in a variety of roles
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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.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Cutter Morning Star School District does not receive more than \$500,000 in Title I allocation and as such are not required to reserve funds.

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.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

The following is a list of current community resources being used to support our school● Arkansas Learning Through The Arts - Residencies from in state artists take place throughout the building and throughout the year. We also attend the Arkansas Symphony Orchestra's yearly program through the support of this program.

- Food Bank - Our foodbank relies on donations and support from many local organizations and businesses. This includes a yearly event called Orange Week to raise awareness of childhood hunger and raise money for our foodbank. Each week, community volunteers prepare the food bags for distribution.
- We partner with the Imagination Library to provide books for students who might otherwise not have access to them.
- In May, we hold an annual event to connect families and local agencies that can support them in the summer and year round. This includes services and programs available to families, along with volunteer opportunities. Agencies include Bridges Out of Poverty, YMCA, Garland County Library, Jackson House (an agency that provides lunches to people in need and other services), local food banks, and summer camp opportunities.
- We are partnering with The Literacy Council of Garland County to provide printed materials in tutoring basic reading, writing, math, computer skills and English as a Second Language for placement in our Parent Center for parents who need these resources. A list of materials in our Parent Center will be sent home to parents in our weekly newsletter.
- We also provide a list of agencies and support programs to families in our beginning of the year packet.
- Our teachers regularly reach out to local community agencies and individuals to support learning in the classrooms, such as local professionals to share their expertise.

In addition:

- We maintain a parent support center, which includes a computer for families to access information to support their child's learning. The computer is not accessible to parents at this time but will be when we are able to allow visitors back in our building. There is also information in the form of books, pamphlets and more to help parents address specific parenting issues.
- We encourage and collaborate with our Parent Teacher Association, the Eagle Parent Involvement Committee (EPIC).
- Several meetings will be provided by our school counselor, mental health providers, and our school nurse on a variety of topics related to raising healthy children, social skills, and mental health.
- Times of our meetings will be varied to accommodate the schedules of our parents.

This plan will be incorporated into the school improvement plan.

Our Cutter Morning Star Elementary School Family and Community Engagement Plans meets these Required Components.

We will:

- Investigate and, where feasible, utilize community resources in the instructional program
- Coordinate and integrate parent and family engagement programs, activities, and strategies with early childhood programs (applicable to elementary schools), college and career ready resources or organizations (applicable to middle and high schools), parent resource centers, or other programs that encourage and support parents in fully participating
- Promote and support responsible parenting
- Consider recruiting alumni to create an alumni advisory commission
- Enable the formation of a Parent Teacher Association or organization
- ✓ Leaders of said organization will be utilized in appropriate decisions
- Engage in other activities that will use community resources strengthen school programs, practices, and learning
- Ensure the plan is comprehensive and coordinated in nature
- Incorporate this plan into the school's improvement plan

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.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

We will host 2 scheduled parent teacher conferences, which will take place on October 21 and February 17 for the 2021-2022 school year. We will share curriculum information, student assessment results, and share our assessment processes with parents at these conferences.

We will also share curriculum information with parents throughout the year in weekly classroom newsletters. The 5th and 6th grade teaching team will share our Summit Learning Curriculum through online postings and a parent night specifically for this purpose.

Along with specific information about standards and assessments, we will include information about resources available through the ADE will be included in our regular parent communication. This includes ideas on how parents can support students learning at home and with teachers, and how they can incorporate developmental learning activities.

Parent Involvement Events will be scheduled and provided through a calendar to all parents as well as on social media and the district website. Reminders for Parent Involvement Events will be sent out via Class DoJo, Email, Newsletters, and posted on social media and the district website.

The Parent and Family Engagement Plan will be considered part of the school's improvement plan and the committee will be responsible for reviewing it on a consistent basis and ensuring that we as a school are meeting our goals and expectations.

Our Cutter Morning Star Elementary School Family and Community Engagement Plans meets all Required Components.

We will:

- Schedule regular parent involvement meetings
- Provide parents with a description and explanation of the curriculum in use
- Provide parents with individual student academic assessment results and interpretation of those results
- Provide parents with a description and explanation of the assessments used to measure student progress and achievement levels of the challenging State academic standards
- 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
 - ✓ Title I, Part A requirements
 - ✓ 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

- ✓ How parents of high school students can be involved in the decisions affecting course selection, career planning ,and preparation for postsecondary opportunities
 - ✓ Including role play and demonstration by trained volunteers
 - 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
 - Promote and support responsible parenting
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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.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Cutter Morning Star Elementary School will provide the required number of hours of training in the area of family engagement for our teachers and parents.

Our Cutter Morning Star Elementary School Family and Community Engagement Plans meets these Required Components.

We will:

- Ensure professional development requirements are met for teachers and administrators

Train teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents:

- That parents play an integral role in assisting student learning
 - In the value and utility of contributions of parents
 - In how to reach out to, communicate with, and work with parents as equal partners
 - To implement and coordinate parent programs and build ties between home and school
 - To welcome parents into the school and seek parental support and assistance
 - To provide information in a format, to the extent practicable, in a language the parents can understand
 - To respond to parent requests for parent and family engagement activities
 - To recognize that a parent is a full partner by including in the school handbook the school's process for resolving parent concerns
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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.)

Did the School and Parents choose to include any Discretionary (Optional) Components in the School Parent and Family Engagement Plan?

In order to involve parents in planning for our teacher training, budgeting expenses, and other decisions we will use feedback from the district wide survey that was conducted in February 2021.

We may also include these Discretionary (Optional) Components in our School Parent and Family Engagement Plan:

- Trainings: Involve parents in the development of training for teachers, principals, and educators to improve the effectiveness of the training.
- Literacy Training: Provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training.
- Expenses to Enable Participation: Pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- Parent Leadership: Train parents to enhance the involvement of other parents.
- Flexible Options: Arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators who work directly with participating children, with parents unable to attend conferences at school to maximize parental involvement and participation in their children's education.
- Model Approaches: Adopt and implement model approaches to improving parent and family engagement.
- Parent Advisory Council: Establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs.
- Community and Business Roles: Develop appropriate roles for community-based organizations and businesses in parent and family engagement activities.

(Find complete guidance on the [DESE Parent and Family Engagement Requirements](#) webpage.)

District Feedback

- Attention: Changes Needed!
- In Compliance

Comments: