

Cabot High School Family and Community Engagement Plan

School Name:
Cabot High School

Facilitator Name:
Shannon Southard, Facilitator
shannon.southard@cps.k12.ar.us
(501) 853-3562 ext. 1156

Plan Review/Revision Date:
April 2021

District Level Reviewer, Title:
Terena Woodruff, Director of Counseling
Jordan Boris, District Social Worker

District Level Approval Date:
June 2021

Committee Members, Role:
Henry Hawkins, Administrator
Shannon Southard, Family & Community Engagement Facilitator
Jill Weir, Cabot High School classroom Teacher & PTSO Member
Nicole Gatewood, Cabot High School CTE/STEM Coordinator
Jayne Snyder, Counselor
Tammy Osborn, Parent
Debbie Woods, PTSO member & Community Volunteer

1: Jointly Developed

(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.)

- Cabot High School leadership committee involves parents and community members in the development of Cabot High School’s Family and Community Engagement plan. Once the plan is developed and Cabot High School staff give feedback, the committee will again review and give feedback. Collaboration between teachers, staff, families, and community members is key in addressing the needs of our school. The committee, including parents, will annually review, update, and improve Cabot High School’s Family and Community Engagement (FACE) plan. (Shannon Southard, ongoing)
- Cabot High school seeks to foster family and community involvement by inviting families and community members to join Cabot High School Parent, Teacher, Student Organization (PTSO) and to be involved in the annual evaluation and review of the Family and Community Engagement Plan. (Shannon Southard, ongoing)
- Cabot High School has a suggestion form available to any parent or family member/community member who would like to be represented in a variety of roles throughout the school. Parents can also make suggestions about opportunities for regular meetings and various school functions. (Shannon Southard, Henry Hawkins, ongoing)
- Cabot High School’s FACE facilitator in collaboration with the school’s Arkansas Consolidated School Improvement Plan coordinator (ACSIP) and the district’s Health and Wellness coordinator will survey parents throughout the year to get their input on the issues that affect both parents/guardians and students. Parents will be surveyed to see how their child’s educational and social growth has progressed throughout the ongoing pandemic. The information from both surveys will be shared with the ACSIP coordinator to guide decisions for the coming years. (Shannon Southard, Adam Koehler, Kelly Spencer, 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 Family and Community Engagement policy.)

Cabot High School is not a Title I school.

3: Communications

(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.)

- Cabot High School uses social media (Twitter and Facebook), the district website, and the SMORE newsletter to publicize news, school events, academic activities, and positive activities at the school. The Family and Community Engagement Plan will be posted to the district website by August 1. (Alana Graham, SueAnn Whisker, Jill Weir, Shannon Southard, ongoing)
- Cabot High School's Family and Community Engagement Facilitator is Shannon Southard. Her contact number is 501-843-3562 or via email Shannon.Southard@cps.k12.ar.us. Mrs. Southard is also the coordinator of Cabot High School's Parent, Teacher, Student Organization. (Shannon Southard, ongoing)
- Cabot Public Schools use Transperfect, a translating service that allows calls and communication with parents who do not speak English. (Henry Hawkins, Classroom Teachers, ongoing)
- Cabot High School annually distributes an informational packet to family and community members that includes the following information:
 - A description of Family and Community 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
- Cabot High School's FACE facilitator regularly communicates with Kim Gibson, Cabot High School Counselor, with information to be added to the newsletters that are sent to parents, guardians, and community members. (Shannon Southard, ongoing).
- Cabot High School has a website along with teacher websites where important classroom and academic information is available to parents and community members. (Jill Weir, ongoing)
- Cabot Public Schools' utilizes Home Access Center (HAC) to give parents and guardians the ability to access their child's grades using a provided username and password. (Chuck Johnson and Christy Rogers, HAC Facilitators; Classroom teachers; ongoing)
- Cabot High School understands that open communication between school and home is best practice and crucial to student success. Teachers and Administration reach out to parents and guardians via phone calls and home visits as needed. Cabot High School is one to one chrome books for student use. Students who do not have access to the internet at home can request a hotspot from the counseling center. (classroom teachers, counselors, Henry Hawkins, ongoing)
- Cabot High School provides report cards to parents every 9 week grading period with information regarding their child's academic progress. (Brandi Koski, Registrar; ongoing)

- Cabot High School offers meetings at various times and in various formats to ensure accommodation for all families. Digital meetings are still offered to accommodate parents and guardians. (Henry Hawkins, classroom teachers, ongoing)
- Cabot Public School District has a district wide phone messaging system to remind parents/guardians of important dates and upcoming events. (Pam Carter & Liz Massey, ongoing)
- Cabot High School’s teachers and administration use Remind 101 to communicate necessary information to students and parents. (Administrators, Classroom teachers, ongoing)
- Cabot High School will make available online and in the main office informational packets each year that include a copy of the school’s parental engagement plan. Print copies of plan available on request (Shannon Southard, Henry Hawkins, ongoing)
- Cabot High School will obtain parent/guardian signatures acknowledging receipt of the Family and Community Engagement Plan during new student and back to school registration via a registration platform. (Henry Hawkins, Shannon Southard, ongoing)
- Cabot High School will update the school marquee frequently with important school events. (Renee Carter, ongoing)
- Cabot High School has a school-wide goal as part of the Arkansas Consolidated School Improvement Plan of improving literacy comprehension, particularly focusing on non-fiction, and parents have the strategies needed to support their student’s reading progress. (classroom teachers, Henry Hawkins, ongoing)

4: School-Parent Compact

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

Cabot High School 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 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.)

Cabot High School 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.)

- Cabot High School will consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement if there is an interest. (Christy Rogers, Henry Hawkins, ongoing)
- Cabot High School will coordinate and integrate parent & family engagement activities to include early childhood programs and/or college & career readiness resources as appropriate. (Henry Hawkins, classroom teachers, ongoing)
- Cabot High School provides opportunities for parents and community members to support the instructional program through various speaking and volunteer opportunities. (Henry Hawkins, classroom teachers, ongoing)
- Cabot High School invites parents/guardians, family members and community members to join Cabot High School PTSO group at any time throughout the year. (Shannon Southard, ongoing)
- Cabot High school provides a list of volunteer opportunities and solicits ideas for other types of volunteer efforts through Open House, teacher emails, parent-teacher conferences, etc. These opportunities will be posted online for the 2021-2022 school year. (Shannon Southard, Jill Weir, ongoing)
- Cabot High School has a Family and Community Engagement committee that will meet 1-2 times per year to review and/or update the Family and Community Engagement plan. (Shannon Southard, ongoing)
- Cabot High School offers a Parenting Center. Parents/Guardians may check out learning materials from the Parent Center that is located in the Cabot High School Media Center, Monday-Friday from 8:00-3:40. (Jill Weir, Shannon Southard, ongoing)
- Cabot High School strives to promote and support responsible parenting. Cabot High School will, 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. (Shannon Southard, ongoing)
- Cabot High School works with local civic organizations and churches to ensure the needs of students and families are met throughout the year. (Cabot High School Counselors, Henry Hawkins, district administrators, ongoing)
- Cabot High School involves community members in various educational projects through demonstrations and presentations. (Classrooms Teachers, ongoing)
- Cabot High School's Family and Community Engagement Plan supports the School Improvement Plan's focus of improving literacy comprehension, particularly focusing

on non-fiction, and parents have the strategies needed to support their student's reading progress. (Adam Koehler, Henry Hawkins, Shannon Southard, 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.)

- Cabot High School has regularly scheduled Fall and Spring Parent-Teacher Conferences (Henry Hawkins, Classroom Teachers; October 2021, March 2022)
- Cabot High School has regularly scheduled PTSO meetings for parent and family involvement. (Shannon Southard, ongoing)
- Cabot High School will provide a description/explanation of assessments that measure student progress to help parents/guardians read and understand the various score reports that gauge their student's progress. (Henry Hawkins, ongoing)
- Resources and materials to help parents support their child's achievement and promote responsible parenting are available for checkout from the Parent/Family Center at Cabot High School Media Center. (Shannon Southard, ongoing)
- Cabot High School will provide assistance and instruction to facilitate understanding of the following topics (Henry Hawkins, Classroom Teachers, Counselors, ongoing):
 - Arkansas Academic Standards
 - State and local academic assessments, including alternate assessments
 - Strategies parents can use to support the student's academic progress and achievement
 - Incorporating developmentally appropriate learning activities
 - How parents of high school students can be involved in the decisions affecting course selection, career planning, and preparation for post-secondary opportunities
 - Parents partner with teachers to support achievement
 - Use the DESE website and tool kit
 - Assist with nutritional meal planning and preparation
 - Including role play and demonstration
- Cabot High School encourages parents and community members in the following types of roles and activities to increase their involvement and support for student learning. (Shannon Southard, Henry Hawkins, Alana Graham, Jill Weir, ongoing)
 - New Student/Sophomore Orientation Seminars
 - Open House
 - Parent-Teacher Conferences, October 2020 & March 2020
 - Pre-AP & AP Parent Meeting
 - Cabot High School Parent, Teacher, Student Organization (PTSO) Meetings
 - Booster Clubs (Band, Choir, Forensics, Athletics)
 - Clubs/Organizations (Student Council, Builders Club, NJHS, FBLA)
 - Financial Aid Night

- o Transition Fair
- o Senior Parent Breakfasts

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 Family and Community Engagement activities.)

- Cabot High School complies with the State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts requires no fewer than 2 hours of professional development for teachers designed to enhance the understanding of effective parental and family engagement strategies. No fewer than 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. (Henry Hawkins, ongoing)
- Cabot High School staff members are trained to understand that parents play an integral role in student learning (Henry Hawkins, Alana Graham, ongoing)
- Cabot High School staff members are trained to understand the value and utility of the contributions of parents. (Henry Hawkins, Alana Graham, ongoing)
- Cabot High School staff members are trained to reach out to parents and communicate and work with parents as equal partners. (Henry Hawkins, Alana Graham, ongoing)
- Cabot High School staff members are trained to implement and coordinate parent programs and build ties between home and school (Henry Hawkins, Shannon Southard, ongoing)
- Cabot High School staff members welcome parents into the school and seek parental support and assistance. (Henry Hawkins, Alana Graham, Shannon Southard, ongoing)
- Cabot High School staff members provide information in a format and language parents can understand (Henry Hawkins, Alana Graham, ongoing)
- Cabot High School staff members are trained to respond to parent requests for parent and family engagement activities (Henry Hawkins, Shannon Southard, ongoing)
- Cabot High School recognizes that parents are full partners and utilizes the district's handbook that includes the school's process for resolving parental concerns, including how to define a problem, who to approach first with the problem, and how to develop solutions. (Michael Byrd, CAO, ongoing)