

Cabot Middle School North

Family and Community Engagement Plan

School Name:

Cabot Middle School North

Facilitator Name:

Tonya Choate

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Plan Review/Revision Date:

April 30, 2021

District Level Reviewer, Title:

Terena Woodruff, Director of Counseling

Jordan Boris, District Social Worker

District Level Approval Date:

June 2021

Committee Members, Role:

Tonya Choate, Building Family and Community Engagement Facilitator

PTO President, Stacy Minard

Andrea Bowen, PTO President, Community Mentor, Parent

Mike Emerson, Community Mentor, Community Member

Leah Panter, Teacher, Parent

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 Middle School North will establish a Family and Community Engagement Committee to develop a 2021-2022 family and community engagement plan. This plan will be developed through collaboration among faculty, administration, and parents based on data gathered through a Parent Needs Survey. This plan will outline how parents, school staff, and students share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards. The plan will be available for viewing on the school/district website and disseminated to parents of students by August 1, 2021. Paper copies of the plan will be provided upon request. (Tonya Choate-April 2021)
- The Family and Community Engagement Committee will meet to discuss successes of the current year's plan as well as improvements that can be made to the plan for the next school year. Parents will continue to be involved in the review and update of the plan as meetings will be held annually. (Tonya Choate-Spring 2021)
- Meetings to make recommendations to adjust or modify the current Family and Community Engagement Plan can be requested at any time by parents. (Tonya Choate-ongoing)
- The school has enabled the formation of a Parent Teacher Organization that will foster parental and community involvement within the school. Through the PTO parents are represented in a variety of roles including president, vice president, treasurer, secretary, social media coordinator, and volunteer coordinator. --(Suzie Kelley, Tonya Choate-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.)

N/A

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.)

- As appointed by Mrs. Kelley (Cabot Middle School North Administrator), Tonya Choate will be Cabot Middle School North's Family and Community Engagement Facilitator and can be reached by email: tonya.choate@cps.k12.ar.us or by phone (501) 743-3571 (Suzie Kelley, Tonya Choate-ongoing)
- Cabot Middle School North will provide an informational packet to parents both virtually through the school's website and/or printed upon request by August 1, 2021. The packet includes a description of the Family and Community Engagement Plan written in understandable and uniform format and in a language parents can understand, recommended roles and ways for parents to be involved, a survey of volunteer interests, a schedule of activities, and ways parents and the school communicate. The survey provided to parents is designed to collect evidence about their experience with blended instruction (on-site & virtual). It includes questions about the effectiveness of resources (Google Classroom, team newsletters, team websites, teacher websites, and virtual resources and videos) implemented for virtual instruction. The survey also gathers information about the effectiveness of two-way communication between faculty and parent as well as between faculty and student. (Suzie Kelley, Tonya Choate-August 2021)
- Signatures will be collected via an online registration platform during new student registration and back to school updates. (Suzie Kelley, Tonya Choate-ongoing)
- Planning meetings will include in person meetings, phone meetings, and emails. Members will include parents, PTO members, school staff and community members. Meetings will be offered at various times to meet the needs of parents. Virtual options will be offered. (Tonya Choate-ongoing)
- During parent meetings the Family and Community Engagement Facilitator will survey ideas for other types of volunteer efforts. Teachers will explain the requirements to parents and encourage them to become involved in the school. Brief training sessions by staff and stakeholders' meetings will provide parents and community members with the information needed to participate as school volunteers or invest in students' educational progress. (Tonya Choate-ongoing).
- The school will ask parents to fill out a parent interest survey 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. Data will be collected by mid-October. (Tonya Choate-October 2021)

- The school will use the results of the parent interest survey to plan Family and Community Engagement activities for the year. Parents noted they would like options for virtual meetings. These will be offered. (Tonya Choate-ongoing)
Virtual meeting options were offered to parents for both fall and spring conferences and for conferences scheduled by teams or parents. (Tonya Choate-ongoing)
- The school will evaluate the activities that were suggested by parents at the end of the year as a part of the annual Family and Community Engagement plan evaluation. (Tonya Choate-ongoing)
- Cabot Middle School North will use the following ways to support a system of regular two way communication between parents and the school. (Liz Massey, Suzie Kelley, Tonya Choate, Classroom Teachers-ongoing)
 - Building website on the district's homepage composed of information regarding the calendar of events, PTO, and faculty and staff contact information.
 - District, Building and Individual Team Facebook pages to provide parents with another means of obtaining information about school events and class activities.
 - Twitter is another communication piece connecting the school and home as well as encouraging parents to share in various topics of conversation.
 - REMIND app used by the various teams to communicate information posted by the building as well as information regarding team events and academics: projects due, rubrics, tests/quizzes, homework, etc.
 - Google Classroom is also a form of communication used to inform parents about classwork, homework, projects, school/classroom activities, and other pertinent information.
 - Middle School North sends out a weekly newsletter that is developed to inform parents and community of opportunities to be involved and explains the various student programs we offer to support student success. Teams attach the Cabot Middle School North virtual newsletter to team websites, and Google Classrooms for easy access. The newsletter includes staff and student affirmations as supported by Capturing Kids Hearts. (ongoing-Tonya Choate)
 - Team newsletters are sent home periodically as reminders or updates of information parents would need to know.
 - Paper and virtual reminders of upcoming dates/events are sent to parents..

- A Yellow Cabot Middle School North “Making Memories in the Middle” folder is a take home folder containing student papers and work, as well as, upcoming events.
- School Marquee is updated to further communicate school events.
- Making phone calls, texting and emailing are used to communicate with parents about student progress or to address concerns parents may have.
- Grade level teams will create and Building Technology Person will manage team websites in order to post information concerning upcoming events for the school and team events/information to be updated monthly or as necessary to keep information current. Each team is also responsible for sending home newsletters that include the focus for each content subject area.
- PTO will send out emails, newsletters, and make available an online sign up post (Sign-Up Genius) for upcoming volunteer opportunities. This information was also handed out at Open House. Parents were also given the opportunity to sign up on Sign-Up Genius and provide their email address to receive reminders of upcoming events.
- To communicate academic performance and other classroom performances Cabot Middle School North will use the following. (Teachers-ongoing)
- Parents may access their child’s grades online, Home Access Center (HAC), using a PIN number they received at the beginning of the school year. For late enrollees, the counseling center will contact or mail their child’s PIN number to them to ensure access to their child’s academic progress.
- In addition to the district’s online grade system (HAC), teachers will routinely contact parents on an individual basis to communicate their child’s progress. The purpose for communication is to express positive comments, as well as, noted concerns. Communication between home and school may include but not limited to the following: phone calls, emails, texts, REMIND 101, Google Classroom,, team and building websites, Cabot Middle School North Facebook page, and/ or hand-written notes. The school will also host a Facebook page which provides current information about upcoming events and activities. Yellow communication folders were issued to every student at the beginning of school in order to establish continuity for sending information home by the school office/administration or classroom teachers (notes regarding school/team pictures, field trips, parent teacher forms, special school events, etc.)

- The school will provide parents mid-term reports every four and one-half weeks with information regarding their child’s academic progress. Report cards will be sent out every nine weeks. (Suzie Kelley, Classroom Teachers-ongoing)
- Parent Teacher Conferences will be held once each semester but may be requested individually. Parents were offered virtual conference opportunities through Google Meet. (Suzie Kelley- October 2021 and March 2022)
- Open House- Information disseminated to parents which includes the following: Space Camp brochure, team brochures, PTO sign up genius and possible volunteer opportunities, Stakeholders Committee, Difference Makers Mentoring Program, Counselors letter, online grade account information, lunch info. and menu, communication avenues with building and district, calendars, parent letter on tips with working with students on homework and how to be involved with students’ academics. (Tonya Choate-ongoing).
 - Other roles and activities that Cabot Middle School North uses to encourage involvement and support for student success are:
 - Social Bashes (At least one per semester)
 - Book Fair Volunteers.
 - Someone Special Day (two days, one per grade level)
 - Veterans Day Celebrations
 - Music Programs
 - PRIDE (PRIDE Celebration)
 - Volunteer Appreciation Breakfast
 - Stakeholder Back to School Breakfast
 - Track and Field Day
 - Family and Community Engagement Committee
 - Difference Makers Mentoring
 - Classroom Read Alouds
 - Guest Speakers
 - Other school endeavors- picture days, vision and hearing screenings, etc.

4: School-Parent Compact

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

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.)

N/A

6: Coordination of Services

(Describe/List how the district and/or school will coordinate with other organizations, businesses, and community partners to provide additional support and resources to families.)

- Cabot Middle School North conducts quarterly Stakeholders' meetings that involve parents and community members in discussions of programs that support and strengthen student achievement and success. These meetings also highlight areas of need, showcase success of our programs, present test data, and promote the establishment of a more positive school climate to improve the perception of middle school and its philosophy in our community. These meetings will integrate Family and Community Engagement activities to include college and career readiness resources at an appropriate level and to promote and support responsible parenting.. (Suzie Kelley, Tonya Choate-ongoing)
- To utilize community resources, the school will consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement. (Suzie Kelley, Tonya Choate-ongoing)
- This will be achieved by having alumni members on the school stakeholders committee, as well as the development of the Family and Community Engagement involvement committee.
- The Stakeholders Committee also includes alumni of not only our building, but the district as a whole.
- Cabot Middle School North has enabled the formation of a Parent Teacher Organization that will foster parental and community involvement within the school. The PTO will meet the first Wednesday of every month. (Suzie Kelley, Tonya Choate-ongoing)
- Cabot Middle School North's School Improvement committee comprises Administrators, teachers, parents, and community members. This committee meets twice per month for planning school improvement and fund distributions. The School Improvement Plan will align with the Family and Community Engagement Plan. The FACE plan is both comprehensive and coordinated. (Suzie Kelley-ongoing)
- The school will collaborate with feeder elementary schools to help provide a smooth transition from one grade to the next by raising parent awareness of procedures and related activities. The school will host fourth grade transition night for parents and students to support with the transition from fourth to

fifth grade. Students are invited to Cabot Middle School North during the spring semester of the school year to visit, learn school layout, etc. The fifth-grade counselor will coordinate this event. (Counselors, Administrators-Spring 2022)

- Parents of sixth graders will attend a seventh-grade open house to support them in their transition into junior high. Parents will have the opportunity to meet the new teachers and view available courses and electives. Students will visit the Junior High and have the opportunity to talk with Cabot Middle School North alumni about their experiences at the secondary level. (Counselors, Administrators-Spring 2022)

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.)

- Parent Center is available for the support of responsible parenting. Parent center located in front hallway next to school office. It is accessible during school hours: Monday- Friday 7:30 am -4:00pm. Materials available include but are not limited to the following: (Tonya Choate-ongoing)
 - Math and Literacy resources to assist parents in assisting their child at home; materials on Parenting and Co-Parenting, Addiction, Adult Education, Children with Disabilities, Managing Stress, Hygiene, and other useful information.
 - Counseling brochures and newsletters
 - Team brochures for specific team information and teacher contact info
 - Information on how to access student grades
 - Stakeholder Committee Information
 - Difference Makers Mentoring Information
 - PTO Info
 - Other pamphlets and brochures as counselors and P/F Engagement Facilitator deem appropriate.
- Counseling Center also has a parent center that is updated by the counselors and registrar regularly that includes information on counseling services, parent support, and programs offered by our school (Counselors- ongoing)
- Counselors are also available to assist parents in accessing websites and helpful information on responsible parenting. (Counselors-ongoing)
- Counseling Center also provides families with nutritional meal support as needed. Students are able to obtain a backpack full of food to help supplement the food they have available at home. If needed counselors are able to help parents access information regarding nutritional meal planning or direct

parents to someone who is able to assist in meeting these needs. (Counselors-ongoing)

- Information about curriculum is shared with parents through Team Newsletters. (Classroom teachers-ongoing)
- Curriculum descriptions and information about the standards by which students are taught are discussed via Parent/Teacher Conferences. Resource sheets for Math curriculum can be obtained at this time or via the Parent Center. (Suzie Kelley, Tonya Choate-ongoing)
- Teachers will partner with parents of students in their classrooms and/or virtually through Google Meet to support student achievement. Parents will be given a summary of the student's test scores which will include a description and explanation of student progress and the interventions teachers are using to assist the child in reaching achievement goals. Parents will also be made aware of student's reading levels and Phonics First Reading Intervention if required. MAP testing data is also provided at this time. 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 through developmentally appropriate learning activities and explanations of homework, grading procedures, and educational websites that parents can find useful in assisting their child with math and reading. (Classroom teachers-ongoing)
- Cabot Middle School North will assist parents to understand Arkansas Academic Standards, state and local assessments, strategies to support student achievement, use the DESE website and toolkit through role play and demonstration. (Suzie Kelley, Tonya Choate-ongoing)
- PTO meetings are scheduled for the first Wednesday of every month at 8:30 am and at least one meeting per semester will be scheduled for evening hours. (Suzie Kelley, Tonya Choate-ongoing)
- Stakeholder meetings are scheduled quarterly and the days of the week and time of day varies from meeting to meeting in order to allow a variety of stakeholders to attend. (Suzie Kelley, Tonya Choate-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 Family and Community Engagement activities.)

- The State Board of Education's Standards for Accreditation of School Districts shall require no fewer than two (2) hours of professional development for

teachers designed to enhance the understanding of effective Family and Community Engagement strategies. No fewer than three (3) hours of professional development for administrators designed to enhance understanding of effective parent involvement strategies. Training will include understanding the integral role of parents in student learning, the value of parent contributions, how to communicate in a format and language that parents can understand, how to coordinate programs to build ties between home and school, and how to welcome parents into the school community as equal partners. (Sherri Jennings-ongoing)

- Cabot Middle School North will follow district policy in the handbook for addressing parental concerns, including how to define a problem, whom to approach first, and how to resolve conflict. The district and each school have a focus on anti-bullying to ensure that students feel safe and valued. (Michael Byrd-ongoing)
- Staff are encouraged to involve parents in engagement activities. Cabot Middle School North strives to respond to parent requests for Family and Community Engagement activities as quickly and effectively as possible. Cabot Middle School North uses the survey data collected to help determine which activities are used each year. We are always searching for new activities to use and welcome the suggestions from parents at any time. (Tonya Choate-ongoing).