

Northside Elementary Family and Community Engagement Plan

School Name:

Northside Elementary

Facilitator Name:

Haylee Loter

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Plan Review/Revision Date:

May 1, 2021

District Level Reviewer, Title:

Terena Woodruff, Director of Counseling

Jordan Boris, District Social Worker

District Level Approval Date:

5/26/2021

Committee Members, Role:

Haley Beavert- Principal

Miriam Berryhill- Assistant Principal

Kale Thomas- Community Partner

Mark Walden- Hallway Hero

Kelly Julian- Northside Parent

Don Ramsey- Hallway Hero

Haylee Loter–Family and Community Engagement Facilitator

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.)

- The Building Family and Community Engagement Facilitator will draft a School Family and Community Engagement Plan based on the state and federal requirements. (Haylee Loter, May 2021)
- The Family and Community Engagement Committee will be involved in the development, revision, evaluation and updating annually of the draft. The committee will be composed of parents who are represented in a variety of roles. (Haley Beavert, ongoing)
- Northside will involve parents on school improvement planning through surveys during the year. (Haley Beavert and leadership team, ongoing)
- The school shall enable the formation of a parent and teacher organization that will foster parental and community involvement within the school. Regular meetings as requested will be scheduled. This could be via zoom, paper copy of minutes upon request as well as minutes posted on social media. Haley Beavert ongoing)
- The school will use the survey results to plan the parent and family engagement activities throughout the year. (Haley Beavert and Leadership team, ongoing)
- Parents may contact the District Director of Federal Programs and/or the Family and Community Engagement Coordinator with concerns about the Title I plan. (Melanie Duerkop, Terena Woodruff, 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 parent and family engagement policy.)

- Northside will conduct an annual parent meeting in September 2021. At this meeting, the building principal provides parents with a school compact that outlines the steps that parents, school staff, and students will take to ensure academic success as a shared responsibility. Also during this meeting, the building principal updates the parents on the "state of the school." NS will go over achievement data, school curriculum, an explanation of Title I and its benefits, and parent and family engagement opportunities (literacy nights, math nights, one book/one school, etc.). It is also during this time that parents are given the opportunity to complete a survey. A recorded meeting can be sent out to parents. (Haley Beavert. September 2021)

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.)

- Administration will send out an electronic SMORE newsletter every week with updates on the upcoming week/month (Haley Beavert, Miriam Berryhill - weekly)
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress (class dojo, email, smores) (all staff – daily-weekly)
- Marquee out in front of the building will be updated regularly. (Mr. Richard- as needed)
- Parents may use email to communicate with NS staff. (All Staff - daily)
- Northside Elementary teachers will communicate weekly (paper and electronic) with parents. Including school news, a calendar of school activities and a focus on students. (Classroom teachers - weekly)
- Northside administration and counselors will conduct Google Meets to ensure the well-being of students as needed throughout the 2021-22 school year. (Haley Beavert, Miriam Berryhill, Haylee Loter, ongoing)
- Northside Elementary will use social media (Twitter and Facebook) to publicize daily announcements. Social media will also be used to display student work and staff recognition (Haley Beavert, Miriam Berryhill –daily/weekly)
- The school will provide parents reports/report cards with information regarding their child's academic progress. (Haley Beavert, Miriam Berryhill- October, January, March and May)
- Northside will distribute standardized test scores as they are made available to Northside administration (Haylee Loter, Haley Beavert, Karen Goodman- ongoing)
- Northside will make available the Family and Community Engagement Plan electronically and by printed copy on request. The FACE plan will be posted on the District website by August 1. Parent signatures acknowledging the plan will be collected electronically during back to school and new student registration. (Haylee Loter- October 2021)
- An informational packet including a description of the plan, recommended roles and ways for families to be engaged, a survey of volunteer interests, a schedule of activities, and a system of regular, two way communication such as emails, zoom meetings, face to face meetings, will be distributed to parents. (Haley Beavert, Haylee Loter, August 2021)
- The parent facilitator, Haylee Loter, can be reached at (501)743-3568 or karen.turner@cabotschools.org
- Friday Videos used to communicate celebrations and spotlight students. (Haley Beavert, Miriam Berryhill, August 2021)
- Parent/ Teacher conferences will be held in October(2021) and March (2022). Parent teacher conferences will be attended by all Northside faculty. In case of

school closure, technology such as zoom and recorded messages will be offered. Conference calls will also be available.

- The school will encourage parents in the following types of roles and activities to increase their involvement and support in student learning:
 - *Open House – (Haley Beavert- August)
 - *Family Night – (Haley Beavert- September)
 - *Grandparents Day/Book Fair – (Haley Beavert- September)
 - *Veterans Day –(Haylee Loter – November)
 - * Cookies with Santa/Musical – (Haylee Loter- December)
 - * Game Night (Haylee Loter – January)
 - *Literacy Night (Marcia Miller – March)
 - *Character Parade (Admin- March)
 - *Mystery Readers (Marcia Miller, Classroom Teachers)
- Parent meetings will be scheduled at various times and in various formats. Zoom and phone calls will be an option if parents so choose. (Haley Beavert, ongoing)
- The FACE plan is written in an understandable and uniform format and in a language parents can understand. The district provides a translation service if needed. (Haylee Loter, ongoing)

4: School-Parent Compact

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

- A jointly developed School-Parent Compact based on the state and federal requirements will be drafted by the building Family and Community Engagement Facilitator. (Haylee Loter, August 2021)
- After the development of the School–Parent Compact, members of the Family and Community Engagement Committee will review and provide feedback for revisions and create the final compact. (Haylee Loter, Haley Beavert, ongoing)
- The School-Parent Compact will provide information on how parents, staff, and students will share responsibility for student achievement. (Haylee Loter, ongoing)
- Northside understands the importance of regular 2-way, meaningful communication through including Parent Teacher conferences (minimum of 2 per year), PTO, reasonable access to staff email addresses, report cards, opportunities to volunteer and observe class activities (Haley Beavert, ongoing).
- Northside will develop a partnership with parents to help students achieve State Standards. (Haley Beavert, ongoing)
- Northside will compile a volunteer resource book for staff to involve parents in a variety of roles. (Haylee Loter – ongoing)

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.)

- All Title I schools conduct an annual parent meeting by August 1st. At this meeting, the building principal provides parents with a school compact that outlines the steps that parents, school staff, and students will take to ensure academic success as a shared responsibility. Also during this meeting, the building principal updates the parents on the "state of the school." The principal reviews achievement data, school curriculum, an explanation of Title I and its benefits, and parent and family engagement opportunities (literacy nights, math nights, one book/one school, etc.). Parents will be given the opportunity to complete a survey to provide input into how funds are used. (Beavert, Berryhill, Turner- October 2021)

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.)

- Northside will partner with and utilize community resources such as churches, businesses, and local dentists to support families. (Haylee Loter- on going)
- Northside will utilize high school student volunteers for various activities throughout the school year. (Haylee Loter, Marcia Miller- ongoing)
- Northside will partner with Freshman Academy inviting former Northside students to assist in greeting children every Friday morning. (Haley Beavert – ongoing)
- Northside will support the PTO. (Haley Beavert, ongoing)
- Northside classroom teachers will utilize Community Readers within their classrooms such as the Junior Auxiliary to coordinate and integrate activities that include early childhood and college career readiness resources. (Haylee Loter, Marcia Miller - ongoing)
- Digital/Virtual readers will be invited. (classroom teachers, Marcia Miller, ongoing)
- To promote and support responsible parenting, Northside will provide learning activities in the home environment through materials in the parent resource center. (Haylee Loter, Darlene Brown, Karen Goodman– ongoing)
- Northside will coordinate with Cabot Middle School North and South to help provide a smooth transition from one school to the next by raising parental awareness of procedures and related activities. (Haley Beavert – May 2022)

- Northside will coordinate a Pre K to Kindergarten transition day for a chance to meet with Kindergarten teachers. (Pre K Teachers/Kindergarten Teachers, admin May 2022)
- Northside will invite parents and community members to come and speak to our students during Career Week (Haylee Loter- March 2022)
- Northside will consider recruiting alumni to create an alumni advisory commission. (Haley Beavert, Haylee Loter-ongoing)
- Northside will ensure the plan is comprehensive, coordinated, and aligned with the school improvement plan. (Haley Beavert, 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.)

Northside recognizes the needs of building capacity of parents by:

- Northside Teachers will communicate weekly with teachers (Classroom teachers)
- Northside teachers will attend Parent Teacher conferences twice a year (All staff -October and March)
- Northside will distribute informational packets each year including ways parents can become involved in their child's education, information about the system to be used to allow parents and teachers to communicate (notes, phone calls, emails) Information regarding school schedules, upcoming events, and important procedures that involve the daily operation of the schools. (Haley Beavert – ongoing)
- Northside will have Resources and Information in the parent center. Parent Center is located in the main hallway and available during regular school hours and special events. (Darlene Brown, Haylee Loter)
- Northside will promote and support responsible parenting by purchasing parenting books, magazines and other informative materials regarding responsible parenting through the school library. This will be done as funds are available and parents will be given the opportunity for review. (Haylee Loter, Marcia Miller – ongoing)
- Northside will hold an informative meeting to establish a PTO. Regular family engagement meetings will be scheduled. (Haley Beavert- October and ongoing)
- Northside will provide parents with individual student assessment results and the interpretation of those results. (Haylee Loter, Karen Goodman – ongoing)
- Northside will provide assistance and instruction to parents understanding the following topics: (ie. through emails, zoom meetings, face to face meetings and or videos)
 - *Academic standards
 - *State and local academic assessments, including alternate assessments
 - *Title I, part A requirements

- *Strategies parents can use to support the student's academic progress and achievements.
- *Incorporating developmentally appropriate learning activities and how parents can partner with teachers to support achievement.
- *How to use the DESE website and toolkit.
- *Assistance with nutritional meal planning and preparation.
- *Role play and demonstration

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..)

- Northside teachers attend weekly PLC meetings to discuss data, kid talks and group placement. (Administration/staff)
- Northside will attend Staff meetings as needed after school (principal-monthly)
- The Cabot School District provides professional development for family and community engagement and other topics as scheduled by the state required rotation. (Sherri Jennings-ongoing)
- Teacher professional development will include the integral role parents play in student learning, how to communicate with parents as equal partners, how to strengthen home-school ties, and how to welcome parents to the school community and seek support. (Sherri Jennings-ongoing)
- Northside will respond to parent requests for parent and family engagement activities. (Haley Beavert, Haylee Loter , Karen Goodman-ongoing)
- The process for conflict resolution is included in the school handbook. (Michael Byrd-August 2021)
- Northside will host monthly "Feed Your Brain" professional development opportunities (Administration, Monthly)
- The FACE plan is written in a format and language parents can understand. A translation service is available. (Haylee Loter, ongoing)