

Cabot High School Family and Community Engagement Plan

School Name:
Cabot High School

Facilitator Name:
Shannon Southard
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(501) 853-3562 ext. 1156

Plan Review/Revision Date:
April 2022

District Level Reviewer, Title:
Emily Taylor, Director of Counseling
Jordan Boris, District Social Worker

District Level Approval Date:
June 2022

Committee Members, Role:
Henry Hawkins, Administrator
Shannon Southard, Family and Community Engagement Facilitator
Jill Weir, Cabot High School classroom Teacher and Parent, Teacher, Student
Organization Member
Nicole Gatewood, Cabot High School CTE/STEM Coordinator
Jayne Snyder, Counselor
Tammy Osborn, Parent
LeAnne Gilliam, 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.)

- Cabot High School leadership committee involves families 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 will annually review, evaluate, update, and improve Cabot High School's Family and Community Engagement Plan. (Shannon Southard, ongoing)
- Cabot High School will have the Cabot High School Family and Community Engagement Plan available via the school website for review or by paper copy upon request. (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 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 Family and Community Engagement 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: 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.)

● 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. (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 and email is Shannon.Southard@cps.k12.ar.us. Mrs. Southard is also the coordinator of Cabot High School's Parent, Teacher, Student Organization. (Shannon Southard, ongoing)

● The Family and Community Engagement Plan is written in an understandable and uniform format in a language that the parents can understand. Printed copies are available as requested. (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:

- o A description of Family and Community Engagement plan
- o Recommended roles
- o Ways for a family to get involved in a variety of roles
- o Survey regarding volunteer interests
- o Schedule of activities planned throughout the school year
- o Regular, two-way, and meaningful system for parents/teachers to communicate

● Cabot High School's Family and Community Engagement 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)

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- 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 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. (Patti Holetz, Registrar; ongoing)
- Cabot High School offers meetings at various times and in various formats to ensure accommodation for all families. Digital meetings are 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 and 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. (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 in Registration Gateway. (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)

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.)

- 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 family and community 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 the importance of parents playing an integral role in student learning, how their contributions should be valued, and how to communicate and work with parents as equal partners. Parents are welcomed into the school and their support and assistance is sought. Information is provided in a format and language they can understand. (Henry Hawkins, ongoing)
- Cabot High School staff will communicate with families about parent/family engagement activities so that their support and assistance can be utilized to help build ties between the home and school. (Henry Hawkins, Shannon Southard, ongoing)
- Cabot High School responds to parents requests for parent and family engagement activities. (Shannon Southard, ongoing)
- Cabot Public School District's handbook includes the school's process for resolving parental concerns, including resolving

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conflict, how to define a problem, who to approach first with the problem, and how to develop solutions. (Michael Byrd, CAO, 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.)

- Cabot High School has regularly scheduled Fall and Spring Parent-Teacher Conferences (Henry Hawkins, Classroom Teachers: October 2022, March 2023)
- Cabot High School has regularly scheduled Parent, Teacher, Student Organization meetings for family and community involvement. (Shannon Southard, ongoing)
- Cabot High School distributes standardized test scores when available, along with a document to help parents/guardians read and understand the score report to 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
 - Description or explanation of curriculum
 - 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
 - Partnering with teachers to support achievement
 - Use the DESE website and tool kit
 - Assist with nutritional meal planning and preparation
 - Including role play and demonstration

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- 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 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, Jill Weir, ongoing)
 - o New Student/Sophomore Orientation Seminars
 - o Open House
 - o Parent-Teacher Conferences, October 2022 and March 2023
 - o Pre-AP and AP Parent Meeting
 - o Cabot High School Parent, Teacher, Student Organization Meetings
 - o Booster Clubs (Band, Choir, Forensics, Athletics)
 - o Clubs/Organizations (Student Council, Builders Club, NJHS, FBLA)
 - o Financial Aid Night
 - o Transition Fair
 - o Senior Parent Breakfasts

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.)

- 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 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 Parent, Teacher,

Student Organization 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 2022-2023 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 will coordinate and integrate family and community engagement activities to include college and career readiness resources as appropriate. (Cabot High School Counselors, ongoing)
- Cabot High School will ensure the Family and Community Engagement Plan is comprehensive and coordinated. (Shannon Southard, ongoing)
- The Family and Community Engagement Plan and the School Improvement Plan will be aligned. (Shannon Southard, ongoing)

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● 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)

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.)

NA

7: School-Parent Compact

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

NA

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.)

NA

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.)

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| • | <p>A.1: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> |
| • | <p>A.2: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"> • The School Engagement Plan • A parent-friendly explanation of the School and District’s Engagement Plan • The informational packet • Contact information for the parent facilitator designated by the School. <p><i>[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02.4]]</i></p> |
| • | <p>A.3: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> |
| • | <p>A.4: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 2022 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> |

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| • | <p>A.5: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> |
| • | <p>A.6: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"> • to help organize meaningful training for staff and parents, • to promote and encourage a welcoming atmosphere, and • to undertake efforts to ensure that engagement is recognized as an asset to the School. <p><i>[A.C.A. § 6-15-1702(c)(1)]</i></p> |
| • | <p>A.7: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> |
| • | <p>A.8: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> |
| • | <p>A.9: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> |
| • | <p>A.10: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"> • what students will be learning • how students will be assessed • The informational packet |

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| | <ul style="list-style-type: none"> • what a parent should expect for his or her child's education • how a parent can assist and make a difference in his or her child's education. <p><i>[A.C.A. § 6-15-1702(b)(5)(B)(i)(a-d)]</i></p> |
| • | <p>A.11: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> |
| • | <p>A.12: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> |
| • | <p>A.13: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> |
| • | <p>A.14: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 ade.engagementmatters@ade.arkansas.gov</p> <p><i>[ESSA § 1116(b)(4)]</i></p> |
| • | <p>A.15: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> |

Cabot High School

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| | <i>[ESSA § 1116(c)(4)(C)]</i> |
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