

Cabot Junior High South Family and Community Engagement Plan

School Name:

Cabot Junior High South

Facilitator Name:

Carrie Lowery, Facilitator

501-743-3573

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Plan Review/Revision Date:

April 12, 2023

District Level Reviewer, Title:

Emily Taylor, Director of Counseling

Jordan Boris, District Social Worker

District Level Approval Date:

May 15, 2023

Committee Members, Role:

Carrie Lowery, Family and Community Engagement Facilitator, School Counselor

Dawn Maxey, Parent

Jamie Kitchens, Parent

Amy Youngblood, Teacher

Jared Walters, Counselor

Charlotte Sandage, Principal

Mike Nash, Assistant Principal

Kasey Hill, Assistant Principal

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 Junior High South will enable the formation and development of a Family and Community Engagement Committee that will foster parental and community involvement within the school. (Carrie Lowery; ongoing throughout the 2023-24 school year) Based on parent feedback, email, Google Forms, Zoom, or other technology will be utilized to collaborate in addition to face to face meetings.
- Cabot Junior High South will involve parents and family members in the development, review, evaluation, and update of the Family and Community Engagement plan annually through face to face meetings and surveys. (Carrie Lowery; ongoing throughout the 2023-24 school year)
- Cabot Junior High South will involve parents and family members on school improvement planning by seeking feedback electronically throughout the school year. (Carrie Lowery, Kasey Hill, classroom teachers; ongoing throughout the 2023-24 school year)
- Cabot Junior High South will provide opportunities for Family and Community Engagement meetings to foster parental and community involvement within the school, and will enable the formation and development of a parent/teacher organization, if requested. (Carrie Lowery; ongoing throughout the 2023-24 school year) Based on parent feedback, technology such as email, google forms, zoom, etc. will be utilized to collaborate in addition to face to face meetings.
- Cabot Junior High South will ask parents to complete a parent interest survey at the beginning of the school year to obtain information concerning the activities they feel would be most beneficial to support their child academically, as well as concerning ways that they could volunteer their time. (Carrie Lowery; October 2023)
- Cabot Junior High South will use the results from the above-mentioned survey to help plan the Family and Community Engagement activities for the year. (Carrie Lowery; October 2023)
- Cabot Junior High South parents and family members will be represented in a variety of roles within the Family and Community Engagement Committee, as well as in the parent/teacher organization. (Carrie Lowery; ongoing throughout the 2023-24 school year)

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.)

- The Cabot Junior High South school website and classroom teacher websites will make available to parents school information/announcements, as well as homework assignments and pertinent classroom information. (Mike Nash, Classroom Teachers; ongoing throughout the 2023-24 school year)
- Cabot Junior High South will use social media (twitter, Instagram and Facebook) to publicize daily announcements. Social media will also be used to display student work, student and faculty/staff recognition. (Mike Nash, Liz Massey; ongoing throughout the 2023-24 school year)
- Cabot Junior High South parents can access their child's grades through the Home Access Center and/or the Cabot Schools/Eschool App using login information they received at the beginning of the school year. (Terri Schmitz, Cheryl Ellison, Mary Murtishaw; ongoing throughout the 2023-24 school year)
- Cabot Junior High South teachers will utilize Google Classroom and social media tools which will allow teachers to share student learning, share assignments and/or make announcements (Classroom Teachers; ongoing throughout the 2023-24 school year)
- Cabot Junior High South teachers will routinely contact parents on an individual basis to communicate about their child's progress. (Classroom Teachers, Charlotte Sandage, Mike Nash, Kasey Hill; ongoing throughout the 2023-24 school year)
- Cabot Junior High South will provide report cards to parents every grading period with information regarding their child's academic progress. (Terri Schmitz; October 2023 and January, March and June 2024)
- Cabot Junior High South will distribute student standardized test scores as they are made available to administration. (Jared Walters, Carrie Lowery, Charlotte Sandage; October 2023)
- The Cabot Junior High South Family and Community Engagement Plan will be posted to the Cabot Junior High South and school district website by August 1, 2023. Printed copies will also be available on request. Parent signatures acknowledging where to locate the plan will be obtained through the registration platform during new online registration or back to school updates. The plan is written in a uniform and understandable format, and is appropriate for families of junior high school students. A translation service is available upon request. (Carrie Lowery, Liz Massey; August 2023)
- Cabot Junior High South will provide informational packets each school year, which will include a description of the Cabot Junior High South Family and Community Engagement Plan, a survey for volunteer interests, an activity schedule, and a regular family-school two-way communication system outline, as well as an outline of recommended roles and activities listed below to increase family and community involvement and support for student learning. (Carrie Lowery, October 2023)
 - Open House
 - Parent/Teacher Conferences
 - Parent/Teacher Organization

- Clubs /Organizations (NJHS, FBLA, Science Olympiad, Student Council, Archery)
- Carrie Lowery will serve as Family and Community Engagement facilitator, and can be reached at (501) 743-3573 or Carrie.Lowery@cabotschools.org. (Carrie Lowery, Charlotte Sandage, ongoing throughout the 2023-24 school year)
- Parent/Teacher Conferences will be held in October (2023) and March (2024). Parent/Teacher Conferences will be attended by all Cabot Junior High South faculty. (Charlotte Sandage, Classroom Teachers; October 2023 and March 2024)
Virtual meetings will be available for parents.
- Family and Community Engagement meetings will be scheduled at various times, as well as in various formats in order to accommodate family schedules. Based on parent feedback, virtual options will also be available. (Carrie Lowery; ongoing throughout the 2023-24 school year)

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 Junior High South will ensure professional development requirements are met for teachers and administrators. The yearly schedule of state required topics, including family and community engagement will be followed. (Pam Wilson, ongoing.)
- Cabot Junior High South will continue to follow state guidelines for family and community engagement professional development requirements. Training will include recognizing the integral role of parents in student learning, how to communicate with parents to support student learning as equal partners, implementing and coordinating parent programs to build and strengthen ties between home and school, valuing and utilizing the contribution of parents, welcoming parents to the school community, and seeking parental support and assistance. Cabot Junior High South will respond to parent requests for family and community engagement activities. (Carrie Lowery, Charlotte Sandage-ongoing)
- In order to reach out to parents and communicate with them as equal partners, teachers will hold conferences with parents and family members of children in their classrooms, providing information regarding their child's grades and assignments, explanations of homework and grading procedures, and suggestions to help coordinate school-parent efforts to support their children in a format and language that parents and family members can understand. (Classroom Teachers; ongoing throughout the 2023-24 school year)

- In addition to face to face, technology such as email, Google Forms, Zoom, and other forms of technology will be utilized to collaborate and respond to parents requests for parent and family engagement activities. (All staff and community, ongoing)
- The school district's policy handbook includes the school's process for resolving conflict, including how to define a problem, whom to approach first, and how to develop solutions. (Cabot School District, Michael Byrd; August 2023)

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.)

- The Cabot Junior High South Parent Center (located by the office/across from the counseling center) will be open during regular school hours (7:30 a.m.-3:30 p.m.) and during school events. Parents may check out materials, use the computer to check grades, and visit educational websites. A suggestion sheet will also be available for parental input. (Carrie Lowery, Jared Walters; ongoing throughout the 2023-24 school year)
- To promote and support responsible parenting, Cabot Junior High South 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. (Carrie Lowery, Jared Walters; ongoing throughout the 2023-24 school year)
- Cabot Junior High South will invite parents and family members to course selection/registration information days to provide descriptions of school curriculum and to inform parents of Cabot Junior High South students about how to be involved in the decisions affecting course selection and career planning. Virtual options will be available. (Jared Walters, Carrie Lowery, Terri Schmitz; January/February 2024).
- Cabot Junior High South will provide materials and training to help parents work with their children to improve their children's achievement. Parents will be provided resources in the Parent Center. (Carrie Lowery, Jared Walters; ongoing throughout the 2023-24 school year)
- Cabot Junior High South will schedule regular Family and Community Engagement meetings throughout the school year to foster family and community involvement. These meetings will provide information to help parents enhance their child's education as well as to provide opportunities to volunteer/help support their child's school. Based on parent feedback, virtual options will be available. (Carrie Lowery; ongoing throughout the 2023-24 school year)
- Cabot Junior High South parents can access their child's grades through the Home Access Center and/or the Cabot Schools/Eschool App using login

information they received at the beginning of the school year. (Terri Schmitz; ongoing throughout the 2023-24 school year)

- Cabot Junior High South will provide parents with individual student assessment results and the interpretation/explanation of those results as needed. (Jared Walters, Carrie Lowery; ongoing throughout the 2023-24 school year)
- Cabot Junior High South will provide assistance and instruction to parents in understanding the following topics:
 - Arkansas Academic Standards
 - State and local academic assessments, including alternate assessments
 - Partner with teachers to support achievement
 - Strategies parents can use to support the student's academic progress and achievement
 - Incorporating developmentally appropriate learning activities
 - Use of DESE website and tools for parents
 - Assistance with nutritional meal planning and preparation
 - How parents of junior high school students can be involved in the decisions affecting course selection and career planning
 - Including role play and demonstration by trained volunteers (Jared Walters, Carrie Lowery, Charlotte Sandage; ongoing throughout the 2023-24 school year)

5: Coordination

(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 Junior High South will provide a list of volunteer opportunities, and will solicit ideas for other types of volunteer efforts and community resources during Open House, teacher emails, Parent-Teacher Conferences, etc. (Carrie Lowery, Charlotte Sandage; ongoing throughout the 2023-24 school year)
- Cabot Junior High South will work closely with Cabot Middle School South to help provide a smooth transition from one school to the next by raising parental awareness of procedures and related activities. The school will host campus events, an orientation meeting, meet and greets, etc. for parents and students to help with the transition to seventh grade. Based on parent feedback, virtual options will be available. (Jared Walters, Carrie Lowery, Charlotte Sandage; ongoing throughout the 2023-24 school year)
- Cabot Junior High South will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, as well as materials to promote and support responsible parenting, through resources in the Parent Resource Center. Resources will also include the comprehensive Cabot Junior High South Family and Community Engagement Plan, which will be aligned with and coordinated into the School Improvement Plan. (Jared Walters, Carrie Lowery, Charlotte Sandage; ongoing throughout the 2023-24 school year)

- Cabot Junior High South will utilize community resources to support and strengthen school instructional programs and integrate Family and Community Engagement activities to include college and career readiness strategies and resources. (Jared Walters, Carrie Lowery, Charlotte Sandage; ongoing throughout the 2023-24 school year)
- Cabot Junior High South will enable and support the formation of a parent teacher organization, if requested. (Carrie Lowery, Charlotte Sandage; ongoing throughout the 2023-24 school year)
- Cabot Junior High South will consider recruiting alumni from the school district to create an alumni advisory commission to provide advice and guidance for school improvement. (Carrie Lowery; ongoing throughout the 2023-24 school year)

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.)

Cabot Junior High South is not recognized as a Title I school.

7: School-Parent Compact

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

Cabot Junior High South is not recognized as a Title I school.

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.)

Cabot Junior High South is not recognized as a Title I school.

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.)

<ul style="list-style-type: none"> • 	<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>
<ul style="list-style-type: none"> • 	<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>
<ul style="list-style-type: none"> • 	<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>
<ul style="list-style-type: none"> • 	<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>
<ul style="list-style-type: none"> • 	<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>

	<i>[A.C.A. § 6-15-1704(a)(3)(B)]</i>
•	<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 style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><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 • what a parent should expect for his or her child’s education

	<ul style="list-style-type: none"> • how a parent can assist and make a difference in his or her child’s education. <i>[A.C.A. § 6-15-1702(b)(5)(B)(i)(a-d)]</i>
<ul style="list-style-type: none"> • 	<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. <i>[A.C.A. § 6-15-1702(b)(7)(B)(ii)]</i></p>
<ul style="list-style-type: none"> • 	<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. <i>[A.C.A. § 6-15-1702(b)(6)(B)]</i></p>
<ul style="list-style-type: none"> • 	<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. <i>[ESSA § 1116(a)(3)(D)]</i></p>
<ul style="list-style-type: none"> • 	<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 <i>[ESSA § 1116(b)(4)]</i></p>
<ul style="list-style-type: none"> • 	<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. <i>[ESSA § 1116(c)(4)(C)]</i></p>