

Cabot Jr. High North Family and Community Engagement Plan

School Name:

Cabot Junior High North

Facilitator Name:

Jessica Moser

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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:

Jessica Moser, Family and Community Engagement Coordinator & School Counselor

Matt Sheets, Principal

Shannon Veuleman, Parent

Crystal Leonard, Parent

Megan Stricklin, 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 parent and family engagement programs.)

Junior High North will enable the formation and development of a Family and Community Engagement Plan that will foster parental and community involvement within the school (Jessica Moser-August 2023).

Junior High North parents will be involved by e-mail and/or by meeting in the development, review, and update of the Family and Community Engagement Plan annually (Jessica Moser-ongoing).

Junior High North will foster the formation and development of a Parent Involvement Committee and provide opportunities for regular meetings as desired by parents (Jessica Moser-ongoing).

Parents will be adequately represented in a variety of roles within the Parent and Family Engagement Committee. These roles include various volunteer positions (Jessica Moser-ongoing).

2: Communication

(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.)

Junior High North will practice a system of regular two-way communication. The Junior High North website will make available to parents school information and announcements (Amanda Self, JUNIOR HIGH NORTH Lead Secretary-ongoing). The school district's grading program, Home Access Center, will allow parents the ability to access their child's grades using a provided username and password (Lesa Speck, Home Access Center Facilitator-ongoing).

Teachers will routinely contact parents on an individual basis by phone or e-mail to communicate about their child's progress (Principals and Classroom teachers - ongoing).

Junior High North will provide report cards to parents via the Home Access Center every grading period to show their child's academic progress (Lesa Speck, registrar-quarterly).

The Junior High North Family and Community Engagement Plan will be posted to the district's website by August 1. Printed copies will also be available upon request.

Signatures to indicate receipt of Family and Community Engagement Plan via the district website will be obtained through the online new student and back to school registration through the online registration platform. The plan is written in a uniform and understandable format and is appropriate for families of Junior High students. A translation service is available upon request (Jessica Moser, Emily Taylor and Liz Massey, District Director of Communications-October 2023).

Junior High North will distribute an informational packet each year, which includes a description of the school's Family and Community Engagement Plan and a survey of volunteer interests. The packet will also outline the regular two way family-school communication system described above. The data from the survey will be used to place parents in the recommended roles and scheduled activities listed below for families to be involved and support student learning (Jessica Moser-Fall 2023).

- Open House
- 7th Grade & New Student Orientation Night
- Parent/Teacher Conferences
- Booster Clubs
- Clubs/Organizations (Quiz Bowl volunteer, Student Council, Builders Club, National Junior Honor Society, and Future Business Leaders of America)
- Library assistant
- Maintain/organize Parent Resource Center
- Food pantry and clothes closet volunteer
- Staff & Faculty Potlucks
- Chaperone for school dances

The principal of Junior High North will designate one certified staff member who is willing to serve as Family and Community Engagement Facilitator. Jessica Moser will serve this role for the 2023-2024 school year and can be reached at (501) 743-3572 or jessica.moser@cabotschools.org with any concerns or questions regarding family and community engagement (Matt Sheets-August 2023).

The Family and Community Engagement meetings will be offered at various times and formats to help accommodate different family schedules (Jessica Moser-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 parent and family engagement activities.)

Junior High North 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)

Junior High North teachers, specialized instructional support personnel, administrators, and other school leaders and staff will be trained in that parents play an integral role in student learning and their contributions are valuable to our students' success (Matt Sheets-ongoing).

In order to reach out to parents and communicate with them as equal partners, teachers will hold conferences with parents 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 parents can understand (Classroom Teachers-ongoing).

Junior High North will work with Cabot Middle School North to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. Junior High North will implement and coordinate special orientation programs for parents and students to help the transition and to build ties between home and school. Parents will be welcomed into our school to meet teachers and staff at the beginning of the school year. Teachers and staff will seek parental support and assistance to set students up for success at Junior High North (Principals and Counselors-Spring 2024).

Junior High North will recognize that a parent is a full partner by including in the school's policy handbook the process for resolving parental concerns or conflict, including how to define a problem, whom to approach first, and how to develop solutions. (Michael Byrd-ongoing).

Junior High North will respond to parent requests for parent and family engagement activities (Jessica Moser-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.)

Junior High North will schedule regular parent involvement meetings throughout the school year to foster parent and family engagement. These meetings will provide information to help parents enhance their child's education as well as to provide opportunities to volunteer or help support their child's school (Jessica Moser-ongoing).

Junior High North will maintain a parent center in order to provide materials and training to help parents support student achievement. Parents are encouraged to visit the parent resource center, located outside the main office, during school hours (7:30 a.m.-3:30 p.m.) and school events (Jessica Moser-ongoing).

To promote and support responsible parenting, Junior High North shall, as funds are available: provide 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 (Stephanie Lisk, Media Specialist-ongoing).

Junior High North will provide descriptions of the school curriculum on our website and during course registration in the second semester. Junior High North will also provide parents with individual student assessment results and interpretation. Junior High North will also provide a description or explanation of the following items as needed to assist/understand measuring student progress (Jessica Moser and Mark Cooper).

- Arkansas Academic Standards
- Interpreting state and local assessments
- Strategies to support student achievement
- How to partner with teachers to support achievement
- Role play and demonstration

Junior High North will provide instruction on how to understand and incorporate developmentally appropriate learning activities in the home environment, including information on course selection, the use and access to the Division of Secondary and Elementary Education website (<http://www.arkansased.gov>) tools for parents, including assistance with nutritional meal planning and preparation, and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education (Matt Sheets, Jessica Moser, and Mark Cooper-ongoing).

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.)

Junior High North will utilize community resources in order to foster family and community involvement within the school by enabling the formation of a Parent Involvement Committee, where leaders will be utilized in appropriate decisions. Junior High North will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientation of parents, encouraging them to become involved in school. Brief training sessions will provide parents with the information they need to participate as school volunteers in order to put them at ease and make the experience pleasant and successful (Jessica Moser-August 2023).

Junior High North will coordinate and integrate family and community engagement activities to promote college and career readiness. To make resources available to parents, the Junior High North Media Center is available for parents to check out

materials, use the computer to check grades, and visit educational websites (Stephanie Lisk, Media Specialist-ongoing).

Parents are encouraged to visit the Junior High North Parent Center, which will consist of information to promote and support responsible parenting as well as how to engage in activities that will use community resources to strengthen school programs. It will also include the comprehensive and coordinated Family and Community Engagement Plan (Jessica Moser-ongoing).

Junior High North will enable a parent-teacher organization, as requested by parents (Jessica Moser-ongoing)

Junior High North will consider recruiting alumni from the school to create a parent/alumni advisory committee to provide advice and guidance for school improvement in the school's instructional program (Jessica Moser-ongoing).

To ensure the Family and Community Engagement Plan is comprehensive, coordinated, and aligns with the school's improvement plan, there will be at least one representative who serves on both committees and acts as a liaison for the two groups. The goals that will be aligned between school improvement and the Family and Community Engagement Plan will be determined by a needs assessment that will be given to parents each spring; the results will be used to plan the following school year. Goals that will be aligned this year include productive and plentiful communication with families and keeping track of students' academics and mental health (Jessica Moser-ongoing).

Junior High North and community partners will work to ensure families have adequate food and other needed resources available (Emily Taylor, Jessica Moser and Mark Cooper-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 parent and family engagement policy.)

N/A

7: School-Parent Compact

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

N/A

8: 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.)

N/A

10: Checklist of Assurances

(Please read the following statements closely. By checking these boxes, the School understands the legal requirements and will meet them accordingly.)

•	<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>

<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> <p><i>[A.C.A. § 6-15-1704(a)(3)(B)]</i></p>
<ul style="list-style-type: none"> • 	<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>
<ul style="list-style-type: none"> • 	<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>

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

	<p><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</p> <p><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.</p> <p><i>[ESSA § 1116(c)(4)(C)]</i></p>