

**Cabot Junior High North  
Parent and Family Engagement Plan  
2017-2018**

**1. List various communication strategies used in your school to provide additional information to parents and to increase parent and family engagement in supporting classroom instruction.**

- The CJHN school website will make available to parents school information and announcements. (Karen Rodriguez, Secretary - (501) 743-3572; August 2017-May 2018)
- The school district's grading program, Home Access Center (HAC), will allow parents the ability to access their child's grades using a provided username and password. (Ben Lippert and Rene Embrey, HAC Facilitators - (501) 743-3572; Classroom Teachers; August 2017-May 2018)
- Teachers will routinely contact parents on an individual basis by phone or e-mail to communicate about their child's progress. (Classroom Teachers; Charlotte Sandage, Principal, (501) 743-3572; Amy Butler and Mike Nash, Assistant Principals - (501) 743-3572; August 2017-May 2018)
- CJHN will provide report cards to parents every grading period with information regarding their child's academic progress. (Cecilia Edwards, Registrar - (501) 743-3572; August 2017-May 2018)

**2. List the proposed parent meeting, conferences and activities regularly throughout this year and the dates providing flexible meeting times that you have planned to increase parent and family engagement and build staff and parent capacity to engage in these types of efforts.**

- CJHN will offer parents the opportunity to attend Parent and Family Engagement meetings throughout the school year. 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 classroom/school. (Jessica Moser, Parent and Family Engagement Coordinator - (501) 743-3572; September 2017, February 2018, April 2018)
- Teachers will hold conferences individually 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. (Classroom Teachers and Charlotte Sandage, Principal - (501) 743-3572; October 17 and 19, 2017; March 13 and 15, 2018; 2:45-7:00 PM)
- CJHN will work with CMSN to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. CJHN will host special orientation programs for parents and students to help the transition. Parents will have the opportunity to meet teachers and staff at the beginning of the school year. (Charlotte Sandage, Principal - (501) 743-3572; Amy Butler and Mike Nash, Assistant Principals - (501) 743-3572; Jessica Moser and Mark Cooper, School Counselors - (501) 743-3572; August 2017)

- CJHN will encourage parents in the following types of roles and activities to increase their involvement and support for student learning. (Jessica Moser, Parent and Family Engagement Coordinator - (501) 743-3572; Charlotte Sandage, Principal - (501) 743-3572; Amy Butler and Mike Nash, Assistant Principals - (501) 743-3572; Velma Crouch, Media Specialist - (501) 743-3572; August 2017-May 2018)
  - Open House
  - Parent-school organization
  - Booster Clubs (Band, Choir, Forensics, Athletics)
  - Clubs/Organizations (Student Council, Builders Club, NJHS, FBLA)
  - Library assistant
  - Chaperone for school dances

**3. How will your school provide information to parents about volunteer opportunities?**

- CJHN 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 the 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, Parent and Family Engagement Coordinator - (501) 743-3572; August 2017-May 2018)
- CJHN will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: information on course selection (February 2018), the use of and access to the Department of Education website tools for parents, including assistance with nutritional meal planning and preparation (Parent Night/Orientation – August 1, 2017), and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education. (Charlotte Sandage, Principal - (501) 743-3572; Jessica Moser and Mark Cooper, school counselors - (501) 743-3572; August 2017-May 2018)
- In the 2014-2015 school year and every fourth school year thereafter, the State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts shall require no fewer than two (2) hours of professional development for teachers designed to enhance the understanding of effective Parent and Family Engagement strategies and no fewer than two (2) 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. (Cabot School District – (501) 843-3363; August 2019)

**4. How will your school provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide school improvement plan?**

To take advantage of parent and community resources, CJHN will consider recruiting alumni from the school to create a parent/alumni advisory committee to provide advice and guidance for school

improvement. (Jessica Moser, Parent and Family Engagement Coordinator - (501) 743-3572; August 2017-May 2018)

CJHN will enable the formation of a Parent and Family Engagement Committee that will foster parental and community involvement within the school. (Jessica Moser, Parent and Family Engagement Coordinator - (501) 743-3572; August 2017-May 2018)

## **5. How will your school provide resources for parents?**

- CJHN will create and maintain a parent center. Parents are encouraged to visit the parent resource center, located outside the main office, during school hours (7:30 am-3:30pm) and school events. Parents may also use the Media Center to check out materials, use the computer to check grades, and visit educational websites. (Jessica Moser, Parent and Family Engagement Coordinator and Velma Crouch, Media Specialist - (501) 743-3572; August 2017-May 2018)
- CJHN will distribute informational packets each year that include a copy of the school's Parent and Family Engagement plan, survey for volunteer interests, recommended roles for parents/teachers/students and school, suggestions of ways parents can become involved in their child's education, and information about the system that will be used to allow parents and teachers to communicate. (Jessica Moser, Counselor/Parent and Family Engagement Coordinator and Mark Cooper, School Counselor - (501) 743-3572; Packets will be distributed at CJHN Parent/Teacher Conferences October 17 and 19 and are also available in the Parent Resource Center; October 2017-May 2018)
- To promote and support responsible parenting, CJHN shall, 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. (Jessica Moser, Parent and Family Engagement Coordinator and Velma Crouch, Media Specialist - (501) 743-3572; August 2017-May 2018)
- Include in the school's policy handbook the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions. (Cabot School District – (501) 843-3363; August 2017)
- The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator. (Charlotte Sandage, Principal - (501) 743-3572; August 2017)

## **6. How will your school use the parent interest surveys to select, plan and implement parent and family engagement activities that will be offered throughout the year?**

- CJHN will ask parents to fill out a parent interest survey each school year to get information from parents concerning activities they feel will be most beneficial in the efforts to support their child. (Jessica Moser, Parent and Family Engagement Coordinator - (501) 743-3572; May-August 2017)

- CJHN will use the results of parent interest survey to help plan Parent and Family Engagement activities for the year. (Jessica Moser, Parent and Family Engagement Coordinator - (501) 743-3572; September 2017)

**Parent and Family Engagement Coordinator:** Jessica Moser

**Parent and Family Engagement Committee:** Charlotte Sandage, Principal; Amy Butler and Mike Nash, Assistant Principals; Mark Cooper, School Counselor; April Kiser, Parent; Peggy Lavender, Parent