

Cabot Junior High South Parent and Family Engagement Plan 2017-2018

Goal 1: Cabot Junior High South will use various communication strategies to provide additional information to parents and to increase parent and family engagement in supporting classroom instruction.

- CJHS will distribute newsletters to parents throughout the school year, which will include school news and a calendar of school activities. (Mandee Carmical, Assistant Principal; 501-743-3573; September 2017-May 2018)
- The CJHS school website and classroom teacher websites will make available to parents school information/announcements, as well as homework assignments and pertinent classroom information. (Mandee Carmical, Assistant Principal; Classroom Teachers; 501-743-3573; 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. (Lauren Zimmerman, HAC Facilitator; Classroom Teachers; 501-743-3573; 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; John West, Principal; Mandee Carmical and Matt Sheets, Assistant Principals; 501-743-3573; August 2017-May 2018)
- CJHS will provide report cards to parents every grading period with information regarding their child's academic progress. (Terri Schmitz, Registrar; 501-743-3573; August 2017-May 2018)

Goal 2: Cabot Junior High South will hold regularly scheduled parent meetings, conferences, and activities throughout the school year providing flexible meeting times, with the goal of increasing parent and family engagement and building staff and parent capacity to engage in these types of efforts.

- CJHS 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. (Holly Shannon, Parent and Family Engagement Facilitator; 501-743-3573; September 2017-May 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 child. (Classroom Teachers; John West, Principal; 501-743-3573; October 17 and 19, 2017; March 13 and 15, 2018)
- CJHS will work with CMSS to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. CJHS 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 end of the school year. (Jared Walters and Carrie Lowery, School Counselors; 501-743-3573; May 2018)
- CJHS will encourage parents in the following types of roles and activities to increase their involvement and support for student learning. (Holly Shannon, Parent and Family Engagement Facilitator; John West, Principal; Mandee Carmical and Matt Sheets, Assistant Principals; 501-743-3573; August 2017-May 2018)
 - Open House
 - Parent-school organizations
 - Booster Clubs (Band, Choir, Forensics, Athletics)
 - Clubs/Organizations (Student Council, Builders Club, Archery Club, NJHS, FBLA)

Goal 3: Cabot Junior High South will provide information to parents about volunteer opportunities.

- CJHS 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. (Holly Shannon, Parent and Family Engagement Facilitator; 501-743-3573; August 2017-May 2018)
- CJHS will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: information on course selection (Spring 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-May 2018), and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education. (Jared Walters and Carrie Lowery, school counselors; 501-743-3573; 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 three (3) hours of professional development for administrators designed to enhance understanding of effective parent and family engagement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. (Cabot School District; 501-743-3573; August 2019)

Goal 4: Cabot Junior High South will provide opportunities for parents to be involved in the development, implementation, and evaluation of the school wide school improvement plan.

- CJHS will enable the formation of a parent and family engagement committee that will foster parental and community involvement within the school. (Holly Shannon, Parent and Family Engagement Facilitator: 501-743-3573; August 2017-May 2018)
- To take advantage of parent and community resources, CJHS will consider recruiting alumni from the school to create a parent/alumni advisory committee to provide advice and guidance for school improvement. (Holly Shannon, Parent and Family Engagement Facilitator; 501-743-3573; August 2017-May 2018)

Goal 5: Cabot Junior High South will provide resources for parents.

- CJHS will create and maintain a parent center. Parents will be encouraged to visit the parent resource center. Parents may check out materials, use the computer to check grades and visit educational websites. A suggestion box will also be available for parental input. (Holly Shannon, Parent and Family Engagement Facilitator; 501-743-3573; August 2017-May 2018)
 - CJHS Parent Resource Center hours of operation: Monday-Friday during regular school hours and any after school special event. Parent resources available in the library and across from the counseling center.
- CJHS 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, parent and family engagement activities planned for the current school year and

information about the system that will be used to allow parents and teachers to communicate. (Holly Shannon, Parent and Family Engagement Facilitator; Jared Walters and Carrie Lowery, School Counselors; 501-743-3573; Packets distributed at CJHS Parent/Teacher Conferences October 17 and 19, 2017; and are also available in the Parent Resource Center.)

- To promote and support responsible parenting, CJHS 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. (Holly Shannon, Parent and Family Engagement Facilitator and Library Media Specialist; 501-743-3573; 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, 501-743-3573; 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 and family engagement facilitator. (John West, Principal; 501-743-3573; August 2017)

Goal 6: Cabot Junior High South will use parent interest surveys to select, plan, and implement parent and family engagement activities that will be offered throughout the year.

- CJHS will ask parents to fill out a parent interest survey at the beginning of each school year to get information from parents concerning activities they feel will be most beneficial in the efforts to support their child academically. (Holly Shannon, Parent and Family Engagement Facilitator; 501-743-3573; October 17 and 19, 2017)
- CJHS will use the results of parent interest survey to help plan parent and family engagement activities for the year. (Holly Shannon, Parent and Family Engagement Facilitator; 501-743-3573; November 2017-May 2018)

Parent and Family Engagement Facilitator: Holly Shannon

Parent and Family Engagement Committee: Holly Shannon, Parent and Family Engagement Facilitator; Carrie Lowery, School Counselor; Kellye Bing, Due Process Designee; Miranda Wilborn, Teacher; Amy Miller, Parent; Carmen Jones, Parent; Becky Benefield, Alumni Parent