

**Academic Center of Excellence
Parent and Family Engagement Plan**

School Name:

Academic Center of Excellence

Facilitator Name:

Kathy Peters

501-743-3520

Kathy.peters@cabotschools.org

Plan Review/Revision Date:

September 25, 2019

District Level Reviewer, Title:

Terena Woodruff, Director of Counseling

Jordan Boris, District Social Worker

District Level Approval Date:

September 27, 2019

Committee Members, Role:

Kathy Peters, Parent and Family Engagement Facilitator

Michele Evans, Principal

Carrie Lair, Assistant Principal

Roger Tonnessen, Assistant Principal

Anita Grisham, Teacher

Summer Hensley, Parent Representative

Shelly Wiley, Parent Representative

1: Jointly Developed

(Describe/List how parents will be involved in the development of the school parent and family engagement plan and how parents will be involved in the planning, review, and improvement of parent and family engagement programs.)

- The Parent and Family Engagement Committee will meet before the submission of the Parent and Family Engagement Plan to discuss the components of the plan and the changing needs of parents and the school. (Kathy Peters, September 2019)
- The Parent and Family Engagement Committee will review, evaluate and update the plan annually, starting in May of 2020 before submitting next years plan on August 1, 2020. (Kathy Peters, ongoing)
- The school will involve parents on school improvement planning committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way. (Kathy Peters, ongoing)
- There will be regular meeting opportunities as requested by parents to ensure all families are adequately represented. (Kathy Peters, Michele Evans, ongoing)
- Parents will be given the opportunity to complete two surveys per school year. This allows them to give feedback by rating different categories such as communication, accessibility, overall satisfaction, etc. Parents also have the opportunity to list areas they would like to see improve. (Kathy Peters)

2: 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.)

Academic Center of Excellence is not recognized as a Title I School.

3: Communications

(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.)

- The Parent and Family Engagement Plan will be available on the Cabot School District website. It will be included in an informational packet that explains the plan. Parents will be made aware of this at Parent/Teacher Conferences. Paper copies will be available in the Parent Center at ACE. Parents will sign a document at Parent/Teacher Conferences acknowledging that they have received this information. (Kathy Peters, October 2019)
- The school has a website with staff contact information, useful links and a calendar of events. Homework assignments, grades and pertinent classroom information are available on Apex. Also, parents can access their child's attendance through the Home Access Center (HAC). (Kathy Peters, ongoing)
- Teachers routinely contact parents on an individual basis to communicate about their student's progress. (Michele Evans, ongoing)
- Apex provides parents a weekly email regarding their student's academic progress. (Kathy Peters, ongoing)
- The school has a monthly newsletter that is sent out electronically as well as sent home on paper. This contains important dates of school activities, parenting tips on how they can be involved, upcoming events and contact information. (Kathy Peters, ongoing)
- The Remind Application is used to send text messages to students and parents. This is helpful as a reminder of school events happening in the near future and deadlines. Students and parents can also initiate a message that will go solely to the teacher/advisor. (Breanne Selah, ongoing)
- Parent meetings are held before school, after school and during teacher plan time. Twice a year, parent/teacher conferences are held in the evenings. (Michele Evans, October 2019, March 2020, ongoing)
- Cabot Public Schools uses Transperfect which is a translating service that allows us to call parents that do not speak English. (Michele Evans, ongoing)

4: School-Parent Compact

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

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5: 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.)

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6: Coordination of Services

(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.)

- A representative from UALR's Financial Aid Department is coming to ACE on October 10th to present information on how to apply for state and federal financial aid for post-graduation education. (Breanne Selah, October 2019)
- In the spring semester, we will hold a College and Career Day. Last year we had 9 local businesses and 10 colleges/technical schools attend. (Kathy Peters, Spring 2020)
- On August 8th at 5:30PM we held a student/parent orientation. This allows us to promote and support responsible parenting by going over information the parents need to help their student be successful. (Michele Evans, August 2019)
- Amy Hill with E3 holds group counseling sessions twice per week. (Michele Evans, ongoing)
- Beverly Williams, the business teacher and JAG Specialist, has guest speakers come in from local businesses to discuss job opportunities, what employers expect, education requirements, and payroll. (Beverly Williams, ongoing)
- Academic Center of Excellence will consider creating an advisory committee composed of alumni to give input to increase support. (Michele Evans, Ongoing)

7: Building Capacity of Parents

(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.)

- October 15th at 6:00PM, we are holding an Apex class for parents. This will allow parents to see how Apex works and ask any questions they may have. (Kathy Peters, October 2019)
- The Parent Center, located in the room next to the front desk, may be used by parents to check out materials, use a computer to check grades, and visit educational websites. It will be open during school hours and during evening parent events. The Parent Resource Center allows ACE to promote and support

responsible parenting. (Kathy Peters, ongoing)

- ACT Aspire scores with explanations will be sent home to parents during Parent/Teacher Conferences held in October and March. Student academic progress is discussed. Interventions are put in place as necessary. (Michele Evans, October 2019, March 2020)
- Parenting tips will be included in the monthly newsletter. (Kathy Peters, ongoing)
- ACE will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer, the use of and access to the Department of Education website tools for parents, 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. (Michele Evans, ongoing)

8: Building Capacity of School Staff

(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.)

- Kathy Peters attended The “Faces” of Family Engagement Conference on September 6, 2019. Information was then shared with the faculty. (Kathy Peters, September 2019)
- Cabot Public Schools use Shoebox to track professional development requirements for teachers. These requirements are checked by administrators and CAO. (Carrie Lair and Roger Tonnessen, ongoing)
- 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 understand of effective parent and family engagement strategies. No fewer than three (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 climate conducive to parental participation. (Michele Evans, ongoing)
- All teachers are required to have 6 hours of Science of Reading (SOR) training. Teachers can help parents understand how to help their student become a better reader. (Michele Evans, August 2019)
- Parent/teacher conferences held a minimum of twice per year are used for

teachers to give parents tips and ideas of how to help their student succeed. ACE understands that parents play an integral role in student learning and values their contributions. ACE allows parents into the school to seek support and assistance and is open to individual conferences are held as needed in order to help build ties between home and the school. (Michele Evans, ongoing)

- The school's policy handbook will include the process for resolving parental concerns. This will include how to define a problem, whom to approach first, and how to develop solutions. Parents are introduced to school district app to report bullying concern. (Michele Evans, ongoing)