

**Cabot High School Parent and Family Engagement Plan**

**School Name:**

Cabot High School

**Facilitator Name:**

Shannon Southard, Facilitator  
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(501) 853-3562 ext. 1156

**Plan Review/Revision Date:**

September 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:**

Henry Hawkins, Administrator  
Martha Ann Montenaro, Parent  
Shannon Southard, Parent & Family Engagement Facilitator  
Jill Weir, CHS classroom Teacher  
Nicole Gatewood, CHS CTE/STEM Coordinator  
Jayne Snyder, Counselor  
Shea Konkel, Parent  
Debbie Woods, Community Member

**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 which includes parents will create a Parent and Family Engagement Plan. The Committee will review, evaluate, and update the plan annually. (Shannon Southard-August 2019, May 2020)
- Cabot High School 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 (Shannon Southard, Henry Hawkins-ongoing)
- All Cabot High School Parents will be surveyed for their input concerning Parent and Family Engagement at the beginning and end of the school year (Shannon Southard)
- CHS will support a Parent, Teacher, Student Organization (PTSO) if requested (Shannon Southard-ongoing)

**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.)*

NA

**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 Facilitator is Shannon Southard. Her email address is Shannon.Southard@cabotschools.org. Phone number is (501) 843-3562 ext 1156.
- Cabot High School Parent & Family Engagement Plan will be posted at Cabot Public Schools website by October 1, 2019. It will be disseminated during Fall Parent Teacher Conferences. Printed copies are available on request. (Shannon Southard-October 2019)
- The Cabot High School Website along with teacher websites will provide parents with important classroom and academic information. ( Jill Weir-ongoing)
- Cabot Public Schools utilizes Home Access Center (HAC) to give parents the ability to access their child's grades using a provided username and password. (Chuck Johnson, Christy Rogers-ongoing)
- Cabot High School provides report cards to parents every 9 week grading period with information regarding their child's academic progress. (Brandi Koski-ongoing)
- District Wide Phone Messaging System to remind parents/guardians of important dates and upcoming events. (Pam Carter, Liz Massey-ongoing)
- Classroom teachers will use electronic messaging systems such as Remind 101 to communicate with students and families. (Classroom Teachers-ongoing)
- Cabot High School will utilize social media to inform parents of school related activities. (Administrators & Teachers-ongoing)
- Teachers will utilize Google Classroom. These tools allow teachers to share student assignments, learning, and/or make announcements. (Teacher-ongoing)
- Cabot High School will distribute informational packets each year that includes a copy of the school's parental involvement plan, survey for volunteer interests, recommended roles for parents/teachers/students and school, suggestions for ways parents can become involved in their children's education, parental involvement activities planned for the current school year and information about the system that will be used to allow parents and teachers to communicate. (Shannon Southard, Henry Hawkins-October 2019)
- Parent/Teacher conferences will be in October 2019 and March 2020. (All faculty will attend)
- Parent signatures acknowledging receipt of the Parent & Family Engagement plan will be collected during Fall Parent/Teacher Conferences. (Henry Hawkins-October 2019)
- CHS will offer the following opportunities for parent and family engagement activities throughout the school year. The meetings will be offered at various times

and in various formats.

- New Student/Sophomore Orientation Seminars (Henry Hawkins)
- Pre-AP & AP Parent Meeting (Melissa Elliott)
- CHS Parent, Teacher, Student Organization (PTSO) Meetings (Shannon Southard)
- Booster Clubs for Band, Choir, Forensics, Athletics (Rusty Hart, Maggie Ashwood,, Jennifer Akers )
- Clubs/Organizations-Student Council, Skills USA, NHS, FBLA (Tasha Rowe, Jimmy Carpenter, Lindsey Rich, Tammy Davis)
- Financial Aid Night (Jayne Snyder)
- Transition Fair (Kelly Fulton)
- Senior Parent Breakfasts (Shannon Southard , Jill Weir)

#### **4: School-Parent Compact**

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

NA

#### **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.)*

NA

#### **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.)*

- Cabot High School will continue to utilize community resources to support the instructional and academic programs and engage parents and families in college and career readiness strategies. (Jayne. Snyder, Shannon. Southard, Henry Hawkins-ongoing)
- Cabot High School has a Parent Resource Center that provides instruction to parents on strategies to help their students academically, socially, and emotionally. These materials are freely available upon request. (Shannon Southard-ongoing)
- Cabot High School provides a list of volunteer opportunities and will also solicit ideas for other types of volunteer efforts during Open House and Parent/Teacher Conferences. Surveys will also be sent electronically together this information as well. (Shannon Southard-September & October 2019, March 2020)
- CHS will consider recruiting alumni to create an alumni commission. (Shannon Southard-ongoing)
- Cabot High School will ask parents to complete a parent interest survey at the beginning of the school year to obtain information from parents about activities they feel will be the most beneficial in academically supporting their student. This survey will be sent electronically and disseminated at Open House. (Shannon Southard-September 2019)
- Survey results will be use to plan the Parent and Family Engagement activities for the year. (Jayne Snyder, Henry Hawkins, Shannon Southard-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.)*

- Create/maintain a Parent Center. Cabot High School Media Center is available for parents to checkout materials, use computers to check grades, and/or visit educational web sites. A suggestion sheet will be available for parental input. The resource center is open at hours convenient to parents. Most activities in the main building that extend the school day also extend the hours of the Media Center. (Shannon Southard, Jill Weir-ongoing)
- To promote and support responsible parenting, Cabot High School shall, as funds are available, purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library. These materials are available for parents to check out. (Shannon

Southard, Jill Weir-ongoing)

- Cabot High School will offer the following opportunities for parent and family engagement activities throughout the school year. Meetings will include a description/explanation of the curriculum and assessments as appropriate to the specific meeting. Meetings will also include assistance and instruction to understand Arkansas Academic Standards, state and local assessments, strategies to support student achievement, developmentally appropriate learning activities, use of the DESE website and toolkit, nutritional meal planning, and demonstrations/role play. The meetings will be offered at various times and in various formats.
- New Student/Sophomore Orientation Seminars (Henry Hawkins)
- Pre-AP & AP Parent Meeting (Melissa Elliott)
- CHS Parent, Teacher, Student Organization (PTSO) Meetings (Shannon Southard)
- Booster Clubs for Band, Choir, Forensics, Athletics (Rusty Hart, Maggie Ashwood,, Jennifer Akers )
- Clubs/Organizations-Student Council, Skills USA, NHS, FBLA (Tasha Rowe, Jimmy Carpenter, Lindsey Rich, Tammy Davis)
- Financial Aid Night (Jayne Snyder)
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- Senior Parent Breakfasts (Shannon Southard , Jill Weir)
- Cabot High School will provide individual student assessment results and interpretation. (Henry Hawkins, Counselors-ongoing)
- Parents will be involved in course selection, career planning and post-secondary education through the registrations process and the Student Success Plan. (Henry Hawkins, Counselors-ongoing)
- Cabot High School will offer brief training sessions that 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. (Shannon Southard- 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. )*

- 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 parental involvement strategies. 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. Ensure professional development requirements are met for teachers and administrators. Cabot School District fulfilled this requirement in back to school professional development August 2019. (Sherri Jennings-ongoing)
- Cabot High School Teachers meet weekly in PLC meetings with administrators. Counselors are included when needed. Part of these meetings include how to build positive ties between home and school, communicate effectively with parents, value the contributions of parent recognize the integral role of the parent in student learning, and welcome parents into the school community. (Henry Hawkins, Teachers– ongoing)
- Cabot Public School District's handbook does include the process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions. (Michael Byrd, ongoing)
- Cabot High School will respond to parent requests for parent and family engagement activities. (Shannon Southard-ongoing)