

Cabot Jr. High North Parent and Family Engagement Plan

School Name:

Cabot Junior High North

Facilitator Name:

Jessica Moser

501-743-3572

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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 26, 2019

Committee Members, Role:

Jessica Moser, Parent and Family Engagement Coordinator & School Counselor

Charlotte Sandage, Principal

Amy Butler, Assistant Principal

Mike Nash, Assistant Principal

Mark Cooper, School Counselor

Kindann Fawcett, Parent

Anthony Fawcett, Parent

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.)

- Junior High North will enable the formation and development of a Parent and Family Engagement Committee that will foster parental and community involvement within the school. (Jessica Moser-August 2019)
- Junior High North parents will be involved in the development, review, and update of the Parent and Family Engagement plan annually. (Jessica Moser-ongoing)
- Junior High North will foster the formation and development of a Parent/Teacher Organization and provide opportunities for monthly meetings as desired by parents. (Jessica Moser-ongoing)
- Parents will be represented in a variety of roles within the Parent and Family Engagement Committee and the Parent/Teacher Organization. (Jessica Moser-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.)

N/A

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 Junior High North website will make available to parents school information and announcements. (Lynn Muller, 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. (Ben Lippert and Rene Embrey, HAC Facilitators-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 every grading period to show their child's academic progress. (Lesa Speck, registrar-quarterly)
- The Junior High North Parent and Family Engagement Plan will be posted to the district's website by October 1. Printed copies are also available at our Parent/Teacher conferences on Oct. 15 & 17, where parents will sign to acknowledge where the plan is located. The plan is written in a uniform and understandable format and is appropriate for families of Junior High students. (Jessica Moser, Terena Woodruff and Liz Massey, District Director of Communications-October 2019)
- Junior High North will distribute an informational packet each year, which includes the school's Parent and Family Engagement Plan, survey for volunteer interests, and the types of roles and activities listed below to increase parent/family involvement and support for student learning. The packet will also outline the family-school communication system outlined above. (Jessica Moser-Fall 2019)
 - o Open House
 - o Parent/Teacher Conferences
 - o Parent-teacher organization
 - o Booster Clubs
 - o Clubs/Organizations (Student Council, Builders Club, NJHS, FBLA)
 - o Library assistant
 - o Staff & Faculty Cook-offs
 - o Chaperone for school dances
- The principal of JUNIOR HIGH NORTH will designate one certified staff member who is willing to serve as parent facilitator. Jessica Moser will serve this role for the 2019-2020 school year and can be reached at (501) 743-3572 with any concerns/questions regarding parent and family engagement. (Charlotte Sandage-August 2019)
- The Parent and Family Engagement meetings will be offered at various times and formats to help accommodate different family schedules. (Jessica Moser-ongoing)

4: School-Parent Compact

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

N/A

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.)

N/A

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.)

- To take advantage of community resources, 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)
- Junior High North will enable the formation of a Parent and Family Engagement Committee that will foster parental and community involvement within the school. (Jessica Moser-August 2019)
- Parents are encouraged to visit the Junior High North Parent Center, which will consist of information on promoting responsible parenting and community resources and activities that strengthen school programs. It will also include the comprehensive Parent and Family Engagement Plan, which will be incorporated into the school's improvement plan. (Jessica Moser-ongoing)
- In order to promote college and career readiness, parents may use the Media Center to check out materials, use the computer to check grades, and visit educational websites. (Velma Crouch, Media Specialist-ongoing)
- Junior High North will enable to formation of a Parent Teacher Organization, where leaders will be utilized in appropriate decisions. (Jessica Moser and Kindann Fawcett-August 2019)

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.)

- 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/help support their child's school. (Jessica Moser-ongoing)
- Junior High North will maintain a parent center. 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: 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. (Velma Crouch-ongoing)
- Junior High North will provide instruction on how to incorporate developmentally appropriate learning activities in the home environment, including information on course selection, the use and access to the Department of 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. (Charlotte Sandage, Jessica Moser, and Mark Cooper-ongoing)
- Junior High North will provide descriptions of school curriculum on our website and during course registration in the second semester. We 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. (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 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-ongoing)
- Junior High North 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. Junior High North will host special orientation programs for

parents and students to help the transition and build ties between home and school. Parents will be welcomed into our school building to meet teachers and staff at the beginning of the school year. (Principals and Counselors-Spring 2020)

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.)

- In the 2014-2015 school year and every fourth year thereafter, the State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts shall require no fewer than two hours of professional development for teachers designed to enhance the understanding of effective Parent and Family Engagement strategies and no fewer than two hours of professional development for administrators designed to enhance the understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. (Sherri Jennings-ongoing)
- Junior High North teachers and staff will be trained in that parents play an integral role in student learning and their contributions are valuable to our students' success. (Charlotte Sandage-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 include in the school's policy handbook the process for resolving parental concerns, 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)

