

Cabot Junior High South Parent and Family Engagement Plan

School Name:

Cabot Junior High South (CJHS)
Cabot Public Schools

Facilitator Name:

Dr. John West, Principal
Holly Shannon, Facilitator
501-743-3573
Holly.Shannon@cabotschools.org

Plan Review/Revision Date:

September 2019

District Level Reviewer, Title:

Terena Woodruff, Director of Counseling
Jordan Boris, District Social Worker

District Level Approval Date:

October 2019

Committee Members, Role:

Holly Shannon, Facilitator & Media Specialist
Carrie Lowery, Counselor
Miranda Wilborn, Teacher
Jennifer Thomas, Parent
Amy Sawyer, Parent
Sarah Miller, Parent
Alicia Boyles, Due Process Designee
Mandee Carmical, Administrator

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.)

Cabot Junior High South (CJHS):

- Cabot Junior High South will enable the formation and development of a Parent and Family Engagement Committee that will foster parental and community involvement within the school. (Holly Shannon; ongoing throughout the 2019-20 school year)
- Cabot Junior High South will involve parents and family members in the development, review, and update of the Parent and Family Engagement plan annually. (Holly Shannon; ongoing throughout the 2019-20 school year)
- Cabot Junior High South will involve parents and family members on school improvement planning by seeking feedback electronically throughout the school year. (Holly Shannon, Mandee Carmical, classroom teachers; ongoing throughout the 2019-20 school year)
- Cabot Junior High South will provide opportunities for parent and family engagement meetings to foster parental and community involvement within the school, and will enable the formation and development of a parent/teacher organization, if requested. (Holly Shannon; ongoing throughout the 2019-20 school year)
- Cabot Junior High South will ask parents to complete a parent interest survey at the beginning of the school year to obtain information concerning the activities they feel would be most beneficial to support their child academically, as well as concerning ways that they could volunteer their time. (Holly Shannon; October 2019)
- Cabot Junior High South will use the results from the above-mentioned survey to help plan the parent and family engagement activities for the year. (Holly Shannon; October 2019)
- Cabot Junior High South parents and family members will be represented in a variety of roles within the Parent and Family Engagement Committee, as well as in the parent/teacher organization. (Holly Shannon; ongoing throughout the 2019-20 school year)

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.)

Cabot Junior High South 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 Cabot Junior High South 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, Classroom Teachers; ongoing throughout the 2019-20 school year)
- Cabot Junior High South will use social media (twitter, Instagram and Facebook) to publicize daily announcements. Social media will also be used to display student work, student and faculty/staff recognition. (Mandee Carmical, Liz Massey; ongoing throughout the 2019-20 school year)
- Cabot Junior High South parents can access their child's grades through the Home Access Center and/or the Cabot Schools/Eschool App using login information they received at the beginning of the school year. (Terri Schmitz, Cheryl Ellison, Mary Murtishaw; ongoing throughout the 2019-20 school year)
- Cabot Junior High South teachers will utilize Google Classroom and social media tools which will allow teachers to share student learning, share assignments and/or make announcements (Classroom Teachers; ongoing throughout the 2019-20 school year)
- Cabot Junior High South teachers will routinely contact parents on an individual basis to communicate about their child's progress. (Classroom Teachers, John West, Mandee Carmical, Lance Schichtl; ongoing throughout the 2019-20 school year)
- Cabot Junior High South will provide report cards to parents every grading period with information regarding their child's academic progress. (Terri Schmitz; October 2019 and January, March and June 2020)
- Cabot Junior High South will distribute student standardized test scores as they are made available to administration. (Jared Walters, Carrie Lowery, John West; October 2019)
- The Cabot Junior High South Parent and Family Engagement Plan will be posted to the Cabot Junior High South and school district website by October 1. Printed copies will also be available at our Parent/Teacher Conferences in October, when parents will sign to acknowledge that they have received and/or know how to access the plan. The plan is written in a uniform and understandable format, and

- is appropriate for families of junior high school students. (Holly Shannon, Liz Massey; October 2019)
- Cabot Junior High South will provide informational packets each school year, which will include the Cabot Junior High South Parent and Family Engagement Plan, a survey for volunteer interests, an activity schedule, and a family-school communication system outline, as well as an outline of recommended roles and activities listed below to increase parent and family involvement and support for student learning. (Holly Shannon, October 2019)
 - Open House
 - Parent/Teacher Conferences
 - Parent/Teacher Organization
 - Clubs /Organizations (NJHS, FBLA, Science Olympiad, Student Council, Archery)
 - Library Assistant
 - Holly Shannon will serve as parent and family engagement facilitator, and can be reached at (501) 743-3573 or Holly.Shannon@cabotschools.org. (Holly Shannon, John West, ongoing throughout the 2019-20 school year)
 - Parent/Teacher Conferences will be held in October (2019) and March (2020). Parent/Teacher Conferences will be attended by all Cabot Junior High South faculty. (John West, Classroom Teachers; October 2019 and March 2020)
 - Parent and family engagement meetings will be scheduled at various times, as well as in various formats, in order to accommodate family schedules. (Holly Shannon; ongoing throughout the 2019-20 school year)

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.)

- Cabot Junior High South will provide a list of volunteer opportunities, and will solicit ideas for other types of volunteer efforts and community resources during Open House, teacher emails, Parent-Teacher Conferences, etc. (Holly Shannon, John West; ongoing throughout the 2019-20 school year)
- Cabot Junior High South will work closely with Cabot Middle School South to help provide a smooth transition from one school to the next by raising parental awareness of procedures and related activities. The school will host campus events, an orientation meeting, meet and greets, etc... for parents and students to help with the transition to seventh grade. (Jared Walters, Carrie Lowery, John West; ongoing throughout the 2019-20 school year)
- Cabot Junior High South will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, as well as materials to promote and support responsible parenting, through resources in the Parent Resource Center. Resources will also include the comprehensive Cabot Junior High South Parent and Family Engagement Plan, which will be incorporated into the school's improvement plan. (Jared Walters, Carrie Lowery, Holly Shannon, John West; ongoing throughout the 2019-20 school year)
- Cabot Junior High South will utilize community resources to support and strengthen school instructional programs and engage parents in college and career readiness strategies and activities. (Jared Walters, Carrie Lowery, John West; ongoing throughout the 2019-20 school year)
- Cabot Junior High South will enable and support the formation of a parent teacher organization, if requested. (Holly Shannon, John West; ongoing throughout the 2019-20 school year)
- Cabot Junior High South will consider recruiting alumni from the school district to create an alumni advisory commission to provide advice and guidance for school improvement. (Holly Shannon; ongoing throughout the 2019-20 school year)

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.)

- The Cabot Junior High South Parent Center (located by the office/across from

the counseling center) will be open during regular school hours (7:30 a.m.-3:30 p.m.) and during school events. Parents may check out materials, use the computer to check grades, and visit educational websites. A suggestion sheet will also be available for parental input. (Holly Shannon, Jared Walters; ongoing throughout the 2019-20 school year)

- To promote and support responsible parenting, Cabot Junior High South will, 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, Jared Walters; ongoing throughout the 2019-20 school year)
- Cabot Junior High South will invite parents and family members to course selection/ registration information days to provide descriptions of school curriculum and to inform parents of Cabot Junior High South students about how to be involved in the decisions affecting course selection and career planning. (Jared Walters, Carrie Lowery, Terri Schmitz; January/February 2020).
- Cabot Junior High South will provide materials to help parents work with their children to improve their children's achievement. Parents will be provided resources in the Parent Center. (Holly Shannon, Jared Walters; ongoing throughout the 2019-20 school year)
- Cabot Junior High South will schedule parent and family engagement meetings throughout the school year to foster parent and family involvement. 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. (Holly Shannon; ongoing throughout the 2019-20 school year)
- Cabot Junior High South parents can access their child's grades through the Home Access Center and/or the Cabot Schools/Eschool App using login information they received at the beginning of the school year. (Terri Schmitz; ongoing throughout the 2019-20 school year)
- Cabot Junior High South will provide parents with individual student assessment results and the interpretation/explanation of those results as needed. (Jared Walters, Carrie Lowery; ongoing throughout the 2019-20 school year)
- Cabot Junior High South will provide assistance and instruction to parents in understanding the following topics:
 - Arkansas Academic Standards
 - State and local academic assessments, including alternate assessments
 - Partner with teachers to support achievement
 - Strategies parents can use to support the student's academic progress and achievement
 - Incorporating developmentally appropriate learning activities
 - Use of DESE website and tools for parents
 - Assistance with nutritional meal planning and preparation
 - How parents of junior high school students can be involved in the decisions affecting course selection and career planning
 - Including role play and demonstration by trained volunteers

(Jared Walters, Carrie Lowery, Holly Shannon, John West;
ongoing throughout the 2019-20 school year)

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.)

- Arkansas and District Parental Involvement Training was required for the 2018-2019 school year. Training was provided in Summer 2018 and August 2018. (Cabot School District/CAO personnel)
- 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 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 a climate conducive to parental participation. The training will include but is not limited to recognizing the integral role parents play in student learning and the value of their contributions, best practices to communicate with parents to build home-school ties, and welcome parents to the school community. The Cabot School District fulfilled this requirement in back-to-school professional development in August 2019. (Cabot School District/CAO personnel; ongoing)
- In order to reach out to parents and communicate with them as equal partners, teachers will hold conferences with parents and family members 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 that parents and family members can understand. (Classroom Teachers; ongoing throughout the 2019-20 school year)
- Cabot Junior High South will respond to parent requests for parent and family engagement activities. (Holly Shannon; ongoing throughout the 2019-20 school year)
- The school district's policy handbook includes 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/CAO personnel; August 2019)