

District Parent and Family Engagement Plan

District Name:

Cabot Public Schools

Coordinator Name:

Terena Woodruff

Plan Review/Revision Date:

September 12, 2019

District Level Reviewer, Title:

Terena Woodruff, Director of Counseling

Jordan Boris, District Social Worker

Board Approval Date:

September 17, 2019

Committee Members, Role:

Terena Woodruff, Director of Counseling, District Parent & Family Engagement
Coordinator

Jordan Boris, District Social Worker

Melanie Duerkop, Director of Federal Programs

Aaron Randolph, Executive Director of Curriculum

Lori Bridges, Director of PreK

Courtney Roldan, Parent

Lee Gordon, Parent

Margret Frey, Parent

Wendy Blanton, Parent

1: Jointly Developed Expectations and Objectives

(Describe/List the District expectations and objectives for parent and family engagement. Describe/List how parents will be involved in the development of the district parent and family engagement policy. Describe/List how parents will be involved in the development and review of the School Improvement/Title I Schoolwide/Title I Targeted Assistance Plan and, if applicable, the Comprehensive Support and Improvement and the Targeted Support and Improvement plans. Describe/List how the District will submit to the State comments from parents who deem the LEA Plan unsatisfactory.)

This district will host a minimum of one Parent & Family Engagement meeting per semester. Each school, including Title I schools, will send at least one parent representative to the district meeting. Each semester the district plan will be reviewed and revised. Parents can provide feedback through both discussion and surveys. Parents will be encouraged to explore the Parent & Family Engagement Toolkit on the DESE website. Parents will be encouraged to offer ideas on how reserved funds for parent and family engagement are spent and other ways to increase engagement. Each meeting will also have a focus topic for discussion that was selected from feedback at the previous meeting. The district will include a summary of the feedback on the plan in the updated plan for the following year. The plan revisions will address parent concerns. (Terena Woodruff and Jordan Boris, September 2019 and April 2020)

Parents at all schools, including Title I schools, will be notified through the school website and newsletters that the plan is available online and a paper copy is available on request. Parent signatures will be collected at parent teacher conferences in October 2019. (Building principals)

The plan will be posted on the school website by October 1, 2019. (Terena Woodruff and Liz Massey)

2: Building Staff Capacity through Training and Technical Assistance

(Describe/List how the district will provide support and technical assistance to all its Title I schools in planning and implementing effective parent and family engagement practices, inclusive of school parent and family engagement policies/plans, school-parent compacts, and all Title I parent and family engagement requirements. Describe/List activities such as workshops, conferences, trainings, webinars, and online resources that will be used with school staff to build their capacity to work with parents as equal partners. Include information about how the district and/or schools 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 District Parent & Family Coordinator will coordinate with the District Director of Professional Learning to ensure that professional development requirements for educators are met. The directors will coordinate with building administrators to determine additional professional learning needs and opportunities. (Terena Woodruff, Sherri Jennings, annually)

The District Parent & Family Coordinator will train Building Parent & Family Facilitators annually to develop the building level Parent and Family Engagement Plan. A minimum of one meeting each semester will be held for building facilitators to collaborate and share resources to enhance parent and family engagement. District and building facilitators will offer teachers resources on the value of parent & family engagement and ways to increase engagement. The state Family Engagement Toolkit will be shared with educators, parents and the community. (<https://sites.google.com/view/engagementmattersar>) (Terena Woodruff, Jordan Boris, building facilitators fall 2019 and spring 2020)

The District Parent & Family Engagement Coordinator, the Director of Federal Programs and building administrators of the identified Title I buildings will work together to develop school parent compacts, inform parents of their right to know, and hold the Report to the Public sessions. (Terena Woodruff, Melanie Duerkop, building administrators, August/September 2019)

A copy of the District and Building Parent & Family Engagement Plans will be posted on the district website by October 1. Parents may request a paper copy in a language the family can understand. Parent signatures acknowledging where to locate the plans will be obtained during parent conferences in October. (Terena Woodruff, Liz Massey, Karyna Carbonne)

The district will host the state conference for the Arkansas Parent Coordinators' Association in March 2020. The District Coordinator will collaborate with the association and district building facilitators to develop the program for the conference. (Terena Woodruff, Jordan Boris, Lori Bridges, building facilitators)

3: Building Parent Capacity

(Describe/List activities, such as workshops, conferences, classes, online resources, and any equipment or other materials that may be necessary to support parents in helping their student's academic success. If applicable, describe how each discretionary item your district and parents chose will be implemented.)

The district will designate two parent teacher conference times each year but parents may request a conference at any time. (School board, October 2019, March 2020)

The District Coordinator will coordinate with building administrators and building facilitators to ensure each building maintains a parent center and sends home informational packets. (Terena Woodruff, building administrators, building facilitators, ongoing)

The District Coordinator will coordinate with building parent groups such as PTO to provide support and training as requested. The parent group will meet a minimum of once each semester to review the Parent & Family Engagement plan and discuss specific topics identified from previous meetings and/or share information about new programs or initiatives. (Terena Woodruff, Jordan Boris, district administrators, parent representatives, Fall 2019, Spring 2020)

The district will host a Hallway Heroes volunteer training each fall and as requested throughout the year. Building facilitators and administrators will provide at least one building training in the fall semester for parent volunteers specific to each building. (Michael Byrd, building facilitators, building administrators)

The district PreK program will provide five Family Liaisons to assist families with needs such as locating local resources, coordinating parent education trainings, and supporting parents. (Lori Bridges, Family Liaisons, ongoing)

The district will also provide a social worker to assist families in locating resources and connecting parents to the school. (Jordan Boris)

The district will utilize a website, social media, and a parent notification system to communicate important information and dates to parents and the community. (Liz Massey, ongoing)

The district will host a minimum of one community event to educate about relevant topics such the August 12th Suicide Prevention Session with Jeff Yalden. (Sherri Jennings, Terena Woodruff, Community Parks and Recreation Event Center Staff)

The District Curriculum Department will provide parent friendly information regarding assessment, state standards, and how to monitor student progress. (Aaron Randolph, ongoing)

4: Reservation and Evaluation

(Describe/List how the district will share with parents and family members the budget for parent and family engagement activities and programs and how parents and family members will be involved in providing input into how the funds are used. If the district does not receive a Title I, Part A allocation greater than \$500,000, then the district is not required to include a description of its Reservation of Funds. If a reservation is required, then a minimum of 90% of that 1% must go to the schools, with priority given to high-need schools. Describe/List actions for how the annual evaluation will be conducted, identifying who will be responsible for conducting it, and explaining what role parents and family members will play.)

All Title I schools will conduct an annual parent meeting by October 1st. At this meeting, the building principal provides parents with a school compact that outlines the steps that parents, school staff, and students will take to ensure academic success as a shared responsibility. Also during this meeting, the building principal updates the parents on the "state of the school." He/She goes over achievement data, school curriculum, an explanation of Title I and its benefits, and parent and family engagement opportunities (literacy nights, math nights, one book/one school, etc.). It is also during this time that parents are given the opportunity to complete a survey. (Building administrators and facilitators, Fall 2019)

Each building will invite a minimum of one parent to participate in the fall and spring District Parent & Family Engagement meetings to review and provide feedback on the plan. The feedback will be gathered through both discussion and a survey. The information will be used to revise the district plan. (Terena Woodruff, Jordan Boris, Fall 2019 and Spring 2020)

The District Coordinator will collaborate with the Director of Federal Programs, Building Administrators and Facilitators, and stakeholders to evaluate the Parent & Family Engagement Plans. (Terena, Woodruff, Jordan Boris, Melanie Duerkop, Building Administrators and Facilitators, ongoing)

5: Coordination

(Describe/List how the district will coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families such as public preschool programs or organizations to help students transition to elementary, middle, high, and postsecondary schools or careers.)

The District Parent & Family Coordinator and District Social Worker will coordinate with local community resources to support families. Current partnerships include, but are not limited to the following.

Back to School Fair - helps families with items needed for back to school)local churches and businesses, August 2019)

Cabot Public Library - summer reading program (Melanie Duerkop, Library staff, Spring/Summer)

Cabot Christmas Alliance/Christmas for Kids - helps families with food and gifts during Christmas (building counselors, local churches/businesses, October-December 2019)

Cabot Parks and Recreation - supports food drives to provide items for food backpack program (Summer Allison, Building Counselors, Terena Woodruff, Jordan Boris. November 2019)

Junior Auxiliary - provides clothing, school supplies, hygiene products, utilities, etc. for families in need (Jordan Boris, Terena, Woodruff, Building Counselors, ongoing)

Local churches/businesses/civic groups - provides food, clothing, and help with utilities for families in need (Jordan Boris, Terena Woodruff, Building Counselors, ongoing)

Career and Technical Education Coordinator will coordinate with local business to arrange student internships and allow community members to provide training and demonstrations for students on campus. (Nicole Gatewood, ongoing)

The Parent & Family Engagement Coordinator and District Social Worker will collaborate with the Director of Federal Programs, the Director Of Food Services, and the DESE McKinney-Vento Homeless Liaison to coordinate services for families. (ongoing)