

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

**School Name:**

Academic Center of Excellence

**Facilitator Name:**

Dana Marvin

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**Plan Review/Revision Date:**

**District Level Reviewer, Title:**

Terena Woodruff, Director of Counseling

Jordan Boris, District Social Worker

**District Level Approval Date:**

5/29/2020

**Committee Members, Role:**

Dana Marvin, Family and Community Engagement Facilitator

Carrie Lair, Principal

Roger Tonnessen, Assistant Principal

Nicole True, Counselor

Emily Madar, Teacher

Rebecca Woods, Paraprofessional

Summer Hensley, Parent Representative

Shelly Wiley, Community Volunteer

### **1: Jointly Developed**

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

- The Family and Community Engagement Committee will meet before the submission of the Family and Community Engagement Plan to discuss the components of the plan and the changing needs of parents and the school. (Dana Marvin, May 2020)
- The Family and Community Engagement Committee will review, evaluate and update the plan annually, starting in May of 2020 before submitting next year's plan on August 1, 2020. (Dana Marvin, May 1 - August 1, 2020)
- 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. (Dana Marvin, May 1, 2020 - May 1, 2021)
- There will be regular meeting opportunities as requested by parents to ensure all families are adequately represented. (Dana Marvin, Carrie Lair, May 1, 2020 - May 1, 2021 )
- 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. The district sent out a survey and the results were that parents requested a combination of onsite and distance learning. (Dana Marvin, October and March)
- Parents will have the opportunity to participate in a PTSO if they choose. (Summer Hensley, May 1, 2020 - May 1, 2021)

### **2: Annual Title I Meeting**

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

### **3: Communication**

*(Describe/List how the Family and Community 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.)*

- Dana Marvin is The Family and Community Engagement Plan building facilitator and can be reached at 501-743-3520 by phone and [Dana.marvin@cps.k12.ar.us](mailto:Dana.marvin@cps.k12.ar.us) by email.

- The Family and Community Engagement Plan will be available on the Cabot School District website by August 1st.
- The online plan will include an informational section that describes the plan. A paper copy of the packet will be available in the parent center at ACE for those parents who are unable to access the online copy. (Carrie Lair, Dana Marvin, August 2020)
- The informational packet would include a description of the plan, recommended roles and ways for families to be involved, a schedule of activities, and our system of regular two-way communication. (Carrie Lair, Dana Marvin, August 2020)
- Parents will be made aware of this at Parent/Teacher Conferences and signatures will be obtained electronically during new student and back to school registration in Registration Gateway acknowledging that they have received information of where to locate the plan. (Dana Marvin, October 2020)
- 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). (Dana Marvin, ongoing)
- A system of regular two way communication includes advisors contacting parents on a weekly basis to communicate about their student's progress and strategies for improvement for working from home. (Carrie Lair, ongoing)
- Apex provides parents a weekly email regarding their student's academic progress. (Dana Marvin, 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. (Dana Marvin and Rebecca Woods, 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)
- Academic Center of Excellence (ACE) will use social media (Twitter, Instagram and Facebook) to publicize announcements. Social media will also be used to recognize student achievement, teacher recognition, etc. (Carrie Lair, Roger Tonnessen, Liz Massey; ongoing throughout the 2020-21 school year)
- Parent meetings are offered at various times in various formats including, before school, after school and during teacher plan time. Twice a year, parent/teacher conferences are held in the evenings and alternatively scheduled as necessary. Stakeholders may attend in person or virtually. (Carrie Lair, October 2020, March 2021, ongoing)
- ACE will elicit a survey to families for volunteer interests and opportunities and solicit ideas for other types of volunteer efforts during Open House, orientation, teacher emails, Parent-Teacher Conferences, etc. (Carrie Lair, Dana Marvin; monthly stakeholder meetings)

- Parent feedback will be obtained through a survey to gain volunteer interests thus allowing ACE to establish recommended activities for parents to be involved. (Carrie Lair, Dana Marvin, October 2020, March 2021, ongoing)
- Cabot Public Schools uses Transperfect which is a translating service that allows us to call parents that do not speak English. (Carrie Lair, ongoing)

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

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

#### ***5: Reservation of Funds***

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

#### ***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.)*

- During the Covid-19 pandemic (March-May 2020), ACE coordinated food deliveries for several families because they lack transportation. ACE will continue to work with families (as needed) should the need arise in the future. (Nicole True, ongoing)
- During the Covid-19 pandemic (March-May 2020), ACE worked to ensure all students had access to AMI work by mailing assignments to students who needed an alternate delivery method. ACE also worked to ensure students had all necessary resources and technology (chromebooks) to ensure they were successful in their classes. Should it become necessary in the future, ACE has a plan in place to ensure students and parents have the tools necessary to ensure they are successful. (Carrie Lair, Nicole True, ongoing)
- During the Covid-19 pandemic (March-May 2020), the ACE counselor worked (and will continue to work) with students who are struggling with their overall health and wellbeing. The ACE counselor continues to meet with students via zoom to ensure the whole child is attended to. (Nicole True, ongoing).
- ACE will coordinate with a representative from UALR's Financial Aid Department to come to ACE in November to present engagement activities to include information on how to apply for state and federal financial aid (FAFSA) for postgraduate education. (Nicole True, November 2020)
- In the fall semester, we will hold a College and Career Day to coordinate and integrate college and career readiness resources. Last year we had 6 local businesses and 10 colleges/technical schools attend. (Nicole True, Rebecca Woods, Fall 2020)
- In August, we hold 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. Parenting resources are located in the Parent Center at ACE (Carrie Lair, PTSO, August 2020)

- At this orientation, we will also discuss the procedures for distance learning, should it be needed, as outlined in our school improvement plan, specifically in the areas of reading and writing. (Carrie Lair, PTSO, August 2020)
- Amy Hill with E3 holds group counseling sessions twice per week to focus on social/emotional learning topics and other resources that engage our students to become college and career ready . (Carrie Lair, Roger Tonnessen, Amy Hill, Terena Woodruff, 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. This committee would work alongside the staff and PTSO to provide opportunities for other school programs to be strengthened. (Carrie Lair, Ongoing)
- Parents will have the opportunity to enable and participate in a Parent-Teacher-Student Organization (PTSO) if they choose. As a member of the PTSO, parents will provide input and guidance on programs and resources that strengthen other school programs and office suggestions and recommendations for distance learning specifically in the areas of reading and writing. (Summer Hensley, May 1, 2020 - May 1, 2021)
- FACE and School Improvement Plan have been aligned to have a focus on reading, writing, and distance learning . (Carrie Lair, Dana Marvin, June 2020)

## ***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.)*

- In September, we will provide a description/explanation of the Apex curriculum for parents. This will allow parents to see how Apex works and ask any questions they may have. (Dana Marvin, September 2020)
- 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. (Dana Marvin, ongoing)
- Regular parent involvement meetings such as stakeholder meetings are scheduled monthly. (Dana Marvin, ongoing)
- ACT Aspire scores with explanations will be sent home to parents during Parent/Teacher Conferences held in October (Not available this year due to Covid-19. However, interim

results will be discussed.) Student academic progress is discussed. Interventions are put in place as necessary. (Carrie Lair, Roger Tonnessen, October 2020, March 2021)

- Parent information and tips will be included in the monthly newsletter. (Dana Marvin, Summer Hensley, ongoing)
- During ACE interviews and Parent/Teacher conferences, parents, students, and advisors work together to discuss course selection, college/career opportunities, and post-secondary plans. (Advisors, Nicole True, 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. (Carrie Lair, Nicole True, 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 Family and Community engagement activities.)*

- 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 understanding of effective Family and Community 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. This is required on a yearly rotation but is not required in the 2020-2021 school year. (Carrie Lair, ongoing)
- All teachers are required to have Science of Reading (SOR) training. Teachers can help parents understand how to help their student become a better reader. (Carrie Lair, August 2020)
- Classified staff will participate in Trauma training (Rebecca Woods, ongoing)
- 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. (Carrie Lair, 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 the school district app to report bullying concerns. (Carrie Lair, Roger Tonnessen, ongoing)
- Cabot Public Schools uses Transperfect which is a translating service that allows us to call parents that do not speak English. Translators attend meetings and contact parents to translate written material sent home. (Carrie Lair, ongoing)
- ACE acknowledges parents play an integral role in student learning. It is the expectation of ACE staff and faculty to value the contributions of all parents. ACE will work to ensure teachers and staff are equipped with the proper tools to effectively reach out to parents, keeping two-way communication, helping to ensure their student has a successful school year. (Carrie Lair, Roger Tonnessen, ongoing)