

Cabot High School Family and Community Engagement Plan

School Name:

Cabot High School

Facilitator Name:

Shannon Southard

Shannon.Southard@cps.k12.ar.us

501-843-3562 ext. 1156

Plan Review/Revision Date:

May 2020

District Level Reviewer, Title:

Terena Woodruff, Cabot School District Family and Community
Engagement Coordinator, Director of Counseling
Jordan Boris, District Social Worker

District Level Approval Date:

5/29/2020

Committee Members, Role:

- Shannon Southard, Parent & Family Engagement Facilitator
 - Henry Hawkins, Principal
 - Adam Koehler, Assistant Principal
 - Shea Konkel-PTSO member, Parent
- Debbie Woods-PTSO member, Community Volunteer
 - Jill Weir-PTSO member, Parent
 - Christy Rogers, Teacher

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 parent and family engagement programs.)

Cabot High School (CHS)

- Cabot High School leadership committee will involve parents and community members in the development of Cabot High School's Family and Community Engagement plan. Once the plan is developed and CHS staff give feedback, the committee will again review and give feedback. Collaboration between teachers, staff, families, and community members is key in addressing the needs of our school. The committee will annually review, update, and improve CHS's Family and Community Engagement (FACE) plan. Due to the school closure from March - May 2020, the committee will review a digital copy and give feedback via email. (Shannon Southard, ongoing)
- Cabot High School will have the CHS FACE Plan available via the school website for review or by paper copy upon request. (Shannon Southard, ongoing)
- Cabot High school seeks to foster family and community involvement by inviting families and community members to join CHS Parent, Teacher, Student Organization (PTSO) and to be involved in the annual evaluation and review of the Parent and Family Engagement Plan. (Shannon Southard, ongoing)
- Cabot High School has a suggestion form available to any parent or family member/community member who would like to be represented in a variety of roles throughout the school. Parents can also make suggestions about opportunities for regular meetings and various school functions. (Shannon Southard, Henry Hawkins, ongoing)
- Cabot High School's FACE facilitator in collaboration with the school's Arkansas Consolidated School Improvement Plan coordinator (ACSIP) and the district's Health and Wellness coordinator will survey parents throughout the year to get their input on the issues that affect both parents/guardians and students. Teachers will also be surveyed to see how the changes in education during the months of March - May 2020 have affected their teaching. The information from both surveys will be shared with the ACSIP coordinator to guide decisions for the coming years. (Shannon Southard, Adam Koehler, Kelly Spencer, 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.)

Cabot High School is not a Title I school.

3: Communications

(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.)

- Cabot High School uses social media (Twitter and Facebook), the district website, and the SMORE newsletter to publicize news, school events, academic activities, and positive activities at the school. The Family and Community Engagement Plan will be posted to the district website by August 1. (Alana Graham, SueAnn Whisker, Jill Weir, ongoing)
- Cabot High School's Parent and Family Engagement Facilitator is Shannon Southard. She can be reached by phone at 501-843-3562 or via email Shannon.Southard@cps.k12.ar.us. Mrs. Southard is also the coordinator of Cabot High School's Parent, Teacher, Student Organization. (Shannon Southard, ongoing)
- Cabot Public Schools use Transperfect, a translating service that allows calls and communication with parents who do not speak English. (Henry Hawkins, Classroom Teachers, ongoing)
- Cabot High School annually distributes an informational packet to family and community members that includes the following information:
 - A Description of Parent and Family Engagement plan
 - Recommended roles
 - Ways for a family to get involved in a variety of roles
 - Survey regarding volunteer interests
 - Schedule of activities planned throughout the school year
 - Regular, two-way, and meaningful system for parents/teachers to communicate
- Cabot High School's FACE facilitator regularly communicates with Kim Gibson, CHS Counselor, information to be added to the newsletters that are sent to parents, guardians, and community members. (Shannon Southard, ongoing).

- Cabot High School has a website along with teacher websites where important classroom and academic information is available to parents and community members. (Jill Weir, ongoing)
- Cabot Public Schools' utilizes Home Access Center (HAC) to give parents and guardians the ability to access their child's grades using a provided username and password. (Chuck Johnson and Christy Rogers, HAC Facilitators; Classroom teachers; ongoing)
- Cabot High School understands that open communication between school and home is best practice and crucial to student success. Teachers and Administration reach out to parents and guardians via phone calls and home visits as needed. During the pandemic months of March-May 2020, based on parent/family input, CHS is part of the district-wide distribution of chromebooks for student use, has a mobile hotspot in the parking lot of one of the buildings for students to access the internet, and has an area for students/families to pick and drop off paper packets in lieu of online assignments. Counselors continue to follow students who are at risk due to mental health issues or domestic situations. (classroom teachers, counselors, Henry Hawkins, ongoing)
- Cabot High School provides report cards to parents every 9 week grading period with information regarding their child's academic progress. (Brandi Koski, Registrar; ongoing)
- Cabot High School offers meetings at various times and in various formats to ensure accommodation for all families. During the months of March - May 2020, Zoom meetings and emails were used to accommodate parents and guardians. (Henry Hawkins, classroom teachers, ongoing)
- Cabot Public School District has a district wide phone messaging system to remind parents/guardians of important dates and upcoming events. (Pam Carter & Liz Massey, ongoing)
- Cabot High School's teachers and administration use Remind 101 to communicate necessary information to students and parents. (Administrators, Classroom teachers, ongoing)
- Cabot High School will make available online and in the main office informational packets each year that include a copy of the school's parental engagement plan. (Shannon Southard, Henry Hawkins, ongoing)
- Cabot High School will obtain parent/guardian signatures acknowledging receipt of the Family and Community Engagement Plan during new student and back to school registration in Registration Gateway. (Henry Hawkins, Shannon Southard, ongoing)
- Cabot High School will update the school marquee frequently with important school events. (Renee Carter, ongoing)
- Cabot High School has a school-wide goal as part of the Arkansas Consolidated School Improvement Plan of improving literacy comprehension, particularly focusing on non-fiction, and parents have the strategies needed to support their student's reading progress. (classroom teachers, Henry Hawkins, ongoing)

4: School-Parent Compact

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

Cabot High School is not a Title I school.

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.)

Cabot High School is not 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.)

- Cabot High School will consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement if there is an interest. (Christy Rogers, Henry Hawkins, ongoing)
- Cabot High School provides opportunities for parents and community members to support the instructional program through various speaking and volunteer opportunities. (Henry Hawkins, classroom teachers, ongoing)
- Cabot High School invites parents/guardians, family members and community members to join CHS PTSO group at any time throughout the year. (Shannon Southard, ongoing)
- Cabot High school provides a list of volunteer opportunities and solicits ideas for other types of volunteer efforts through Open House, teacher emails, parent-teacher conferences, etc. These opportunities will be posted online for the 2020-2021 school year. (Shannon Southard, Jill Weir, ongoing)
- Cabot High School has a Parent and Family Engagement committee that will meet at 1-2 times per year to review and/or update the Parent and Family Engagement plan. (Shannon Southard, ongoing)
- Cabot High School offers a Parenting Center. Parents/Guardians may check out learning materials from the Parent Center that is located in the CHS Media Center, Monday-Friday from 8:00-3:40. (Jill Weir, Shannon Southard, ongoing)

- Cabot High School strives to promote and support responsible parenting. CHS 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. (Shannon Southard, ongoing)
- Cabot High School works with local civic organizations and churches to ensure the needs of students and families are met. Due to the Covid 19 pandemic, local churches worked together to deliver food during the school closure to families without transportation. CHS had 38 families who had food delivered. Multiple stations were set up at schools throughout the district where families could drive through and pick up lunch and breakfast for the next morning. (CHS Counselors, Henry Hawkins, district administrators, ongoing)
- Cabot High School involves community members in various educational projects through demonstrations and presentations. (Classrooms Teachers, ongoing)
- Cabot High School's Family and Community Engagement Plan supports the School Improvement Plan's focus of improving literacy comprehension, particularly focusing on non-fiction, and parents have the strategies needed to support their student's reading progress. (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.)

- Cabot High School has regularly scheduled Fall and Spring Parent-Teacher Conferences. Due to the Covid 19 pandemic, Spring PTCs were not held in person. Instead, Zoom meetings and emails were used to communicate with parents/guardians. (Henry Hawkins, Classroom Teachers; October 2019, March 2020)
- Cabot High School has regularly scheduled PTSO meetings for parent and family involvement. (Shannon Southard, ongoing)
- Cabot High School distributes standardized test scores when available, along with a document to help parents/guardians read and understand the score report to gauge their student's progress. (Henry Hawkins, ongoing)
- Resources and materials to help parents support their child's achievement and promote responsible parenting are available for checkout from the Parent/Family Center at CHS Media Center. (Shannon Southard, ongoing)
- Cabot High School will provide assistance and instruction to facilitate understanding of the following topics (Henry Hawkins, Classroom Teachers, Counselors, ongoing):

- o Arkansas Academic Standards
- o State and local academic assessments, including alternate assessments
- o Strategies parents can use to support the student's academic progress and achievement
- o Incorporating developmentally appropriate learning activities
- o How parents of high school students can be involved in the decisions affecting course selection, career planning, and preparation for post-secondary opportunities
- o Parente with teachers to support achievement
- o Use the DESE website and tool kit
- o Assist with nutritional meal planning and preparation
- o Including role play and demonstration
- Cabot High School encourages parents and community members in the following types of roles and activities to increase their involvement and support for student learning. (Shannon Southard, Henry Hawkins, Alana Graham, Jill Weir, ongoing)
 - o New Student/Sophomore Orientation Seminars
 - o Open House
 - o Parent-Teacher Conferences, October 2019 & March 2020
 - o Pre-AP & AP Parent Meeting
 - o CHS Parent, Teacher, Student Organization (PTSO) Meetings
 - o Booster Clubs (Band, Choir, Forensics, Athletics)
 - o Clubs/Organizations (Student Council, Builders Club, NJHS, FBLA)
 - o Financial Aid Night
 - o Transition Fair
 - o Senior Parent Breakfasts

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 High School complies with the State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts requires no fewer than 2 hours of professional development for teachers designed to enhance the understanding of effective parental and family engagement strategies. No fewer than 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. (Henry Hawkins, ongoing)

- Cabot High School staff members are trained to understand the importance of parents playing an integral role in student learning, how their contributions should be valued, and how to communicate and work with parents as equal partners. (Henry Hawkins, Alana Graham, ongoing)
- Cabot High School staff will communicate with families about parent/family engagement activities so that their support and assistance can be utilized to help build ties between the home and school. (Henry Hawkins, Alana Graham, Shannon Southard, ongoing)
- Cabot Public School District's handbook includes the school's process for resolving parental concerns, including how to define a problem, who to approach first with the problem, and how to develop solutions. (Michael Byrd, CAO, ongoing)