

**Cabot Jr. High North Family and Community Engagement Plan**

**School Name:**

Cabot Junior High North

**Facilitator Name:**

Jessica Moser

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**Plan Review/Revision Date:**

May 2020

**District Level Reviewer, Title:**

Terena Woodruff, Director of Counseling

Jordan Boris, District Social Worker

**District Level Approval Date:**

5/26/2020

**Committee Members, Role:**

Jessica Moser, Family and Community 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 family and community 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 Family and Community Engagement (FACE) plan that will foster parental and community involvement within the school (Jessica Moser-August 2020).

Junior High North parents will be involved by e-mail and/or by meeting in the development, review, and update of the FACE 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.)*

Junior High North will practice a system of regular two-way communication. 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 Family and Community Engagement Plan will be posted to the district's website by August 1. Printed copies will also be available upon request. Signatures to indicate receipt of FACE plan via the district website will be obtained through the online new student and back to school registration through Registration Gateway. 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 2020).

Junior High North will distribute an informational packet each year, which includes the school's FACE 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 2020).

- 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 2020-2021 school year and can be reached at (501) 743-3572 with any concerns/questions regarding parent and family engagement (Charlotte Sandage-August 2020).

The Family and Community 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.)*

Junior High North will utilize community resources in order to foster parental and community involvement within the school by enabling the formation of a Parent Teacher Organization, where leaders will be utilized in appropriate decisions. 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 and Kindann Fawcett-August 2020).

Junior High North will coordinate and integrate parent and family engagement activities to promote college and career readiness. To make resources available to parents, the Junior High North Media Center is available for parents to check out materials, use the computer to check grades, and visit educational websites (Stephanie Lisk, Media Specialist-ongoing).

Parents are encouraged to visit the Junior High North Parent Center, which will consist of information to promote and support responsible parenting as well as how to engage in activities that will use community resources to strengthen school programs. It will also include the comprehensive and coordinated FACE plan (Jessica Moser-ongoing).

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).

To ensure the FACE plan is comprehensive, coordinated, and aligns with the school’s improvement plan, there will be at least one representative who serves on both committees and acts as a liason for the two groups. The goals that will be aligned

between school improvement and the FACE plan will be determined by a needs assessment that will be given to parents each spring; the results will be used to plan the following school year. Goals that will be aligned this year include productive and plentiful communication with families and keeping track of students' academics and mental health, especially during times of blended or remote learning (Jessica Moser-ongoing).

Junior High North Junior High North and community partners will work to ensure families have adequate food and other needed resources available, especially during remote learning situations like this year's COVID-19 pandemic (Terena Woodruff, Jessica Moser and Mark Cooper-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.)*

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 (Stephanie Lisk, Media Specialist-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 Division of Secondary and Elementary 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).

- o Arkansas Academic Standards
- o Interpreting state and local assessments
- o Strategies to support student achievement
- o How to partner with teachers to support achievement
- o Role play and demonstration

Due to the 2020 COVID-19 pandemic, Junior High North will take extra measures to ensure families have access to technology, academic instruction and progress for their student(s), communication with teachers and staff, and food distribution/deliveries. Junior High North will continue to track communication with families and their needs by keeping data in this area (Terena Woodruff, Charlotte Sandage, Jessica Moser, and Mark Cooper-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 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 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 implement and coordinate special orientation programs for parents and students to help the transition and to 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. Teachers and staff will seek parental support and assistance to set students up for success at Junior High North (Principals and Counselors-Spring 2021).

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).