

Northside Elementary Family and Community Engagement Plan

School Name:

Northside Elementary

Facilitator Name:

Karen Turner

501-743-3568

Karen.Turner@cabotschools.org

Plan Review/Revision Date:

May 1, 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:

Haley Beavert- Principal

Miriam Berryhill- Assistant Principal

Kale Thomas- Community Partner

Mark Walden- Hallway Hero

Kelly Julian- Northside Parent

Don Ramsey- Hallway Hero

Karen Turner – Parent & Family Engagement Facilitator

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.)

- The Building Parent & Family Engagement Facilitator will draft a School Parent & Family Engagement Plan based on the state and federal requirements. (Karen Turner, May 2020)
- The Parent & Family Engagement Committee will review the draft and give feedback for revisions. The committee will be composed of parents in a variety of roles. (Haley Beavert, ongoing)
- Northside will involve parents on school improvement planning through surveys during the year. (Haley Beavert and leadership team, ongoing)
- The school shall enable the formation of a parent and teacher organization that will foster parental and community involvement within the school. Regular meetings as requested will be scheduled. This could be via zoom, paper copy of minutes upon request as well as minutes posted on social media. (Haley Beavert ongoing)
- The school will use the survey results to plan the parent and family engagements throughout the year. (Haley Beavert and Leadership team, ongoing)
- Parents may contact the District Director of Federal Programs and/or the Parent & Family Engagement Coordinator with concerns about the Title I plan. (Melanie Duerkop, Terena Woodruff, 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.)

- Northside will conduct an annual parent meeting September 2020. 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." NS will go 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. (H. Beavert. September 2020)

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.)

- Administration will send out an electronic SMORE newsletter every week with updates on the upcoming week/month (Haley Beavert, Miram Berryhill - weekly)
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress (class dojo, email, smores) (all staff – daily-weekly)
- Marquee out in front of the building (Mr. Richard- as needed)
- Parents may use email to communicate with NS staff. (All Staff - daily)
- Northside Elementary teachers will communicate weekly (paper and electronic) with parents. Including school news, a calendar of school activities and a focus on students. (Classroom teachers - weekly)
- In light of the Covid-19 pandemic, NS moved from monthly emails and newsletters to weekly emails/correspondence with parents to ensure parents were well-informed. (ongoing March-May, 2020, and as needed throughout the 2020-21 school year)
- NS administration and counselors will conduct ZOOM meetings to ensure the well-being of students during the Covid-19 pandemic (ongoing March-May, 2020) and as needed throughout the 2020-21 school year.
- Northside Elementary will use social media (Twitter and Facebook) to publicize daily announcements. Social media will also be used to display student work and staff recognition (Haley Beavert, Miriam Berryhill –daily/weekly)
- The school will provide parents reports/report cards with information regarding their child's academic progress. (Haley Beavert, Miriam Berryhill- October, January, March and May)
- Northside will distribute standardized test scores as they are made available to NS administration (Taylor Smith, Haley Beavert, Karen Goodman-ongoing)
- Northside will distribute the Parent and Family Engagement Plan to parents during Parent/Teacher Conferences, upon request. The Parent Involvement plan will be posted on the District website by August 1. Parent signatures acknowledging the plan will be collected during Parent/Teacher Conferences (Karen Turner- October 2020)
- An informational packet including recommended roles and ways for families to be engaged, a survey of volunteer interests, a schedule of activities, and a system of communication such as emails, zoom meetings, face to face meetings, will be distributed to parents. (Haley Beavert, Karen Turner, August 2020)
- The parent facilitator, Karen Turner, can be reached at (501)743-3568 or karen.turner@cabotschools.org
- Parent/ Teacher conferences will be held in October(2020) and March (2021). Parent teacher conferences will be attended by all NS faculty. In case of school

closure, technology such as zoom and recorded messages will be offered. Conference calls will also be available.

- The school will encourage parents in the following types of roles and activities to increase their involvement and support in student learning:
 - *Open House – (Haley Beavert- August)
 - *Family Night – (Haley Beavert- September)
 - *Grandparents Day/Book Fair – (Haley Beavert- September)
 - *Veterans Day –(Karen Turner – November)
 - * Cookies with Santa/Musical – (Karen Turner- December)
 - * Game Night (Karen Turner – January)
 - *Literacy Night (Marcia Miller – March)
- Parent meetings will be scheduled at various times and in various formats. Zoom and phone calls will be an option if parents so choose. (Haley Beavert, ongoing)

4: School-Parent Compact

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

- The Building Parent & Family Engagement Facilitator will draft a School-Parent Compact based on the state and federal requirements. (Karen Turner, August 2020)
- After the development of the School–Parent Compact, members of the Parent & Family Engagement Committee will review and provide feedback for revisions and create the final compact. (Karen Turner, Admin - ongoing)
- Northside understands the importance of regular 2-way, meaningful communication through including Parent Teacher conferences, PTO, parent access to staff email addresses, report cards, opportunities to volunteer and observe (Haley Beavert – ongoing).
- Northside will develop a partnership with parents to help students achieve State Standards. (Haley Beavert – ongoing)
- Northside will compile volunteer resources for staff to involve parents in a variety of roles. (Karen Turner – ongoing)

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.)

- All Title I schools conduct an annual parent meeting by August 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." The principal reviews 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.). Parents will be given the opportunity to complete a survey to provide input into how funds are used. (Beavert, Berryhill, Turner- October 2020)

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.)

- Northside will partner with community resources such as churches, businesses, and local dentists to support families. (Taylor Smith- on going)
- Northside will utilize high student volunteers for various activities throughout the school year (Karen Turner, Marcia Miller- ongoing)
- Northside will partner with Freshman Academy inviting former Northside students to assist in greeting children every Friday morning (Haley Beavert – ongoing)
- Northside will support the PTO (Haley Beavert, ongoing)
- Northside classroom teachers will utilize Community Readers within their classrooms as well as the Junior Auxiliary. (Taylor Smith, Marcia Miller - ongoing)
- Northside will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment through materials in the parent resource center. (Karen Turner, Darlene Brown, Karen Goodman– ongoing)
- Northside will coordinate with Cabot Middle School North and South to help provide a smooth transition from one school to the next by raising parental awareness of procedures and related activities. (Haley Beavert – May 2021)

- Northside will coordinate a Pre K to Kindergarten transition day for a chance to meet with Kindergarten teachers. (Pre K Teachers/Kindergarten Teachers, admin May 2021)
- Northside will invite parents and community members to come and speak to our students during Career Week (Taylor Smith- March 2021)
- Northside will consider recruiting alumni to create an alumni advisory commission. (Haley Beavert, Karen Turner-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.)

Northside recognizes the needs of building capacity of parents by:

- Northside Teachers will communicate weekly with teachers (Classroom teachers)
- Northside teachers will attend Parent Teacher conferences twice a year (All staff -October and March)
- Northside will distribute informational packets each year including ways parents can become involved in their child's education, information about the system to be used to allow parents and teachers to communicate (notes, phone calls, emails) Information regarding school schedules, upcoming events, and important procedures that involve the daily operation of the schools. (Haley Beavert – ongoing)
- Northside will have Resources and Information in the parent center. Parent Center is located in the main hallway and available during regular schools hours and special events. (Darlene Brown, Karen Turner)
- Northside will promote and support responsible parenting by purchasing parenting books, magazines and other informative materials regarding responsible parenting through the school library. This will be done as funds are available and parents will be given the opportunity for review. (Taylor Smith, Marcia Miller – ongoing)
- Northside will hold an informative meeting to establish this years PTO (Haley Beavert- October and ongoing)
- Northside will provide parents with individual student assessment results and the interpretation of those results. (Taylor Smith, Karen Goodman – ongoing)
- Northside will provide assistance and instruction to parents understanding the following topics: (ie. through emails, zoom meetings, face to face meetings and or videos)
 - *Academic standards
 - *State and local academic assessments, including alternate assessments
 - *Title I, part A requirements
 - *Strategies parents can use to support the student's academic progress and achievements.

- *Incorporating developmentally appropriate learning activities.
- *How to use the DESE website and toolkit.
- *Assistance with nutritional meal planning and preparation.
- *Role play and demonstration

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.)

- Northside teachers attend weekly PLC meetings to discuss data, kid talks and group placement. (Administration/staff)
- Northside will attend Staff meetings as needed after school (principal-monthly)
- The Cabot School District in back-to-school professional development provides parental involvement PD as required by the state. (Sherri Jennings-ongoing)
- Teacher professional development will include the vital role parents play in student learning, how to communicate with parents as equal partners, how to strengthen home-school ties, and how to welcome parents to the school community and seek support. (Sherri Jennings-ongoing)
- Northside will respond to parent requests for parent and family engagement activities. (Haley Beavert, Karen Turner , Karen Goodman-ongoing)
- The process for conflict resolution is included in the school handbook. (Michael Byrd-August 2020)