

Cabot Public Schools District Parent and Family Engagement Plan
2017-2018
Superintendent: Dr. Tony Thurman
District Parent and Family Engagement Facilitator: Terena Woodruff

Goal 1: How will the LEA foster effective parent and family engagement strategies and support partnerships among school, parents, and the community to improve student achievement?

1. **REQUIRED**- Develop and disseminate district parent and family engagement policy (Terena Woodruff 501-843-3363, September 2017)
2. **REQUIRED**- Conduct an annual meeting in the spring to update policy for next year's Title I, Part A program. (Aaron Randolph, 501-843-3363, May 2018)
3. Reserve a minimum of 1% of the Title I, Part A allocation for parent and family engagement, with 90% going to Title I, Part A schools, with priority given to "high-need" schools. **REQUIRED** for districts receiving \$500,000 or more Title I funding. (Aaron Randolph 501-843-3363, ongoing)
4. **REQUIRED**- Coordinate parent and family engagement activities with those of other programs such as Head Start program, Parents as Teachers program and Home Instruction Program for Preschool Youngsters and State-run preschool programs. (Terena Woodruff and Lori Bridges 501-843-3363, ongoing)
5. **REQUIRED**- Establish parent and family engagement contact person at each of the Title I, Part A schools. (ACE/ALE Anita Grisham, CHS Shannon Southard, CFA Jamie Layes Shelton, CJHN Jessica Moser, CJHS Holly Shannon, CMSN Rita House, CMSS Karen Klein, CE LeAnn Reed/Liz Savage, ES Lauren Griffin, MC Lindsay McMillian, MtS Amanda Eggerth, NS Karen Turner, SS Andrea Neville, SC Jessica House, WC Emily Taylor, WS Ginny Brown, August 2017)
6. **REQUIRED**- Conduct an annual review of the effectiveness of the parent and family engagement policy. (Terena Woodruff 501-843-3363, May 2018)
7. **REQUIRED**- Develop district parent and family engagement committee to create a parent and family engagement policy and implement parent and family engagement activities as well as disseminate information to the community to promote parent and family engagement in the Title I, Part A schools. (Terena Woodruff, Aaron Randolph 501-843-3363/Building family engagement facilitators and building administrators at identified Title I schools, September 2017)
8. Ensure that parents of children with disabilities or limited English proficiency have the same access as other parents including information in a language and form they can understand. (Karyna Carbone, 501-743-3566, ongoing)
9. **REQUIRED**- Involve parents in the process of school review and improvement. (Terena Woodruff 501-843-3363/Building Administrators, ongoing)

Goal 2: How will the district provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental engagement?

1. **REQUIRED**- Conduct ongoing site visits to observe parent and family engagement practices. (Terena Woodruff 501-843-3363, ongoing)
2. Provide materials and training not otherwise available to assist parents in supporting their child's academic achievement. (Building family engagement facilitators/building administrators, ongoing)

3. **REQUIRED**- Enhance the awareness and skills of teachers, pupil service personnel, principals, and staff in reaching out to, communicating with, and working with parents as equal partners. (Terena Woodruff 501-843-3363, ongoing)

4. **REQUIRED**- Ensure, to the extent possible, that information is sent home in a language and form parents can understand. (Terena Woodruff 501-843-3363/Karyna Carbone 501-743-3566, ongoing)

5. Provide a copy of the school policy at each school for parents to view as well as provide a copy to each parent as requested. (Building administrators and family engagement facilitators, August 2017)

6. **REQUIRED**- Monitor each Title I, Part A school to ensure that each school performs the following tasks:

Develop parental and family engagement policy.

Offer flexible meeting times.

Provide information to parents about the school's program, include parent information guide.

Develop and use the School-Parent Compact.

Provide training for parents in working with their child to improve academic achievement, to include training on the phone notification system in order to have real-time access to their child's attendance and achievement. (Terena Woodruff/Aaron Randolph/Pam Carter 501-843-3363 and building family engagement facilitators, ongoing)

7. Encourage parents to visit/volunteer at school by assisting staff in developing volunteer opportunities as well as training staff to encourage and build volunteer efforts. (Building administrators and family engagement facilitators, ongoing)

8. Encourage parent participation through innovative scheduling of activities through strategies such as holding meetings at a variety of times, such as morning and evening, in order to maximize the opportunities for parents to participate in school-related activities. (Building administrators and family engagement facilitators, ongoing)

9. Convene annual school meeting to inform parents of their school's participation in the development of the parent and family engagement policy and their right to be involved. (Building administrators and family engagement facilitators, May 2018)

Goal 3: How will the district build the school's capacity for strong parental engagement?

1. **REQUIRED**- Provide information to participating parents in such areas as national, state, and local education goals, including parents' rights as defined in Title I, Part A. (Aaron Randolph/Tammy Tucker 501-843-3363, ongoing)

2. **REQUIRED**- Assist in the development of parent engagement groups at each school. (Terena Woodruff 501-843-3363, August 2018)

3. Provide resources for parents to learn about child development, child rearing practices, and academic strategies that are designed to help parents become full partners in the education of their child. (Terena Woodruff 501-843-3363, building administrators, building family engagement facilitators, ongoing)

4. **REQUIRED**- Involve parents through an annual survey to improve school effectiveness. (Terena Woodruff 501-843-3363/Building family engagement facilitators, May 2018)

5. Approve reasonable and necessary expenses associated with parent and family engagement activities. (Building administrators, ongoing)

6. **REQUIRED**- Provide any reasonable support for parent and family engagement at the request of participating Title I, Part A schools. (Aaron Randolph 501-843-3363, ongoing)

Goal 4: How will the district conduct, with the involvement of parents, ongoing evaluation of the content and effectiveness of the parent and family engagement plan as it relates to strategies for increasing parental participation and identifying barriers to greater participation?

1. **REQUIRED** - Survey parents annually, including questions to identify barriers to parent and family engagement. (Terena Woodruff 501-843-3363/Building family engagement facilitators, May 2018)
2. **REQUIRED**-Provide an opportunity for the parents to assist in the development of the evaluation procedures, including analysis of data collected. (Terena Woodruff 501-843-3363, May 2018)
3. Develop procedures for collecting parent participation documentation through sign-in lists for workshops, meetings, and conferences; schedules; brochures; meeting notes; and other means as appropriate throughout the school year. (Terena Woodruff 501-843-3363, building administrators, building family engagement facilitators, August 2018)
4. **REQUIRED**- Use finding from evaluation process to:
 - Make recommendations to each participating school for parent and family engagement policy revision.
 - Provide suggestions for designing school improvement policies, as they relate to parent and family engagement. (Terena Woodruff 501-843-3363/Building parental involvement facilitators, ongoing)
5. **REQUIRED**- Develop and disseminate an annual parent activity evaluation report to share with parents, staff and the community. (Terena Woodruff 501-843-3363, building administrators, building family engagement facilitators, ongoing)

Goal 5: How will the district involve parents in the joint development of the district Title I Application under section 1112 (ACSIP)?

1. **REQUIRED**- Recruit parents to serve on district ACSIP committee to develop the Title I Application. (Melanie Duerkop 501-843-3363, August 2017)
2. Recruit parents for a district Parent Advisory Committee (Terena Woodruff 501-843-3363/Building administrators, September 2017)