

**Cabot Middle School South**  
**Family and Community Engagement Plan**

**School Name:**

Cabot Middle School South

**Facilitator Name:**

Leann Robertson  
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501-743-3570

**Plan Review/Revision Date**

April 12th, 2023

**District Level Reviewer, Title**

Emily Taylor, Director of Counseling  
Jordan Boris, District Social Worker

**District Level Approval Date**

May 15, 2023

**Leadership Committee Members**

Mandy Green, Principal  
Leann Robertson, Family and Community Engagement Coordinator  
Brandi Darcey, Parent Teacher Organization President  
Whitney Bradford, Parent  
Adana Buttrum, 5th Grade Literacy Team Leader  
Jayna Davis, 5th Grade Sci./S.S. Team Leader  
Elaine Goertzen, 5th Grade Math Team Leader  
Kim Robertson, 6th Grade Literacy Team Leader  
Courtney Lumpkins, 6th Grade Sci./S.S. Team Leader  
Heather Pelts, 6th Grade Math Team Leader  
Charity Dixon, Special Education Team Lead

## ***1: Jointly Developed Expectations and Objectives***

*(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.)*

- Parents are involved in the development of the family and community engagement plan. (Leann Robertson, 2023)
- Cabot Middle School South will enable a Parent Teacher Organization to involve parents in the development of the school's Family and Community Engagement plan using various forms of communications:
  - Live discussions with parents attending the morning and evening Parent Teacher Organization meetings.
  - Written and digital comprehensive needs assessment filled out by parents.
  - Written and digital survey of satisfactions/dissatisfactions of parental engagement events presently offered. (Leann Robertson, September 2023)
  - In the event we are not able to meet in person, technology such as email, Google Forms, Zoom, or other technology will be utilized to collaborate.
- Parents will be involved in the review, evaluation, and update of the Family and Community Engagement Plan annually, to meet the changing needs of the school community. (Leann Robertson, ongoing)
- Cabot Middle School South will collect specific information on the (1) specific needs of parents; (2) effectiveness of specific engagement strategies; and (3) engagement of parents in activities to support student academic growth. Data will also be collected to determine the area of growth or decline in the number of parents participating in given engagement opportunities. (Leann Robertson, 2023)
- Cabot Middle School South will ensure that parents are represented in a variety of roles. (Leann Robertson, ongoing)
  - Parents will be involved in a variety of roles throughout the Family and Community Engagement Plan and will be asked to help review, evaluate and update annually. (Leann Robertson, ongoing)
  - Cabot Middle School South will ask parents to complete a parent interest survey at the beginning of the school year to obtain information concerning the activities they feel would be most beneficial to support their child academically, as well as concerning ways that they could volunteer their time. (Leann Robertson; October 2023)
  - A year end evaluation of this collected data will determine the effectiveness of the current Family and Community Engagement Plan and changes will be made if warranted. (Leann Robertson, May 2023)
- Parents may submit comments to the district if the Title I Schoolwide Plan is not satisfactory to parents. (Melanie Duerkop, ongoing)
  - A suggestion form will be available to any parent/family members for parents to submit comments to the district if the Title I plan is not satisfactory. (Mandy Green, Fall 2023)
- Cabot Middle School South will provide opportunities for regular meetings as requested by parents. (Mandy Green, ongoing)
- Cabot Middle School South will enable and support a parent teacher organization. (Mandy Green, ongoing)

## **2: Communication**

*(Describe/List how the Family and Community Engagement plan 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 Middle School South will make the Family and Community Engagement Plan available to families and local communities electronically on the school website by August 1. Printed copies are available as requested. (Leann Robertson, August 2023)
- The Family and Community Engagement Facilitator is Leann Robertson and her contact information is (501) 743-3570 and morgan.gill@cps.k12.ar.us. (Leann Robertson, August 2023)
- The plan is written in an understandable and uniform format in a language parents can understand. A translation service is available. (Leann Robertson, August 2023)
- Cabot Middle School South will distribute an information packet annually that includes the following:
  - A description of the Family and Community Engagement Plan
  - Recommended roles of parents
  - Ways for families to be involved in a variety of roles
  - A survey of volunteer interests
  - A schedule of planned activities throughout the school year
  - A system of regular, two-way communication for parents and teachers
- Cabot Middle School will obtain signatures from parents acknowledging receipt or location of the district Family and Community Engagement Plan through back to school and new student registration using the online registration platform. (Mandy Green, ongoing)
- Parent meetings will be offered at various times. (Mandy Green, ongoing)
- Parent meetings will be offered in different formats. (Mandy Green, ongoing)
- Printed copies of the plan will be available on request. (Mandy Green, ongoing)

## **3: Building Staff Capacity**

*(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 Middle School South will ensure professional development requirements are met for teachers and administrators. The yearly schedule of state required topics, including family and community engagement will be followed. (Pam Wilson, ongoing)
- Cabot Middle School South will train teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents:
  - That parents play an integral role in assisting student learning
  - In the value and utility of contributions of parents

- In how to reach out to, communicate with, and work with parents as equal partners
- To implement and coordinate parent programs and build ties between home and school
- To welcome parents into the school and seek parental support and assistance
- To provide information in a format, to the extent practicable, in a language the parents can understand
- To respond to parent requests for family and community engagement activities (Mandy Green, ongoing)

- Parents are recognized as a full partner and the process for resolving parent concerns or conflict is included in the handbook. (Michael Byrd, ongoing)

#### ***4: Building Parent Capacity***

*(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 Middle School South will schedule regular family and community engagement meetings. (Mandy Green, ongoing)
- Cabot Middle School South will provide parents with a description and explanation of the curriculum. (Mandy Green, ongoing)
  - Curriculum descriptions and information about the standards by which students are taught are discussed via Parent/Teacher Conferences. Resource sheets for math curriculum can be obtained at this time or via the Parent Center.
- Cabot Middle School South will provide parents with individual student academic assessment results and interpretation of those results. (Mandy Green, ongoing)
  - Teachers will hold conferences individually with parents of children in their classrooms. Parents will be given a summary of the student's test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will also be made aware of their student's reading levels and Phonics First Reading Intervention if required. MAP testing data is also provided at this time. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework, grading procedures, and educational websites that parents can find useful in assisting their child with math and reading. Cabot Middle School South will distribute letters to parents containing the login and PIN information needed to access eSchool giving them 24-hour online access to their child's grades, missing assignments, and attendance records.
- Cabot Middle School South will provide parents with a description and explanation of the assessments used to measure student progress and achievement levels of the challenging State academic standards. (Mandy Green, ongoing )

- Provide assistance and instruction to parents of children served by the school in understanding these topics:
  - Arkansas Academic Standards
  - State and local academic assessments including alternate assessments
  - Title I, Part A requirements
  - Strategies parents can use to support their child's academic progress
  - Partnering with teachers to support their child's academic achievements
  - Incorporating developmentally appropriate learning activities
  - Use of DESE website and tools for parents
  - Assistance with nutritional meal planning and preparation
  - How parents of high school students can be involved in the decisions affecting course selection, career planning ,and preparation for postsecondary opportunities
  - Including role play and demonstration by trained volunteers  
(Leann Robertson, ongoing)
- Cabot Middle School South will provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster family and community engagement. (Mandy Green, ongoing)
- Cabot Middle School South will promote and support responsible parenting. (Leann Robertson, ongoing)
  - Parent Center developed for the support of responsible parenting. Parent center located in the Professional Library. It is accessible during school hours: Monday- Friday 7:30 am -4:00 pm. Materials available include but are not limited to the following: (Leann Robertson, ongoing)
  - Math and Literacy resources to assist parents in assisting their child at home; materials on Parenting and Co-Parenting, Addiction, Adult Education, Children with Disabilities, Managing Stress, Hygiene, and other useful information.
  - Counseling brochures and newsletters
  - Team brochures for specific team information and teacher contact info
  - Information on how to access student grades
  - Stakeholder Committee Information
  - Difference Makers Mentoring Information
  - Parent Teacher Organization Information
  - Other pamphlets and brochures as counselors and the Family and Community Engagement Facilitator deem appropriate.
  - Counseling Center also has a parent center that is updated by the counselors regularly that includes information on counseling services, parent support, and programs offered by our school (Counselors, ongoing)
  - Counselors are also available to assist parents in accessing websites and helpful information on responsible parenting. (Counselors, ongoing)
  - Counseling Center also provides families with nutritional meal support as needed. Students are able to obtain a backpack full of food to help supplement the food they have available at home. If needed counselors are able to help parents access information regarding nutritional meal planning or direct

parents to someone who is able to assist in meeting these needs. (Counselors, ongoing)  
-Information about curriculum is shared with parents through Team Newsletters. (Classroom teachers, ongoing)

### **5: Coordination**

*(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 Middle School South will utilize community resources in the instructional program. (Mandy Green, ongoing)
- Cabot Middle School South will encourage parents to increase their involvement and support for student learning by volunteering and engaging with their child in the following Cabot Middle School South events held throughout the school year:
  - Middle School 101 – held in May for upcoming 5<sup>th</sup> graders
  - Open House –August
  - Cabot Middle School South Clubs Sponsor – every Friday, September through May
  - Special Friends’ Week – September
  - Family Movie Nights- October, December, February, April
  - Book Fair -October, March
  - Parent/Teacher Conferences- October, March
  - Frontier Festival 5<sup>th</sup> grade- October
  - Veterans Day Ceremony-November
  - KCMS Radio Show 6<sup>th</sup> grade performance – November
  - Team Awards Assemblies-December, May
  - Family Engagement Night-Life Skills - January
  - Art Show - March
  - Track and Field day – May
  - Cabot Middle School South Block Parties – Fall/Spring
  - 5<sup>th</sup> and 6<sup>th</sup> grade Talent Shows – May
- Cabot Middle School South will coordinate and integrate family and community engagement activities to include early childhood programs and/or college and career readiness resources as appropriate. (Mandy Green, ongoing)
  - Cabot Middle School South will hold regular family engagement meetings to involve parents and community members in discussions that will support and strengthen student achievement and success. These meetings will integrate Family and Community Engagement activities to include college and career readiness resources at an appropriate level and to promote and support responsible parenting.
  - The school will collaborate with feeder elementary schools to help provide a smooth transition from one grade to the next by raising parent awareness of procedures and related activities. The school will host a fourth grade transition night for parents and students to support with the transition from fourth to fifth grade. Students are invited to Cabot Middle School South during the

spring semester of the school year to visit and learn school layout. The fifth-grade counselor will coordinate this event.

-Parents of sixth graders will attend a seventh-grade open house to support them in their transition into junior high. Parents will have the opportunity to meet the new teachers and view available courses and electives. Students will visit the Junior High and have the opportunity to talk with Cabot Middle School South alumni about their experiences at the secondary level.

- Cabot Middle School South will promote and support responsible parenting.
- Cabot Middle School South will consider recruiting alumni to create an alumni advisory commission. (Mandy Green, ongoing)
  - In order to further utilize community resources, Cabot Middle School South will consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement.
  - This will be achieved by having alumni members on the school stakeholders committee, as well as the development of the Family and Community Engagement involvement committee.
- Cabot Middle School South will enable and support the formation of a parent teacher organization and utilize the leaders in appropriate decisions. (Mandy Green, ongoing)
  - Cabot Middle School South has enabled the formation of a Parent Teacher Organization that will foster parental and community involvement within the school.
- Cabot Middle School South will engage in activities that will use community resources to strengthen school programs, practices, and learning. (Counselors, ongoing)
  - Cabot Middle School South will utilize community resources to assist families.
  - Cabot Middle School South will engage in activities that use community resources to strengthen school programs such as the Back to School Fair, Cabot Christmas Alliance, and the distribution of food backpacks.
- Cabot Middle School South will ensure the Family and Community Engagement Plan is comprehensive and coordinated. (Leann Robertson, ongoing)
- The Family and Community Engagement Plan will align with the school's improvement plan. (Mandy Green, ongoing)
  - Cabot Middle School South's School Improvement committee comprises administrators, teachers, parents, and community members. This committee meets to plan school improvement and fund distributions. The School Improvement Plan will align with the Family and Community Engagement Plan. The Family and Community Engagement Plan is both comprehensive and coordinated.

## **6: 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 Family and Community Engagement plan.)*

Cabot Middle School South will hold the annual Title I meeting in September 2023 on campus to inform parents of their rights under Title I. (Mandy Green, September 2023)

### **7: School-Parent Compact**

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

- Cabot Middle School South will jointly develop a School-Parent Compact to
  - Outline how parent, the entire school staff, and students will share the responsibility for improved student academic achievement
  - Address the importance of regular two-way meaningful communication through
    - A minimum of two conferences each year
    - Frequent progress reports
    - Reasonable access to staff
    - Opportunities to volunteer
    - Observation of classroom activities
  - Build and develop a partnership to help children achieve the challenging State academic standards
  - Encourage school staff to use volunteer surveys to compile a volunteer resource book listing interests and availability of volunteers
  - Involve parents in a variety of roles (Leann Robertson, ongoing)

### **8: Reservation of Funds**

*(If the district receives more than \$500,000 in Title I allocation, then it must reserve 1 percent for Family and Community 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 Family and Community Engagement activities and programs and how parents will be involved in providing input into how the funds are used.)*

Cabot Middle School South will engage parents in decisions about the allocation of its Title I, Part A fund for family and community engagement and decisions made to create the school improvement plan. This will be assessed in the Parent Needs Assessment distributed in the fall of 2023. Cabot Middle School South will invite two community members to serve on the Parent Advisory Committee/Parent Teacher Organization. The Title I budget will be allocated from the input from these sources. The budget will also be reviewed at the Annual Title I meeting in September with an opportunity for parents to give input and ask questions.

### **9: Checklist of Assurances**

*(Please read the following statements closely. By checking these boxes, the School understands the legal requirements and will meet them accordingly.)*



<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.1:</b>The School understands that annually by August 1, the public School’s Engagement Plan shall be developed, or reviewed and updated.</p> <p><i>[ADE Rules Governing Parental Involvement Section 3.02.3]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.2:</b>The School understands that the following must be made available to families and the local community on the School or District website no later than August 1st:</p> <ul style="list-style-type: none"> <li>• The School Engagement Plan</li> <li>• A parent-friendly explanation of the School and District’s Engagement Plan</li> <li>• The informational packet</li> <li>• Contact information for the parent facilitator designated by the School.</li> </ul> <p><i>[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02.4]]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.3:</b>The School understands that a parent-friendly summary/explanation of the Engagement Plan should be included in the current student handbook.</p> <p><i>[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.4:</b>The School understands its obligation for ensuring professional development requirements related to parent and family engagement are met and that records are maintained accordingly. (2 hours every 4 years with 2022 being a required year)</p> <p><i>[A.C.A. § 6-15-1703(a); A.C.A. § 6-17-709; Standards for Accreditation of Arkansas Public Schools and School Districts July 2020 Standard 4-G.1 Professional Development (D/C)]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.5:</b>The School understands its obligation to obtain signatures for each parent acknowledging receipt of the District’s Engagement Plan summary/explanation.</p> <p><i>[A.C.A. § 6-15-1704(a)(3)(B)]</i></p>

<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.6:</b>The School Principal understands their obligation to designate and pay a licensed staff member to serve as Parent Facilitator:</p> <ul style="list-style-type: none"> <li>• to help organize meaningful training for staff and parents,</li> <li>• to promote and encourage a welcoming atmosphere, and</li> <li>• to undertake efforts to ensure that engagement is recognized as an asset to the School.</li> </ul> <p><i>[A.C.A. § 6-15-1702(c)(1)]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.7:</b>The School understands its obligation to encourage school staff to use volunteer surveys to compile a volunteer resource book..</p> <p><i>[A.C.A. § 6-15-1702(b)(6)(B)(ii)]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.8:</b>The School understands its obligation to conduct no fewer than two parent-teacher conferences per school year.</p> <p><i>[A.C.A. § 6-15-1702(b)(3)(B)(ii)]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.9:</b>The School understands its obligation to incorporate the Engagement Plan into the School Improvement Plan.</p> <p><i>[ADE Rules Governing Parental Involvement Section 3.02.2]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.10:</b>The School understands its obligation to schedule regular parent involvement meetings at which parents are given a report on the state of the School and an overview of:</p> <ul style="list-style-type: none"> <li>• what students will be learning</li> <li>• how students will be assessed</li> <li>• The informational packet</li> <li>• what a parent should expect for his or her child’s education</li> <li>• how a parent can assist and make a difference in his or her child’s education.</li> </ul> <p><i>[A.C.A. § 6-15-1702(b)(5)(B)(i)(a-d)]</i></p>

<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.11:</b>Any School serving high school students understands its obligation to educate parents about their role in decisions affecting course selection, career planning, and preparation for postsecondary opportunities.</p> <p><i>[A.C.A. § 6-15-1702(b)(7)(B)(ii)]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.12:</b>The School understands its obligation to welcome parents into the School, and more specifically, not have any school policies or procedures that would discourage a parent from visiting the School or from visiting a child's classrooms.</p> <p><i>[A.C.A. § 6-15-1702(b)(6)(B)]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.13:</b>The School understands that all Title I, Part A funded engagement activities and strategies should remain consistent with all information set forth in this parent and family engagement plan.</p> <p><i>[ESSA § 1116(a)(3)(D)]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.14:</b>The School understands its obligation to submit to the State any comments from parents who deem the Title I Schoolwide Plan unsatisfactory. These comments can be sent to <a href="mailto:ade.engagementmatters@ade.arkansas.gov">ade.engagementmatters@ade.arkansas.gov</a></p> <p><i>[ESSA § 1116(b)(4)]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.15:</b>The School understands its obligation, if requested by parents, to provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.</p> <p><i>[ESSA § 1116(c)(4)(C)]</i></p>