

**Cabot Panther Academy
Family and Community Engagement Plan**

School Name:

Cabot Panther Academy

Facilitator Name:

Allison James

501-743-3520

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Plan Review/Revision Date:

April 2023

District Level Reviewer, Title:

Emily Taylor, Director of Counseling

Jordan Boris, District Social Worker

District Level Approval Date:

May 15, 2023

Committee Members, Role:

Allison James, Family and Community Engagement Facilitator

Carrie Lair, Principal

Mallore Jones, Assistant Principal

Nicole True, Counselor

Christy Duncan, Counselor

Rita House, Teacher

Breanne Selah, Teacher

Stephanie Coleman, Paraprofessional

Emma Lykens, CPDA Student Representative

Kaiden Hinshaw, CPA Student Representative

Kendell Vaughn, CPA Student Representative

John Vaughn, CPA Parent Representative

Kristan Vaughn, CPA Parent Representative

Greg Hooper, Community Volunteer

Riley Reed, Community Volunteer

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.)

- The Family and Community Engagement Committee will meet before the submission of the Family and Community Engagement Plan to discuss the components of the plan and the changing needs of parents and the school. (Allison James, April 2023)
- The Family and Community Engagement Committee will review, evaluate and update the plan annually, starting in May of 2023 before submitting next year's plan on August 1, 2023. (Allison James, May 1 - August 1, 2023)
- The school will involve parents on school improvement planning committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way. (Allison James, May 1, 2023 - May 1, 2024)
- There will be regular meeting opportunities as requested by parents to ensure all families are adequately represented in a variety of roles. (Allison James, Carrie Lair, May 1, 2023 - May 1, 2024)
- Parents will be given the opportunity to complete one survey per school year. This allows them to give feedback by rating different categories such as communication, accessibility, overall satisfaction, etc. Parents also have the opportunity to list areas they would like to see improve. The district sent out a survey and the results were that parents requested a combination of onsite and distance learning. (Allison James, April)
- Parents will have the opportunity to participate in a Parent Teacher Student Organization if they choose. (Esther Weeks, May 1, 2022 - May 1, 2023)

2: Communication

(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.)

- Allison James is The Family and Community Engagement Plan building facilitator and can be reached at 501-743-3520 by phone and Allison.James@cps.k12.ar.us by email.
- The Family and Community Engagement Plan will be available on the Cabot School District website by August 1st.
- The online plan will include an informational section that describes the plan. A printed copy of the packet will be available in the parent center at Cabot Panther Academy for those parents who are unable to access the online copy. (Carrie Lair, Allison James, August 2023)

- The informational packet would include:
 - a description of the plan
 - recommended roles and ways for families to be involved
 - survey of volunteer interests
 - a schedule of activities
 - our system of regular two-way communication.(Carrie Lair, Allison James, August 2023)
- Parents will be made aware of this at Parent/Teacher Conferences and signatures will be obtained electronically during new-student and back to school registration in the registration pathway acknowledging that they have received information of where to locate the plan. (Allison James, October 2022)
- The school has a website with staff contact information, useful links and a calendar of events. The website also has a live binder of parent resources. Homework assignments, grades and pertinent classroom information are available on Edmentum. Also, parents can access their child's attendance through the Home Access Center (HAC). (Allison James, ongoing)
- A system of regular two-way communication includes advisors contacting parents on a weekly basis to communicate about their student's progress and strategies for improvement for working from home. (Carrie Lair, ongoing)
- Edmentum provides parents with updates regarding their student's academic progress weekly. (Allison James, ongoing)
- The school has a monthly newsletter that is sent out electronically, as well as sent home on paper, if requested. This contains important dates of school activities, parenting tips on how they can be involved, upcoming events and contact information. (Allison James and Carrie Lair, ongoing)
- The Remind Application is used to send text messages to students and parents. This is helpful as a reminder of school events happening in the near future and deadlines of which school families should be aware. Students and parents can also initiate a message that will go solely to the teacher/advisor. (Allison James, ongoing)
- Cabot Panther Academy will use social media (Twitter, Instagram and Facebook) to publicize announcements. Social media will also be used to recognize student achievement, teacher recognition, etc. (Carrie Lair, Mallorej Jones, Liz Massey; ongoing throughout the 2023-24 school year)
- Parent meetings are offered at various times in various formats including, before school, after school and during teacher plan time. Twice a year, parent/teacher conferences are held in the evenings and alternatively scheduled as necessary. Stakeholders may attend in person or virtually. (Carrie Lair, October 2023, March 2024, ongoing)
- Cabot Panther Academy will elicit a survey to families for volunteer interests and opportunities and solicit ideas for other types of volunteer efforts during Open House, orientation, teacher emails, Parent-Teacher Conferences. (Carrie Lair, Allison James; monthly stakeholder meetings)
- Parent feedback will be obtained through a survey to gain volunteer interests thus allowing Cabot Panther Academy to establish recommended activities for parents to be involved. (Carrie Lair, Allison James, October 2023, March 2024, ongoing)

- Cabot Public Schools uses Transperfect which is a translating service that allows us to call parents that do not speak English. The Family and Community Engagement plan is written in an understandable and uniform format in a language parents can understand. (Carrie Lair, 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 Public Schools use Shoebox to track professional development requirements for teachers and administrators. These requirements are checked by administrators and the Cabot Central Administration Office. (Carrie Lair and Mallorej Jones, ongoing)
- The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts shall require no fewer than two (2) hours of professional development for teachers designed to enhance the understanding of effective Family and Community engagement strategies. No fewer than three (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. (Carrie Lair, ongoing)
- Cabot Panther Academy 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)
- All teachers are required to have Science of Reading (SOR) training. Teachers can help parents understand how to help their students become a better reader. (Carrie Lair, August 2023)
- Classified staff will participate in Trauma training (Stephanie Coleman, ongoing)
- Parent/teacher conferences, held a minimum of twice per year, are used for teachers to give parents tips and ideas of how to help their students succeed. Cabot Panther Academy understands that parents play an integral role in student learning and value their contributions. Cabot Panther Academy allows parents into the school to seek support and assistance and is open to individual conferences as needed in order to help build ties between home and the school. (Carrie Lair, ongoing)
- The school's monthly staff and PLC meetings will help provide training to teachers, specialized instructional support personnel, administrators, and other school leaders and staff on how to:
 - assist parents with playing an integral role in student learning
 - recognize the values and utility of contributions of parents
 - reach out to parents
 - communicate with and work with parents as equal partners
 - implement and coordinate parent programs

- build ties between home and school
 - welcome parents into the school
 - seek parental support and assistance when applicable
- (Carrie Lair, Mallorej Jones, ongoing)

- Cabot Panther Academy will offer a “Back to School Orientation” night where parents and students will be given the opportunity to walk through the Edmentum program, ask any pertinent question, and review building/ classroom expectations. Parents will be given an opportunity to suggest any necessary parent programs for the year. (August 2023, Carrie Lair, Mallorej Jones, ongoing)
- The school’s policy handbook will include the process for resolving parental concerns or conflict. This will include how to define a problem, whom to approach first, and how to develop solutions. Parents are introduced to the school district app to report bullying concerns. This allows us to show parents that they are recognized as a full partner with the school (Carrie Lair, Mallorej Jones, ongoing)
- Cabot Public Schools uses Transperfect, which is a translating service that allows us to call parents who do not speak English. This helps us to provide information in a format and language parents understand. Translators attend meetings and contact parents to translate written material sent home. (Carrie Lair, ongoing)
- Cabot Panther Academy acknowledges parents play an integral role in student learning. It is the expectation of staff and faculty to value the contributions of all parents. Cabot Panther Academy will work to ensure teachers and staff are equipped with the proper tools to effectively reach out to parents, keeping two-way communication, helping to ensure their student has a successful school year. (Carrie Lair, Mallorej Jones, ongoing)
- Cabot Panther Academy will respond to requests for family and community activities. (Carrie Lair, 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.)

- Regular Family and Community Engagement meetings such as stakeholder meetings are scheduled monthly. (Allison James, ongoing)
- In September, we will provide a description/explanation of the Edmentum curriculum for parents. This will allow parents to see how Edmentum works and ask any questions they may have. (Allison James, September 2023)
- State Testing with explanations will be sent home to parents during Parent/Teacher Conferences held in October 2023. Student academic progress is discussed during these conferences. Interventions are put in place as necessary. (Carrie Lair, Mallorej Jones, October 2023, March 2024)

- NWEA-Map Family Reports will be sent home for 7th and 8th graders. This report satisfies the requirements of ACT 904 of 2017 providing an independent reading level for students. (Carrie Lair, Mallore Jones, October 2023, March 2024)
- Cabot Panther Academy will provide assistance and instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation:
 - Arkansas Academic Standards
 - state and local assessments
 - strategies to support student achievement
 - how parents can partner with the teacher to support achievement
 - how parents can incorporate developmentally appropriate learning activities
 - role play and demonstration by trained volunteer
 - the use of and access to DESE website and toolkit for parents
 - assistance with nutritional meal planning and preparation
 - how parents of high school students can be involved in decisions involving course selection, career planning, and post secondary education
 - other strategies or curricula developed or acquired by the school district for at home parental instruction approved by DESE.(Carrie Lair, Nicole True, ongoing)
- Parent information and tips will be included in the monthly newsletter. (Allison James, John Vaughn, ongoing)
- During interviews and Parent/Teacher conferences, parents, students, and advisors work together to discuss course selection, college/career opportunities, and post-secondary plans. (Advisors, Nicole True, ongoing)
- The Parent Center, located in the room next to the front desk, may be used by parents to check out materials, use a computer to check grades, and visit educational websites. Families can check out educational board games that focus on increasing parental involvement and student engagement. Parents can check out books focused on a variety of student social and emotional needs. The Parent Center will be open during school hours and during evening parent events. It allows Cabot Panther Academy to promote and support responsible parenting. (Allison James, ongoing)
- High School students will meet with Mrs Lair and/ or Mrs Jones in April 2024 to plan for the next school year. Credits will be reviewed and students will have input into their schedule of classes for the next school year. (Carrie Lair, Mallore Jones, ongoing)
- High School students will meet with Nicole True at the completion of meeting all Graduation requirements to discuss their “Next Steps” after High School graduation. (Nicole True, 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 Panther Academy will utilize community resources to meet the needs of students and strengthen school programs. (Nicole True, ongoing)
- Cabot Panther Academy will continue to work with families should the need arise in the 2023-2024 school year and in the future. (Nicole True, ongoing)
- Cabot Panther Academy will coordinate with a representative from University of Arkansas Little Rock's Financial Aid Department to come in October to present engagement activities to include information on how to apply for state and federal financial aid (Free Application for Federal Student Aid) for postgraduate education. (Nicole True, November 2023)
- In the fall semester, we will hold a College and Career Day to coordinate and integrate college and career readiness resources. We will also plan to have virtual and face-to-face college visits throughout the school year (Nicole True, Allison James, Fall 2023, and ongoing)
- We will have an Adulthood Day in the fall semester to help students to prepare for adulthood. We will invite community and family members to set up stations such as mock interviews, tying a tie, and vehicle maintenance, and other life learning skills (Allison James, Fall 2023)
- We will have a Family Day in the spring semester to meet and celebrate with families. (Allison James, Spring 2024)
- In August, we will hold a student/parent open house. This allows us to promote and support responsible parenting by going over information the parents need to help their student be successful. Parenting resources are located in the Parent Center at Cabot Panther Academy (Carrie Lair, Parent Teacher Student Organization, August 2023)
- At this open house, we will also discuss the procedures for distance learning, should it be needed, as outlined in our school improvement plan, specifically in the areas of reading and writing. (Carrie Lair, Parent Teacher Student Organization, August 2023)
- We will hold Senior Declaration Days for seniors to declare their next steps. (Mallorey Jones, November 2023)
- Cabot Panther Academy will host a senior cookout for seniors and their families to come and celebrate the completion of graduation requirements. We will ask First Security Bank to cook hotdogs and hamburgers, as well as having other local businesses donate food items. (Carrie Lair, May 2024)
- Once per quarter, we will host a Town Hall/Parent Night Meeting. The meetings will be held in the evening to reach more families. The goal will be to increase parental involvement, help families to stay informed, and hear feedback from stakeholders. (Carrie Lair, Allison James, quarterly)
- The Cabot Panther Academy school counselor will hold group counseling sessions twice per week to focus on social/emotional learning topics and other resources that engage our students to become college and career ready. (Carrie Lair, Mallorey Jones, Nicole True, Emily Taylor, ongoing)
- The business teacher and Jobs for Arkansas Graduates Specialist, will have guest speakers come in from local businesses to discuss job opportunities, what employers expect, education requirements, and payroll. (Beverly Williams, ongoing)

- Cabot Panther Academy will consider creating an advisory committee composed of alumni to give input to increase support. This committee would work alongside the staff and Parent Teacher Student Organization to provide opportunities for other school programs to be strengthened. (Carrie Lair, Ongoing)
- Parents will have the opportunity to enable and participate in a Parent Teacher Student Organization (PTSO) if they choose. As a member of the PTSO, parents will provide input and guidance on programs and resources that strengthen other school programs and office suggestions and recommendations for distance learning specifically in the areas of reading and writing. (John Vaughn, May 1, 2023 - May 1, 2024)
- Family and Community Engagement and School Improvement Plan have been aligned to have a focus on reading, non-traditional learning, increased parental involvement, and trauma-informed teacher strategies/Social Emotional Learning and it has been ensured that the plans are comprehensive and coordinated. (Carrie Lair, Allison James, June 2023)

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 policy.)

Cabot Panther Academy is not recognized as a Title I School.

7: School-Parent Compact

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

Cabot Panther Academy is not recognized as a Title I school.

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 Panther Academy is not recognized as a Title I school.

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.)

•	<p>A.1:The School understands that annually by August 1, the public School’s Engagement Plan shall be developed, or reviewed and updated.</p> <p style="text-align: center;"><i>[ADE Rules Governing Parental Involvement Section 3.02.3]</i></p>
•	<p>A.2: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"> • The School Engagement Plan • A parent-friendly explanation of the School and District’s Engagement Plan • The informational packet • Contact information for the parent facilitator designated by the School. <p style="text-align: center;"><i>[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02.4]]</i></p>
•	<p>A.3:The School understands that a parent-friendly summary/explanation of the Engagement Plan should be included in the current student handbook.</p> <p style="text-align: center;"><i>[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02]</i></p>
•	<p>A.4:The School understands its obligation for ensuring professional development requirements related to parent and family engagement are met and that records are maintained</p>

	<p>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>
•	<p>A.5: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>
•	<p>A.6: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"> • to help organize meaningful training for staff and parents, • to promote and encourage a welcoming atmosphere, and • to undertake efforts to ensure that engagement is recognized as an asset to the School. <p><i>[A.C.A. § 6-15-1702(c)(1)]</i></p>
•	<p>A.7: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>
•	<p>A.8: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>
•	<p>A.9: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"> • 	<p>A.10: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"> • what students will be learning • how students will be assessed • The informational packet • what a parent should expect for his or her child’s education • how a parent can assist and make a difference in his or her child’s education. <p><i>[A.C.A. § 6-15-1702(b)(5)(B)(i)(a-d)]</i></p>
<ul style="list-style-type: none"> • 	<p>A.11: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"> • 	<p>A.12: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"> • 	<p>A.13: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"> • 	<p>A.14: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 ade.engagementmatters@ade.arkansas.gov</p> <p><i>[ESSA § 1116(b)(4)]</i></p>

•	<p>A.15: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>
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