

**Northside Elementary Family and Community Engagement Plan**

**School Name:**

Northside Elementary

**Facilitator Name:**

Haylee Loter

501-743-3568

[haylee.loter@cabotschools.org](mailto:haylee.loter@cabotschools.org)

**Plan Review/Revision Date:**

April 12, 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:**

Miriam Berryhill, Principal

Kelly Spencer- Assistant Principal

Kale Thomas- Community Partner

Mark Walden- Hallway Hero

Kelly Julian- Northside Parent

Don Ramsey- Hallway Hero

Kimberly Ledee- Parent and PTO Member

Makenzie Rodgers- Parent and PTO Member

Haylee Loter–Family and Community Engagement Facilitator

## **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 Building Family and Community Engagement Facilitator will draft a School Family and Community Engagement Plan based on the state and federal requirements. (Haylee Loter, May 2023)
- The Family and Community Engagement Committee will be involved in the development, revision, evaluation and updating annually of the draft. The committee will be composed of parents who are represented in a variety of roles. (Miriam Berryhill, ongoing)
- Northside will involve parents on school improvement planning through surveys during the year. (Miriam Berryhill 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. (Miriam Berryhill, ongoing)
- The school will use the survey results to plan the family and community engagement activities throughout the year. (Miriam Berryhill and Leadership team, ongoing)
- Parents may contact the District Director of Federal Programs and/or the Family and Community Engagement Coordinator with concerns about the Title I plan. (Melanie Duerkop, Emily Taylor, ongoing)

## **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.)*

- Administration will send out an electronic SMORE newsletter every week with updates on the upcoming week/month (Miriam Berryhill, Kelly Spencer - 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 will be updated regularly. (Mr. Richard- as needed)
- Parents may use email to communicate with Northside 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)
- Northside administration and counselors will conduct Google Meets to

ensure the well-being of students as needed throughout the 2023-24 school year. (Miriam Berryhill, Kelly Spencer, Haylee Loter, ongoing)

- 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 (Miriam Berryhill, Kelly Spencer, daily/weekly)
- The school will provide parents reports/report cards with information regarding their child's academic progress. (Miriam Berryhill, Kelly Spencer- October, January, March and May)
- Northside will distribute standardized test scores as they are made available to Northside administration (Haylee Loter, Miriam Berryhill, ongoing)
- Northside will make available the Family and Community Engagement Plan electronically and by printed copy on request. The FACE plan will be posted on the District website by August 1. Parent signatures acknowledging the plan will be collected electronically during back to school and new student registration. Printed copies available upon request. (Haylee Loter, October 2023)
- An informational packet including a description of the plan, recommended roles and ways for families to be engaged, a survey of volunteer interests, a schedule of activities, and a system of regular, two way communication such as emails, zoom meetings, face to face meetings, will be distributed to parents. (Miriam Berryhill, Haylee Loter, August 2023)
- The parent facilitator, Haylee Loter, can be reached at (501)743-3568 or [haylee.loter@cabotschools.org](mailto:haylee.loter@cabotschools.org).
- Friday Videos used to communicate celebrations and spotlight students. (Miriam Berryhill, Kelly Spencer, August 2023)
- Parent/ Teacher conferences will be held in October(2023) and March (2024). Parent teacher conferences will be attended by all Northside 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 – (Miriam Berryhill- August)
  - Family Night – (Miriam Berryhill, Haylee Loter- October)
  - Grandparents Day/Book Fair – (Miriam Berryhill- September)
  - Veterans Day –(Haylee Loter – November )
  - Drive Thru Santa – (Haylee Loter, Tina Walden- December)
  - Game Night ( Haylee Loter – February)
  - Literacy Night (Marcia Miller – March)
  - Character Parade (Admin- March)
  - Mystery Readers (Marcia Miller, Classroom Teachers)
- Parent meetings will be scheduled at various times and in various formats. Zoom and phone calls will be an option if parents so choose. (Miriam Berryhill, ongoing)
- The FACE plan is written in an understandable and uniform format and in a language parents can understand. The district provides a translation service if needed. (Haylee Loter, 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..)*

- Northside teachers attend weekly PLC meetings to discuss data, kid talks and group placement. (Administration/staff, weekly)
- Northside Administrators will schedule staff meetings as needed after school (Miriam Berryhill, monthly)
- The Cabot School District provides professional development for family and community engagement and other topics as scheduled by the state required rotation. (Pam Wilson, ongoing)
- Northside will train teachers, specialized instructional support personnel, principals, school leaders, and other staff, with the assistance of parents: integral role parents play in student learning, how to value the contributions of parents, 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 assistance and support. (Pam Wilson, ongoing)
- Northside will respond to parent requests for family and community engagement activities. (Miriam Berryhill, Haylee Loter, Karen Goodman, ongoing)
- Northside recognizes that a parent is a full partner by including in the school handbook the school's process for conflict resolution. (Michael Byrd, August 2023)
- Northside will host monthly "Feed Your Brain" professional development opportunities (Administration, Monthly)
- The FACE plan is written and provided in a format and language parents can understand. A translation service is available. (Haylee Loter, 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.)*

Northside recognizes the needs of building capacity of parents by:

- Northside Elementary will hold regularly scheduled family and community engagement meetings. (Miriam Berryhill, Haylee Loter, ongoing)
- Northside teachers will hold parent teacher conferences twice a year. (All staff, October 2023 and March 2024)
- 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. (Miriam Berryhill – ongoing)

- Northside will have resources and information to help parents support parent achievement in the parent center. Northside’s Parent Center is located in the Karen Goodman’s classroom and available during regular school hours and special events. (Karen Goodman, Haylee Loter, ongoing)
- 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. (Haylee Loter, Marcia Miller, ongoing)
- Northside will hold an informative meeting to establish a PTO. Regular family engagement meetings will be scheduled. (Miriam Berryhill- October and ongoing)
- Northside will provide parents with an explanation of their child’s curriculum, individual student assessment results and the interpretation of those results, and a description of assessments that will measure their student’s progress. (Haylee Loter, 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) Arkansas 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 and how parents can partner with teachers to support achievement, how to use the DESE website and toolkit, assistance with nutritional meal planning and preparation, and role play and demonstration. (Miriam Berryhill, 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.)*

- Northside will partner with and utilize community resources such as churches, businesses, and local dentists to support families. (Haylee Loter, on going)
- Northside will utilize high school student volunteers for various activities throughout the school year. (Haylee Loter, Marcia Miller, ongoing)
- Northside will partner with Freshman Academy inviting former Northside students to assist in greeting children on occasional Friday mornings. (Miriam Berryhill, ongoing)
- Northside will enable and support the PTO. (Miriam Berryhill, ongoing)
- Northside will be sure to engage in activities that will use community resources to strengthen school programs. (Miriam Berryhill, Haylee Loter, ongoing)
- Northside classroom teachers will utilize Community Readers within their classrooms such as the Junior Auxiliary and will coordinate and integrate family and community engagement activities that include early childhood, college, and career readiness resources. (Haylee Loter, Marcia Miller, ongoing)

- Digital/Virtual readers will be invited. (classroom teachers, Marcia Miller, ongoing)
- To promote and support responsible parenting, Northside will provide learning activities in the home environment through materials in the parent resource center. (Haylee Loter, 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. (Miriam Berryhill – May 2023)
- 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 2023)
- Northside will invite parents and community members to come and speak to our students during Career Week (Haylee Loter, March 2023)
- Northside will consider recruiting alumni to create an alumni advisory commission. (Miriam Berryhill, Haylee Loter-ongoing)
- Northside will ensure the plan is comprehensive, coordinated, and aligned with the school improvement plan. (Miriam Berryhill, ongoing)

## **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.)*

Northside will conduct an annual parent meeting in September 2023. 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." Northside will go over achievement data, school curriculum, an explanation of Title I and its benefits, and family and community 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. A recorded meeting can be sent out to parents. (Miriam Berryhill. September 2023)

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

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

- A jointly developed School-Parent Compact based on the state and federal requirements will be drafted by the building Family and Community Engagement Facilitator. (Haylee Loter, August 2023)
- After the development of the School-Parent Compact, members of the Family and Community Engagement Committee will review and provide feedback for revisions and create the final compact. (Haylee Loter, Miriam Berryhill, ongoing)
- The School-Parent Compact will provide information on how parents, staff, and students will share responsibility for student achievement. (Haylee Loter, ongoing)
- Northside understands the importance of regular 2-way, meaningful communication through including Parent Teacher conferences (minimum of 2 per year), PTO, reasonable access to staff email addresses, progress reports, opportunities to volunteer and observe class activities (Miriam Berryhill, ongoing).
- Northside will develop a partnership with parents to help students achieve State Standards. (Miriam Berryhill, ongoing)
- Northside will compile a volunteer resource book for staff to involve parents in a variety of roles. (Haylee Loter, 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.)*

All Title I schools conduct an annual parent meeting by October 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 family and community 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, Spencer, Haylee Loter, October 2023)

### **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 2023 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>