

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

**School Name:**

Cabot Freshman Academy

**Facilitator:**

Mandee Carmical  
Mandee.carmical@cps.k12.ar.us  
(501) 743-3573

**Plan Review/Revision Date:**

May 22, 2024

**District Level Reviewer, Title:**

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

**District Level Approval Date:**

7/30/2024

**Committee Members, Role:**

Mandee Carmical, Facilitator  
Ahna Davis, Principal  
John Shirron, Assistant Principal  
Stephanie Harper, Counselor  
Danielle Hidalgo, PTO Member  
Adam Simon, Community Member  
Lia Bell, Parent

### **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.)*

- Families are involved in the development of the Family and Community Engagement Plan (FACE). (Mandee Carmical, Spring 2025)
- Families will be involved in the review, evaluation, update, and improvement of the FACE plan annually to meet the changing needs of the school community. Our FACE Plan will be reviewed as needed by the committee members. Results from the Marzano's High Reliability Survey will be considered in updating and improving the FACE plan. (Your Name, ongoing)
- Cabot Freshman Academy will ensure that parents are adequately represented in a variety of roles: (Ahna Davis, ongoing)
  - Parent Teacher Organization
  - School Improvement Committees
  - School Leadership Team
  - Volunteer opportunities to help during events including: Mock Interviews, Career Day, etc.
- Cabot Freshman Academy will provide opportunities for regular meetings as requested. (Ahna Davis, ongoing)
- As a Purple Star School District, Cabot Public Schools is committed to supporting military families. The district will run a report of military connected families monthly to identify any families new to the district in order to better welcome and support them during this transition. (Emily Taylor, Jordan Boris, monthly)
- Cabot Freshman Academy will enable and support a parent teacher organization. (Ahna Davis, Lia Bell, 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.)*

- The FACE facilitator and contact information is:  
Mandee Carmical  
Mandee.carmical@cps.k12.ar.us  
501-743-3576
- Cabot Freshman Academy will make the FACE plan available to families and the local community electronically on the school website and in the Cabot Freshman Academy parent resource center by August 1. Printed copies are available as requested. (Mandee Carmical, August 2024)

- The plan is written in an understandable and uniform format in a language families can understand. A translation service, Transperfect, is available. (Melanie Duerkop, August 2024)
- Cabot Freshman Academy will distribute information annually that includes the following:
  - A description of FACE plans in the Student Handbook (Mandee Carmical, August 2024)
  - Building specific FACE plans can be found on our district website by clicking the “Departments” tab and then finding “Counseling.” (Mandee Carmical, August 2024)
  - Recommended roles of families (as listed in section 1 of this plan)
  - Ways for families to be involved in a variety of roles (as listed in section 1 of this plan)
  - A survey of volunteer interests
  - A schedule of planned activities throughout the school year
  - A system of regular, two-way communication for families and teachers including phone calls, emails and social media pages and groups
- Cabot Freshman Academy will obtain signatures from families acknowledging receipt and location of the District FACE plan through back to school and new student registration using the online registration platform. (Mandee Carmical, October 2024)
- Family meetings will be offered at various times. (Ahna Davis, ongoing)
- Parent meetings will be offered in various formats including Google Meet. (Ahna Davis, ongoing)
- The school will distribute a weekly email to families developed by the principal. It includes school news, a calendar of school activities, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills. (Ahna Davis and Stephanie Harper, 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 Freshman 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)
- The Cabot School District will provide Bullying Prevention professional development to teachers and administrators. (Pam Wilson, Summer 2024)
- Teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents, will participate in

district-approved professional development in areas including, but not limited to:

- Parents playing an integral role in assisting student learning
  - The value and utility of the contributions of parents
  - How to reach out to, communicate with, and work with parents as equal partners
  - Implementing and coordinating parent programs and building ties between home and school
  - Welcoming parents into the school and seeking parental support and assistance
- Cabot Freshman Academy will provide information in a format, to the extent practicable, in a language the parents can understand. (Melanie Duerkop, ongoing)
  - Cabot Freshman Academy will respond to parent requests for family and community engagement activities. (Ahna Davis, ongoing)
  - Parents are recognized as a full partner and the process for resolving conflicts is included in the school 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 Freshman Academy will schedule regular family and community engagement meetings. These meetings will provide information to help parents enhance their child's education as well as to provide opportunities to volunteer or help support their child's school. (Ahna Davis, Mandee Carmical, ongoing)
  - Open House in August
  - Parent Teacher Conferences in October and March
- Cabot Freshman Academy will provide descriptions of the student curriculum on the district website. (Liz Massey, ongoing)
- Cabot Freshman Academy will provide families with individual student academic assessment results and interpretation of those results upon request. (Ahna Davis, Mandee Carmical, ongoing)
- Cabot Freshman Academy will provide families with a description and explanation of the assessments used to measure student progress and achievement levels of the challenging State academic standards. (Ahna Davis, Ongoing )
- Cabot Freshman Academy will provide assistance and instruction to parents of children served by the school in understanding these topics:
  - Arkansas Academic Standards
  - State and local academic assessments
  - Strategies parents can use to support their child's academic achievement

<ul style="list-style-type: none"> <li>- Partnering with teachers to support their child's academic achievements</li> <li>- Incorporating developmentally appropriate learning activities</li> <li>- Use of DESE website and tools for parents</li> <li>- Assistance with nutritional meal planning and preparation</li> <li>- How parents of high school students can be involved in decisions involving course selection, career planning, and post secondary education</li> <li>- Role play and demonstration (Ahna Davis, Mande Carmical, ongoing)</li> </ul> <ul style="list-style-type: none"> <li>• Cabot Freshman Academy will promote and support responsible parenting by maintaining a Parent Resource Center that provides materials and training to help families work with their children to improve academic achievement. (Mande Carmical, ongoing)</li> </ul>
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<p><b><u>5: Coordination</u></b></p>
<p><i>(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.)</i></p> <ul style="list-style-type: none"> <li>• Cabot Freshman Academy will utilize community resources to benefit students and families. (Ahna Davis, ongoing)</li> <li>• Cabot Freshman Academy will utilize community resources to support the instructional program and engage parents in college and career readiness strategies. (Ahna Davis; ongoing)</li> <li>• Cabot Freshman Academy will coordinate and integrate family and community engagement activities to include early childhood programs and/or college &amp; career readiness resources as appropriate. (Stephanie Harper, classroom teachers, ongoing)</li> <li>• Cabot Freshman Academy will coordinate with Cabot Junior High South and Cabot Junior High North to help provide a smooth transition from one school to the next by raising parental awareness. Schools will work together to allow 8<sup>th</sup> grade students to visit and attend an orientation. (Ahna Davis, Stephanie Harper, May 2025)</li> <li>• Cabot Freshman Academy will promote and support responsible parenting. (Stephanie Harper, ongoing)</li> <li>• Cabot Freshman Academy will consider recruiting alumni to create an alumni advisory commission. (Ahna Davis, ongoing)</li> <li>• Cabot Freshman Academy will enable and support the formation of a parent teacher organization and utilize the leaders in appropriate decisions. ([PTO Member], August 2024)</li> <li>• Cabot Freshman Academy will engage in activities that will use community resources to strengthen school programs. (Stephanie Harper, ongoing) <ul style="list-style-type: none"> <li>- Local churches help donate items for our food and clothing pantry</li> </ul> </li> </ul>

- Cabot Freshman Academy will ensure that the FACE plan is comprehensive and coordinated. (Mandee Carmical, ongoing)
- The FACE plan and the School Improvement Plan will be aligned. (Mandee Carmical, [Assistant Principal], 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.)*

Cabot Freshman Academy is not an identified 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 Freshman Academy is not an identified 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 Freshman Academy is not an identified 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.)*

<input checked="" type="checkbox"/>	<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.
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	<i>[ADE Rules Governing Parental Involvement Section 3.02.3]</i>
<input checked="" type="checkbox"/>	<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>
<input checked="" type="checkbox"/>	<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>
<input checked="" type="checkbox"/>	<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 2024 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>
<input checked="" type="checkbox"/>	<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>
<input checked="" type="checkbox"/>	<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>
<input checked="" type="checkbox"/>	<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>
<input checked="" type="checkbox"/>	<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>
<input checked="" type="checkbox"/>	<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>
<input checked="" type="checkbox"/>	<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>
<input checked="" type="checkbox"/>	<p><b>A.11:</b>Any School serving high school students understands its obligation to educate parents about their role in decisions</p>



	<p>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>
<input checked="" type="checkbox"/>	<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>
<input checked="" type="checkbox"/>	<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>
<input checked="" type="checkbox"/>	<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>
<input checked="" type="checkbox"/>	<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>