CEDARVILLE HIGH SCHOOL
PARENT AND FAMILY ENGAGEMENT PLAN

Facilitator Name:

Jordan Bradley
Jordan.Bradley@cedarvilleschools.org
479-474-7021

District Level Reviewer, Title:

Pattie Murphy, District Parent and Family Engagement Coordinator
pmurphy@cedarvilleschools.org
479-474-7021

Committee Members, Role:

Jordan Bradley - Coordinator	Barbara Roam - 10th Parent
Cathy Reese - teacher (Wellness)	Jennifer Austin - 11th Parent
Sgt. Jimmy Kirkendall (Safety)	Rhonda Ridgway - 12th Parent
Angie Bonewell- (Attendance)	Anna Poole- Student
Nikki Barber- Staff Member	Levi Coughran- Student
Whitney Armer- RTI	Mark Isenhower - Community Member
Bobbie Johnson - 9th Parent	Cindy Higdon - Community Member

Plan Review/Revision Date:
Monday, September 23, 2019

District Level Approval Date:

1. Jointly Developed

The Cedarville High School PAFE (parent and family engagement) plan is jointly created, implemented, and reviewed annually by our FACE (family and community engagement) Team. Our FACE Team is a coalition of a diverse group of stakeholders chosen through an application process. The application exists to ensure that we have parents of current students and students representing every grade level, as well as the various school and community groups.

The FACE Team, as the core decision-making group for the school, will be comprised of at least one staff member from all other school improvement teams, including but not limited to: the RTI Team, the Wellness Team, the School Safety Team, the Culture Team, the Teacher Leaders Team, and the Attendance Team. Additionally, each of these satellite teams, with the exception of the RTI Team, will contain at least one currently enrolled student and one parent of a currently enrolled student, ensuring that families voices are elevated in all aspects of school improvement. This diverse team will assure we are able to hear the voice of all stakeholders at Cedarville High School.

Members will engage all parents and the community at large by administering surveys to stakeholders, delivering comments to the school, and analyzing data to improve our school. All responses and suggestions provided by parents will be taken at each Parent/Teacher Conference, along with all family and community engagement events, and given to the district coordinator for review. All parents are invited to attend who have active students at CHS.

All responses and any recommendations or comments provided in the surveys taken at each Parent/Teacher Conference regarding the parent and family engagement plan are submitted to the district coordinator for review.

Goals of the Cedarville High School PAFE Plan

Goal 1: Support Student literacy through engagement with families and the community.
Action Plan:

- Work with community groups to establish book clubs for parents and families.
- Find community volunteers to give "Book Talks" at Cedarville High School during lunch.

Goal 2: Improve the implementation of technology to communicate with families.
Action Plan:

- Increase the use of Facebook Live to conference and gain input with families and the community.
- Launch a "missing assignments" protocol that utilizes cellphone technology.

Goal 3: Ensure equitable education decisions by enabling a schoolwide PTA or PTO.
Action Plan:

- Follow appropriate procedures of the national organization for establishing a school-parent association or organization.

2. Annual Title I Meeting

The Annual Title meeting will be held on October 10, 2019, at 5pm in the Cedarville High School Library. The purpose of the meeting will be to:

- inform parents of the requirements of Title I and the school's participation, and
- inform parents of their rights under Title I.

The purpose of this meeting is solely for dissemination of information.

3. Communications

Cedarville High School will distribute a PAFE packet at open house that includes

- ✓ *A description of the Parent and Family Engagement plan
- ✓ *Recommended roles
- ✓ *Ways for a family to get involved in a variety of roles
- ✓ *A survey regarding volunteer interests
- ✓ *A schedule of activities planned throughout the school year
- ✓ *Regular, two-way, and meaningful system for parents/teachers to communicate
- ✓ *Morning and evening meetings regularly to assure the attendance for all parents

The school will obtain signatures of all parents acknowledging receipt of the packet.

The CHS FACE Team will create a parent-friendly PAFE one-pager that includes information about all opportunities for parents to engage in and support the education of their students, including school-parent programs,meetings, and community events.

These will be distributed at home football games and at our fall parent-teacher-student conferences. We will collect the signatures of the parents who receive the PAFE one-pager, and which explains how parents can access the complete PAFE plan via our school website.

Additionally, the location of the parent friendly PAFE plan will be shared in our handbook and on our social media accounts on Facebook, Twitter, and Instagram. The handbook is provided the first day of school to all students, it is also posted on the district website. The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent and family engagement coordinator. the coordinator for CHS is Jordan Bradley. Telephone: 479-474-7021 and email jordan.bradley@cedarvilleschools.org

4. School-Parent Compact

Annually, the school will issue a School-Parent Compact in compliance with Title I. The process for issuing this compact will be:

1. The school will collect survey data from family members.
2. The FACE Team, a coalition of a diverse group of stakeholders chosen through an application process, will analyze survey data and discuss other needs to help build and develop partnerships which will aid in increasing student achievement.
3. The FACE Team will compile the information to create a school-parent compact encouraging all school staff members, parents and stakeholders to become more involved. All stakeholders will sign the compact.

Additionally, Parent/Teacher Conferences will be held 4 times, 1 per quarter to review all students' progress and success plans for all high school students.

Teachers review MAP scores, grades and student achievement with parents and address how parents can also help students improve and achieve their goals. Parents have access to additional communication with teachers and administration via email, telephone, text, and Facebook messages on the school Facebook page.

Teachers are advised of the volunteers and encouraged to use parent volunteers and review the binder for what the parents and guardians have to offer.

Parents/Guardians receive a volunteer survey in the information packet sent home at the start of the school year with which they are able to indicate desire and availability to volunteer along with the type of service they are volunteering to provide. The completed volunteer surveys are maintained in a binder and organized by grade of their student as well as alphabetically.

5. Reservation of Funds

Cedarville High School will share with parents the budget for parent and family engagement activities and programs and how parents will be involved in providing input into how the funds are used

The CHS FACE Team, composed of a diverse group of stakeholders, will survey parents to gain input on how funds should be used using quick data collection methods at community events. The FACE Team will analyze the responses and provide recommendations to the principal and the Federal Programs Director as to the use of the Title I funds. The school will share with parents the budget for parent and family engagement activities and programs at the Annual Report to the Public.

6. Coordination of Services

Cedarville High School places a high value on the involvement and engagement of community stakeholders in the improvement of our school system. We value all of our parents, families and alumni input on the school improvement plan. To support this process, once, quarterly, Cedarville High School will hold Community Stakeholders Meetings to gain insight and input from all stakeholders regarding school improvement efforts. The stakeholders will coordinate with the school to provide support and resources to families to engage them in their children's learning during family engagement nights throughout the year, and to provide information, applications, resource packets, and other helpful materials for our parent resource center.

The school will provide trainings at each family engagement night for parents to become more familiar with using technology, vaping data, using HAC to access student grades, filing student FAFSA and other important issues as the PAFE Team sees fit. Local businesses such as Harps, Citizens Bank and Dollar General will also provide assistance for the school as needed.

*The school will involve parents, families and school alumni 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. Organizations such as PTA and PTO will be encouraged and supported.

*We are involving alumni in our District Parent Advisory Council.

7. Building Capacity of Parents

Cedarville High School recognizes that parents are the first teachers and are essential to the academic success of our students. Cedarville High School will provide support to parents in responsible parenting and in helping their students' academic success by way of our school website, as well as a variety of opportunities to learn alongside their children, such as:

- FACE Team Meetings
- Open House
- "VIP" Attendance Reward Nights
- Annual Report to the Public
- Annual Title I Parent Meeting
- Student-Parent-Teacher Conferences
- Family Literacy Night
- STEAM Night
- Technology Night
- FASFA/College and Career Night
- Wellness Night
- Community Stakeholders Meetings

Parents will learn about state and local assessments, curriculum, and the course scheduling process at Student-Parent-Teacher Conferences

8. Building Capacity of School Staff

As part of the ongoing effort to build the capacity of school staff to engage parents and family members in the education of their children, staff will choose a minimum of two family engagement nights to attend during the school year, and will be encouraged to participate in all family engagement nights as a part of the professionals' ongoing efforts to strengthen relationships with families. These nights include, but are not limited to:

- FACE Team Meetings
- Open House
- Annual Report to the Public
- Annual Title I Parent Meeting
- Student-Parent-Teacher Conferences
- Family Literacy Night
- STEAM Night
- Technology Night
- FASFA/College and Career Night
- Wellness Night
- Community Stakeholders Meetings

Before the start of the school year, staff will be trained on site alongside the FACE Team on best practices in family and community engagement utilizing, among other resources, Powerful Partnerships: A Teacher's Guide to Engaging Families for Student Success, by Dr. Karen Mapp, Ilene Carver, and Jessica Lander, and Beyond the Bake Sale: The Essential Guide to Family-School Partnerships by Anne Henderson, Dr. Karen Mapp, Vivian Johnson, and Don Davies.

The FACE Team, as the core decision-making group for the school, will be comprised of at least one staff member from all other school improvement teams, including but not limited to: the RTI Team, the Wellness Team, the School Safety Team, the Culture Team, the Teacher Leaders Team, and the Attendance Team. Additionally, each of these satellite teams, with the exception of the RTI Team, will contain at least one school parent and one student, ensuring that families voices are elevated in all aspects of school improvement.

CedarvilleHigh School's policy handbook contains the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions. The handbook is provided the first day of school to all students, it is also posted on the district website. The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent and family engagement coordinator. the coordinator for CHS is Jordan Bradley. Telephone: 479-474-7021 and email jordan.bradley@cedarvilleschools.org