

AR  
 Cutter-Morning Star High School (Cutter-Morning Star School District)  
 2801 Spring St  
 Hot Springs AR 71901  
 501-262-1220

### School Parent and Family Engagement Plan

**\*Please note: Your 20-21 plan has been populated below. Please make revisions or delete and paste your updated plan for 21-22.**

[Click to view Required Components Checklist](#)

<b>School Name:</b>	Cutter Morning Star High School
<b>Facilitator Name:</b>	Breann Johnston
<b>Plan Review/Revision Date:</b>	7/1/2021
<b>District Level Reviewer, Title:</b>	Terry Lawler, Federal Programs Coordinator
<b>District Level Approval Date:</b>	

#### Committee Members, Role:

*(Select "Repeat" to open more entry fields to add additional team members)*

First Name	Last Name	Position
Breann	Johnston	Facilitator
Andrew	Schroeder	HS Principal
Jennifer	Boyett	Parent
Trenese	Elliott	Parent
Lisa	Slick	Community Leader
Barry	Breashears	Parent

#### Committee Members, Role:

*(Select "Repeat" to open more entry fields to add additional team members)*

First Name	Last Name	Position
Crystal	Hendrix	Parent
Karen	Wilmath	Parent
Sherri	Thronton	Parent

#### **1: Jointly Developed**

*(Describe/List how parents will be involved in the development of the school parent and family engagement*

*plan and how parents will be involved in the planning, review, and improvement of parent and family engagement programs.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

Our Family and Community Engagement Committee, which includes school staff and parents of junior high and high school students, will work together to write and implement our parent and family engagement plan. This will include discussing district and building goals, generating ideas, and writing the plan. We meet periodically to review the plan, determine any necessary changes, and adjust the plan accordingly. All parents will be asked to complete a survey that will be used to inform and guide goals and elements included in our plan. Upon completion of the Title I parent meeting and after survey results, any concerns of parents will be submitted to the district.

We will also:

- Involve parents in the development of the school parent and family engagement plan
- Involve parents in the review, update, and improvement, at least annually, of the school parent and family engagement plan to meet the changing needs of parents and the school
- Ensure adequate representation of parents of participating children in the process in a variety of roles
- Submit any parent comments to the district if the Title I Schoolwide Plan is not satisfactory to parents
- Address opportunities for regular meetings if requested by parents
- (May accomplish collaboration through the coalition of parents and community representatives)

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**2: 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 parent and family engagement policy.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

Cutter Morning Star High School will hold our annual Title I meeting at our October Annual Report to the Public. Parents will be informed of the requirement of Title I and our school's participation as well as the parents' rights to be involved. At the public meeting we will disseminate information and distribute copies of our revised parent and family engagement policy.

The purpose of the annual Title I meeting is to disseminate information only and cannot be used as an opportunity for gathering input into the Parent and Family Engagement Plan and School-Parent Compacts.

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**3: Communications**

*(Describe/List how the parent and family 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.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

Our family and community engagement plan will be posted online and in our student handbook, including the name, phone extension, and email address of our building facilitator. We will ensure parent receipt of these items by a signature page at the end of our handbook. The plan will be reviewed by at least 2 parents to ensure it is in parent-friendly language and that it is appropriate for the families in our school. The plan, along with a volunteer survey, volunteer opportunity information, ideas for parents to become involved in our school, and a calendar of events will be included in our beginning of the year packet. Parents will also be connected to our school for two-way communication through email and phone calls

In addition our plan will also:

(\*Post these items to district website by August 1)

- \*Make the school parent and family engagement plan available to families and the local community
  - ✓ \*Include contact information for the parent facilitator
- Ensure that the plan is written in an understandable and uniform format, to the extent practicable, provided in a language the parents can understand, and that the informational packet is appropriate for the age and grade of each child
- \*Distribute an informational packet annually to include
  - ✓ \*Description of Parent and Family Engagement plan
  - ✓ \*Recommended roles
  - ✓ \*Ways for a family to get involved in a variety of roles
  - ✓ \*Survey regarding volunteer interests
  - ✓ \*Schedule of activities planned throughout the school year
  - ✓ \*Regular, two-way, and meaningful system for parents/teachers to communicate
- \*Place a parent-friendly summary/explanation of the parent and family engagement plan online and as a supplement to the student handbook
  - ✓ Obtain signatures from each parent acknowledging receipt of the [district's] parent and family engagement plan summary
- Offer meetings at various times (such as in the morning and evening)
- Offer meetings in different formats (such as offered online and in-person group meetings as well as home visits or other types of individual meetings)
- (May offer transportation as such services relate to preventing barriers to parent and family engagement)
- (May offer childcare as such services relate to preventing barriers to parent and family engagement)
- (May offer home visits as such services relate to preventing barriers to parent and family engagement)

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#### **4: School-Parent Compact**

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

#### **Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

In August 2021, the Cutter Morning Star High School will conduct a survey of all our parents. This will be used to gather information used to inform the parent compact, along with the plans and goals for the Family and

Community Engagement Committee. Parents will also have access to student information to ensure they are informed in their efforts to communicate with the school through progress reports each mid-term and report cards each nine weeks. Formal parent teacher conferences will be held twice this year. These, along with any other conferences the teacher or parent requests, can be held in person or via phone. Parents will be given contact information that allows them to call or email our staff. These means of communication will also be used to request parent volunteers during the year in a variety of roles to include supporting fundraisers, sharing an area of expertise with a class, facilitating events such as Literacy Night, helping with clerical responsibilities, and more. Parents are always welcome to visit classrooms. Volunteer surveys sent home at the beginning of the year will be compiled by task availability for use by staff who serve all grade levels.

Our plan will also:

Jointly develop a School-Parent Compact

✓ Outline how parents, 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:

- conferences (no fewer than 2 each year)
- frequent reports on progress
- 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

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## **5: Reservation of Funds**

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

### **Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

Cutter Morning Star School District does not receive more than \$500,000 in Title I allocation and as such are not required to reserve funds.

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## **6: Coordination of Services**

*(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.)*

### **Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

This year, Cutter Morning Star High School will reach out to community members to bring guest speakers into the

classroom and work with the Garland County Library to provide programming to students on the school campus. We will have a Hispanic Heritage Festival in the fall (2021) and a Literacy Night in the spring (2022), and we will reach out to various businesses and organizations for sponsorship. We will also reach out to businesses to support teachers this year. We maintain a parent support center, which includes a computer for families to access information to support their child's learning. There is also information in the form of books, pamphlets and more to help parents address specific parenting issues.

We will also:

- Investigate and, where feasible, utilize community resources in the instructional program
  - Coordinate and integrate parent and family engagement programs, activities, and strategies with early childhood programs (applicable to elementary schools), college and career ready resources or organizations (applicable to middle and high schools), parent resource centers, or other programs that encourage and support parents in fully participating
  - Promote and support responsible parenting
  - Consider recruiting alumni to create an alumni advisory commission
  - Enable the formation of a Parent Teacher Association or organization
    - ✓ Leaders of said organization will be utilized in appropriate decisions
  - Engage in other activities that will use community resources strengthen school programs, practices, and learning
  - Ensure the plan is comprehensive and coordinated in nature
  - Incorporate this plan into the school's improvement plan
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## **7: Building Capacity of Parents**

*(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.)*

### **Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

We will have a "Meet the Principal" night and a Canvas Learning Management System night in August. At that time, parents will meet the new principal, and information will be shared about curriculum and instruction. We have scheduled two parent-teacher conferences, which are scheduled for October and February for the 2021-2022 school year. At these meetings, we will share student assessment results and our assessment processes with parents. Teachers will use the learning platforms Canvas and TAC/ HAC to keep parents updated on their child's grades and attendance.

We will also:

- Schedule regular parent involvement meetings
- Provide parents with a description and explanation of the curriculum in use
- Provide parents with individual student academic assessment results and interpretation of those results
- Provide parents with a description and explanation of the assessments used to measure student progress and achievement levels of the challenging State academic standards
- 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 ADE website and tools for parents [<http://www.arkansased.gov>]
- ✓ 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
- 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 parent and family engagement
- Promote and support responsible parenting

## **8: Building Capacity of School Staff**

*(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 parent and family engagement activities.)*

### **Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

Cutter Morning Star High School will provide the required number of hours of training in the area of family engagement for our teachers and parents. At the beginning of the 2021-2022 school year, we will discuss the parent's role in maintaining communication between them, their child, and school staff. We will provide a survey with our 1st nine weeks' Progress Reports asking parents for feedback about any assistance they need with the new LMS. Staff will maintain constant contact through the Canvas Learning Management System throughout the year. We have the availability of documents in various languages if necessary. The Family and Community Engagement Committee will work to accommodate the needs of families in our school.

We will also:

- Ensure professional development requirements are met for teachers and administrators

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 parent and family engagement activities

- To recognize that a parent is a full partner by including in the school handbook the school's process for resolving parent concerns

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### **9: Building Capacity - Discretionary**

*(The school parent and family engagement policy/plan may include additional sections describing other discretionary activities that the school, in meaningful consultation with its parents, chooses to undertake to build capacity.)*

#### **Did the School and Parents choose to include any Discretionary (Optional) Components in the School Parent and Family Engagement Plan?**

In order to involve parents in planning for our teacher training, budgeting expenses, and other decisions we will use feedback from the district wide survey to be distributed at the beginning of the 2021-2022 school year. We will involve parents in the development of training for teachers, principals, and educators to improve the effectiveness of the training. We will provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training. We will pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions. We will train parents to enhance the involvement of other parents. We will arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators who work directly with participating children, with parents unable to attend conferences at school to maximize parental involvement and participation in their children's education.

Also we will provide:

- Trainings: Involve parents in the development of training for teachers, principals, and educators to improve the effectiveness of the training.
- Literacy Training: Provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training.
- Expenses to Enable Participation: Pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
- Parent Leadership: Train parents to enhance the involvement of other parents.
- Flexible Options: Arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators who work directly with participating children, with parents unable to attend conferences at school to maximize parental involvement and participation in their children's education.
- Model Approaches: Adopt and implement model approaches to improving parent and family engagement.
- Parent Advisory Council: Establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs.
- Community and Business Roles: Develop appropriate roles for community-based organizations and businesses in parent and family engagement activities.

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(Find complete guidance on the [DESE Parent and Family Engagement Requirements](#) webpage.)

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#### **District Feedback**

- Attention: Changes Needed!

In Compliance

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**Comments:**