

School Parent and Family Engagement Plan

School Name:

Annie Camp Junior High School

Facilitator Name:

Elizabeth Corey

Plan Review/Revision Date:

5/17/21 - 6/11/21

District Level Reviewer, Title:

Karleen Sheets

District Level Approval Date:

7/30/2021

Committee Members, Role:

Reginald Murphy, Principal

Kevin Ryan, Assistant Principal

Elizabeth Corey, FACE Coordinator

Jennifer Brown, Parent/AC Faculty

Angie Jones, PAC President

Melinda Hart, AC 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.)

- A Family and Community Engagement Committee was formed in order to involve parents in the development of the FACE plan. This committee consists of administrators, faculty/staff, family members of students, and community members.
- The FACE committee will be asked to review, update, and improve the FACE plan as they see fit to meet the changing needs of parents and the school. The Parents of Annie Camp (PAC) group will also review the FACE plan yearly. A special emphasis will be placed on the COVID 19-pandemic-related adjustments & additions.
- All Parents are invited to attend FACE meetings. In consideration of Covid-19, the FACE meetings will have a Zoom-In option for those who wish to do so.
- To ensure we are including a diverse group of parents from our student body, we will also survey faculty & staff each year for a list of parents who may be candidates for this planning and evaluation team. A cross-section of the student population will be taken into account to ensure most demographics are represented.
- Comments and suggestions regarding the family and community engagement plan are welcomed at any time throughout the year. Any negative feedback will be noted and submitted to district coordinator Karleen Sheets, Assistant Superintendent.
- PAC will receive suggestions and requests for meeting topics. Meetings will be held monthly. Attending the meeting virtually will be an option for those who wish to do so.

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.)

- The Annual AC Title I Meeting will be held in September of 2021.
 - Information will be given by Mr. Murphy, AC Principal, informing parents of the requirements of Title I and the school's participation.
 - Letters will be given to inform parents of their rights under Title I. These letters are also given out to all parents in the Parent Information Packet.
 - A parent-friendly version of the FACE plan will be available.
 - In consideration of COVID-19, the meeting will be accessible via Zoom.

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.)

- AC Parent and Family Engagement Plan will be posted on the AC Website in a family-friendly format. Parent Facilitator is Elizabeth Corey (elizabeth.corey@jonesboroschools.net).
- Information packets are distributed at Open House and to all newly registered students during the school year. A digital format of the information packet will be posted on the AC website. The information packet will include:
 - Family-friendly FACE plan
 - Recommended roles

- Ways for a family to get involved in a variety of roles
- Calendar of activities for the school year
- Methods of two-way communication for parents/teachers
- A parent-friendly version of the FACE plan will be posted on the AC website and included in the student handbook.
- Signature pages will be collected from parents that acknowledge the receipt of the FACE plan.
- Parents may sign-up for volunteer opportunities at Open House or via email with Mrs. Corey. Safety protocols put in place during the COVID-19 Pandemic will be followed regarding volunteers & visitors to the school.
- Parent/Teacher Conferences will be held from 2:30 - 8:30 to accommodate parent's/guardian's schedules. There will be one conference each semester. Alternative meeting times can be scheduled individually with the teacher.
- Meetings/conferences may be held face-to-face or virtually depending on the needs.
- ACJHS will provide interim progress reports every two weeks with information regarding their child's academic progress.
- ACJHS will use the following methods in order to communicate information to students, families, and the community:
 - Social Media (Facebooks, Instagram, Twitter)
 - School Website & Teacher Websites
 - Marquee
 - AlertNow (texts and emails)
- Parent Nights will be held throughout the year in order to engage family and community members and showcase student work.
- PAC meetings will be held monthly.
- Different meeting formats will be available depending on the needs being met. This may include virtual meetings via Zoom, home visits, or individually scheduled conferences.

4: School-Parent Compact

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

- All students/principal and teachers/parents sign a jointly-developed compact.
- This compact was jointly developed with input from PAC, AC FACE coordinator, and AC Administrators. It is reviewed yearly, using the same stakeholders.
- Parents, faculty/staff, and students will share the responsibility for improved student academic achievement by completing assignments in a timely manner,

encouraging an atmosphere that promotes respect, being prepared on all accounts, promoting responsibility, and attending school regularly.

- Annie Camp has established two-way, meaningful communication through:
 - Parent/teacher conferences held twice a year.
 - Access to faculty/staff via email, conferences, Google Classroom, etc.
 - Social Media (Facebook, Instagram, Twitter)
 - AlertNow texts/emails
 - Volunteer opportunities (Safety protocols regarding Covid-19 will be followed)

- AC will build and develop a partnership to help children achieve the challenging state academic standards through the following:
 - Maintaining up-to-date information about curriculum and assignments on teacher websites/Google Classroom.
 - Including contact information for each teacher on the website
 - Teachers will make at least 20 parent contacts a month. A parent contact log will be kept and submitted to administration monthly.
 - Interim Progress Reports will be available three times a quarter in order to inform parents of their student's progress in each academic area.
- A volunteer survey will be included in the informational packet distributed at Open House and to newly registered students. A volunteer resource book will be compiled each year based on the interests, skills, and availability of volunteers.
- Parents will be provided with several opportunities to get involved with the school, including, but not limited to Parents of Annie Camp (PAC), Parent Nights, Open House, and volunteer opportunities.

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.)

- Parent input will be solicited for the allocation of Title I Funds during the annual Title I meeting and monthly PAC meetings.
- Consideration and priority will be given to parent concern and discussion centered around instruction and environment.

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.)

- Community Resources are utilized and welcomed in order to meet the current needs of AC students.
- ACJHS will provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer, the use of and access to the Department of Education website tools for parents, assistance with nutritional meal planning and preparation and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education.
- Resources such as parenting books, cookbooks, DVDs, games, computers, and printers are available for parents inside the AC Media Center.

- The school will provide opportunities for parents and community members to support the instructional programs through such programs as Career Shadowing Day, guest speakers, Parent Nights, etc.
- PAC (Parents of Annie Camp) is an organization made up of parents working together to benefit the students and teachers at ACJHS.
- Leaders of PAC will be utilized in appropriate decisions
- AC has a Student Action Committee, EAST program, and a Character Counts group that regularly go out into the community. These programs work with city government, philanthropic groups, and area elementary schools to strengthen ties and programs.
- The AC Care Closet is an organization that partners the school with community members in order to provide for AC students in need.
- Medical organizations within the community provide flu shots, Covid-19 vaccines, and physicals to students/staff.
- Community members and organizations are active in providing donations/incentives for things such as student reward programs and teacher appreciation week.
- The FACE Plan is aligned with and included in the school improvement plan.

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.)

- PAC has regularly scheduled meetings. Dates will be on the AC calendar and in the Parent Information Packet that will be passed out during the Open Houses.
- All teachers have in-depth websites with lesson plans posted weekly.
- All parents have access to students' grades, assignments, and notes on-line. Paper copies will be sent home upon request.
- AC will provide assistance and instruction to parents of children served by the school in understanding these topics through a school counselor, parent coordinator, or other official:

--Arkansas Academic Standards

--State and local academic assessments including alternate assessments along with their child's individual academic assessment results and interpretation of those results.

--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 DESE website and tools for parents

--Assistance with nutritional meal planning and preparation

- Annie Camp's Parent Center has materials (books, DVDs, and games) to help parents to work with their children to improve their children's achievement and to foster parent and family engagement.
- Annie Camp promotes and supports responsible parenting.
- Annie Camp Parent and Family Engagement will work alongside the faculty and Parent Nights to incorporate self-help break-out sessions for parents and community members. These sessions will include things such as healthy eating/cooking/exercising to work ethic/resume writing/balancing a checkbook, etc.
- Help and resources will be provided to parents regarding the effects of the Covid-19 pandemic and coping and adjusting with those effects.

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.)

- 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 parental involvement strategies. No fewer than three (3) hours of professional development for administrators will be required 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. This PD will be provided by AC.

- Parent involvement will be strongly encouraged and vital for the academic success of each student.
- The school will include parents in decision making about Title I funds.
- Parents will be made aware of the following: Parents Right to Know, Annual Report Card, Individual Student Assessment Report, Progress Review, Written State Compliance Procedures, Parental Communication and meaningful participation of disabled parents.
- Parents will be kept informed about student progress and school activities through one of the many means of two-way communication provided by AC.
- AC will use assessment results to communicate to parents about the student's present level of educational performance during annual conferences.