

Hephzibah High School: Parent and Community Relations Plan (PCRP)

Prepared by: Michael Collins, Teacher Leader

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1. Group Composition and Leadership

This Parent and Community Relations Plan (PCRP) was developed collaboratively under the facilitation of **Mr. Michael Collins**, Teacher Leader at Hephzibah High School, in alignment with the Richmond County School System's goals for family and community engagement.

Group Members:

- **Teachers:**
 1. *Ms. Joanne Phibrick* – 10th Grade English Teacher
 2. *Mr. Charles West* – 12th Grade English Teacher
 3. *Ms. April Cofer* --- IB Coordinator
 4. *Mrs. Te'Asha Heard* – Parent Facilitator
- **Parents:**
 1. *Mrs. Carla Simmons* – Parent of 11th Grade Student
 2. *Mr. Ronald Lee* – Parent of 9th Grade Student
- **Community Members:**
 1. *Ms. Brenda Carter* – Owner, Brothersville Café and longtime community partner
 2. *Officer James Holloway* – Richmond County Sheriff's Office, School Safety Liaison

The group convened on **October 28** and **November 4, 2025**, to review the school's current family and community engagement practices and co-develop this updated plan.

A **sign-in sheet and meeting notes** serve as evidence of collaboration and leadership facilitation.

2. Rationale for the PCRP

Hephzibah High School serves a diverse student body with strong community roots and a commitment to academic excellence and career readiness. Establishing a clear, actionable **Parent and Community Relations Plan (PCRP)** ensures that family and community partnerships are intentional, strategic, and aligned to instructional goals.

According to Epstein (2018) and Georgia's *Family-School Partnership Framework* (GaDOE, 2023), strong partnerships:

- Increase student motivation, attendance, and academic success.
- Strengthen teacher effectiveness through shared resources and communication.
- Build a supportive learning culture that extends beyond the classroom.

A PCRCP provides Hephzibah High School with a consistent, transparent roadmap for engaging parents and community stakeholders as co-educators and advocates in student learning.

3. Purpose and Goals

Purpose:

The purpose of this PCRCP is to formalize strategies that strengthen collaboration among teachers, parents, and community partners to enhance teaching, learning, and postsecondary success for all students.

Goals:

- 1. **Enhance two-way communication** between school, families, and community stakeholders.
- 2. **Increase parent and community participation** in academic programs, mentorships, and decision-making.
- 3. **Expand partnerships** that support career readiness, literacy improvement, and student engagement.
- 4. **Develop systems for reflection and feedback** to ensure continuous improvement.

4. Roles and Contributions

Each stakeholder group has defined responsibilities that contribute directly to the academic and personal development of students.

Stakeholder Group	Specific Contributions to Teaching and Learning
Parents	Attend academic workshops and student-led conferences; participate in volunteer initiatives such as Literacy Nights, FAFSA workshops, and college readiness events.
Teachers	Maintain regular parent communication; host data-driven academic conferences; integrate family and community learning into classroom projects.
Community Partners	Provide mentorships, internships, and sponsorships; participate in Career Day and civic engagement projects; offer resources for literacy, STEM, and workforce development.

5. Actions, Milestones, and Timelines

The plan includes a series of actionable steps with measurable progress indicators.

Action Step	Timeline	Responsible Parties	Expected Outcome
Launch <i>Parent Advisory Council</i>	December 2025	Assistant Principal, Parent Liaisons	Formal channel for two-way communication
Host <i>Family Literacy & Math Night</i>	January 2026	ELA/Math Departments	Improved family participation and awareness of academic standards
Establish <i>Community Mentorship Program</i>	February 2026	CTAE Coordinator, Counselors	Increased student engagement in career pathways
Develop <i>Monthly HHS Family Newsletter</i>	Starting December 2025	Communications Team	Transparent communication on events and student success
<i>Parent-Community Feedback Survey</i>	March 2026	PCRP Team	Data-driven feedback for plan improvement
Review & Revise PCRP	May 2026	School Leadership Team	Updated strategies and outcomes

6. Performance and Outcome Measures

To assess effectiveness, Hephzibah High School will use both **quantitative** and **qualitative** measures.

Quantitative Indicators:

- 20% increase in parent attendance at academic and extracurricular events.
- 15% increase in community partnerships and student internships.
- Improvement in EOC (End of Course) and benchmark performance.

Qualitative Indicators:

- Positive feedback from parents and community surveys.
- Teacher reflections showing improved communication and student engagement.
- Increased sense of belonging and pride reported by students and families.

7. Anticipated Barriers and Solutions

Potential Barrier	Proactive Solution
Parent work conflicts limiting attendance	Offer hybrid meetings and flexible scheduling.
Communication challenges	Use multiple platforms (Remind, School Website, social media, Flyers).
Limited volunteer capacity	Create tiered volunteer opportunities and public recognition.

Potential Barrier	Proactive Solution
Partnership fatigue	Rotate partners and establish clear Memorandums of Understanding (MOUs).

8. Presentation to the School Leadership Team

This PCRP will be presented to the **Hephzibah High School Leadership Team** at the November 2025 meeting for feedback, integration with the **School Improvement Plan (SIP)**, and formal adoption. Recommendations from administrators, department chairs, and parent liaisons will guide the next phase of implementation.

9. PCRP Webpage Design

A dedicated section will be created on the **Hephzibah High School website** under “Families & Community.”

Webpage Features:

- Downloadable PDF of the full PCRP: <https://www.rcboe.org/Page/94946>
- Calendar of family and community engagement events:
<file:///D:/Calendar%20of%20Events%20HHS.pdf>
- Interactive **Feedback and Partnership Portal**:
<https://forms.office.com/Pages/ResponsePage.aspx?id=QC2yMGJzF0-DqSUwkntvZel5XWyxJPtMm1rukG8aEFVUNUFLN0s1QjlUT0c1SFRDN1pTUFMyMlBVWi4>
- Volunteer and Mentorship registration forms:
<https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2FPages%2FResponsePage.aspx%3Fid%3DQC2yMGJzF0-DqSUwkntvZR1N5gEJO1dFhXWhkqmqEFVUN1dDRlo4SkLUVhNTjk3VVNON04yQjcyVC4u%26origin%3DQRCode&data=05%7C02%7CColliMi%40BOE.richmond.k12.ga.us%7Cdaf356d2aef74e92727208de22230b4e%7C30b22d4073624f1783a92530927b6f65%7C0%7C0%7C638985731113747199%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMtIsIkFOIjoiTWFPbCIsIlldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=luGZvr27q%2BSX3d7tLz1UsNBagf6xRXxWqRGozfbQb%2F8%3D&reserved=0>
- Spotlight stories highlighting successful collaborations included on feedback form.

The webpage will serve as both an **information hub** and an **engagement tool** for ongoing communication.

10. Continuous Improvement through Feedback

Feedback collected through the webpage portal, surveys, and community forums will be analyzed quarterly. The PCRP Team will use this data to:

- Identify emerging needs or gaps in engagement.
- Adjust action steps and timelines.
- Share annual updates with the school community and district office.

This process ensures that the plan remains **living, responsive, and aligned** with Hephzibah High School's strategic vision.

References

Epstein, J. L. (2018). *School, family, and community partnerships: Preparing educators and improving schools*. Westview Press.

Georgia Department of Education. (2023). *Family-School Partnership Framework*. Atlanta, GA: GaDOE.

Richmond County School System. (2024). *Community Engagement Strategic Plan*. Augusta, GA.