

Freshman Academy Family and Community Engagement Plan

School Name:

Cabot Freshman Academy
Cabot Public Schools

Facilitator Name:

Ms. Ahna Davis, Principal
Ms. Jamie Layes-Shelton, Coordinator

Plan Review/Revision Date:

May 2021

District Level Reviewer, Title:

Ms. Terena Woodruff, Director of Counseling
Jordan Boris, District Social Worker

District Level Approval Date:

June 2021

Committee Members, Role:

David Allen, Cabot Freshman Academy Parent
Amber Carter, Cabot Freshman Academy Parent
Ahna Davis, Administrator
Kevin Floyd, Administrator
Stephanie Harper, Counselor
Kristyn Porter, Cabot Freshman Academy Parent
Jamie Layes-Shelton, Facilitator
Angie Simon, Counselor
John Shirron, Administrator

1: Jointly Developed

(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.)

- All family members are encouraged to join the Cabot Freshman Academy Parent, Teacher, Student organization to be involved in the evaluation and review of the Family and Community Engagement Plan annually. Cabot Freshman Academy will work to ensure parents are adequately represented in a variety of roles. (Jamie Layes-Shelton, ongoing)
- The Cabot Freshman Academy parental involvement plan shall be incorporated and aligned with the Cabot Freshman Academy school improvement plan. (Ahna Davis, ongoing)
- Cabot Freshman Academy will also involve parents on school improvement planning committees by seeking feedback for improvement, at least annually, of the school parent and family engagement plan to meet the changing needs of parents and the school. (Ahna Davis; ongoing throughout the 2021-22 school year).
- The school shall enable the formation of a parent and teacher organization that will foster parental and community involvement within the school. (Ahna Davis and Cabot Freshman Academy Leadership Team; ongoing throughout the 2021-22 school year)
- Cabot Freshman Academy will provide opportunities for regular meetings, using different formats, as requested by parents. (Ahna Davis and Jamie Layes-Shelton; ongoing)

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.)

Cabot Freshman Academy is not a Title I School.

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.)

- Cabot Freshman Academy will ensure the school parent and family engagement plan is available to families and is posted to the Cabot Freshman Academy and Cabot Public Schools district website by August 1. Cabot Freshman Academy will provide printed copies of the plan upon parental request. The plan is written in an understandable and uniform format in a language parents can understand. (Ahna Davis, Liz Massey, Jamie Layes-Shelton; August 2021).
- In addition Cabot Freshman Academy will distribute informational packets that include a copy of the school's parental involvement plan, survey for volunteer interests, recommended roles for parents/ teachers/students and school, suggestions of ways parents can become involved in their child's education, and information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, email, etc). (Ahna Davis, Kevin Floyd, Stephanie Harper, Angie Simon, and Jamie Layes-Shelton; August 2021 and October 2021)
- The parent facilitator, Ms. Jamie Layes Shelton, can be reached at (501) 743-3576 or jamie.layes-shelton@cps.k12.ar.us.
- Cabot Freshman Academy will ask parents to complete a parent interest survey at the beginning of each school year soliciting pertinent feedback regarding programming and parental involvement efforts that will be disbursed via Cabot Freshman Academy social media and/or email accounts. Feedback will be utilized for planning for the upcoming year.(Ahna Davis and Jamie Layes-Shelton; September 2021)
- The school will use the results from the survey to plan the parent and family engagement activities for the year. (Ahna Davis, Jamie Layes-Shelton; September 2021) At the end of the year, a survey will be administered to all Cabot Freshman Academy parents and guardians to obtain their feedback on their child's year at Cabot Freshman Academy so the Cabot Freshman Academy leadership team can work to improve all services to students and parents for the 2022-23 school year. (Ahna Davis and Jamie Layes-Shelton; May 2022; ongoing)
- Cabot Freshman Academy will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during Open House, teacher emails, Parent-Teacher Conferences, etc. (Ahna Davis, Kevin Floyd and Jamie Layes-Shelton; ongoing)
- Parent feedback will be obtained through a survey to gain volunteer interests thus allowing Cabot Freshman Academy to establish recommended activities for parents to be involved in, a schedule of activities and events while

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establishing two-way communication between parents and Cabot Freshman Academy .

- Based on survey data results, communication continues to be a top priority for parents as Cabot Freshman Academy serves as a transition from Jr. High to Freshman to High School. Based on said results, Cabot Freshman Academy will continue to focus on building a stronger partnership and improving communication between home and school for the 2021-22 school year. Cabot Freshman Academy will:
 - will continue to offer virtual meetings with parents when necessary
 - distribute a monthly email and/or newsletter to parents that is developed with the participation of the principal, parental involvement coordinator and students. It will include school news, a calendar of events and a focus on students. (Ahna Davis, Jamie Layes-Shelton; monthly)
 - use Transperfect, a translating service that allows staffulty to call parents that do not speak English. (K. Chanthaphasouk; ongoing)
 - ensure parents can access their child's grades through the Home Access Center and/or the Cabot Schools/Eschool App using login information they received at the beginning of the school year. (Liz Massey, Ahna Davis, Sallye Jordan)
 - utilize social media and Google Classroom. These tools will allow teachers to share student learning, share assignments and/or make announcements (All Cabot Freshman Academy teachers; ongoing throughout the 2021-22 school year)
 - make positive parent contact regarding students. (Ahna Davis, Kevin Floyd, Student Support Team (SST) Chairs; ongoing throughout the 2021-22 school year)
 - will provide parents with reports/report cards every nine weeks with information regarding their child's academic progress and upcoming school activities/events. (Ahna Davis, Kevin Floyd, Angie Simon, Stephanie Harper); June 2021, October 2021 and January, March and May 2022)
 - will distribute student standardized test scores as they are made available to the Cabot Freshman Academy Administration. (Angie Simon, Stephanie Harper and Ahna Davis; September 2021)
 - will hold Parent/Teacher Conferences in October (2021) and March (2022). Conferences will be attended by all Cabot Freshman Academy Faculty. (Ahna Davis, Kevin Floyd; October 2021 and March 2022)
 - will use social media (twitter, instagram and facebook) to publicize daily announcements. Social media will also be used to display student work, student and staffulty recognition. (Ahna Davis, Kevin Floyd, and Liz Massey; ongoing)
 - Utilize email to communicate with Cabot Freshman Academy staffulty and parents/guardians. (Ahna Davis, Kevin Floyd, John Shirron; ongoing throughout the 2021-22 school year)

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- Cabot Freshman Academy will continue to work to ensure parents have the following:
 - The tools to navigate virtual platforms for instruction
 - Open two-way communication
 - Clear expectations for their child
 - Assignment expectations, along with defined due dates
 - A platform for information distribution(Ahna Davis, Kevin Floyd, John Shirron and Jamie Layes-Shelton; ongoing)
- The Cabot Freshman Academy principal will hold a meeting in October covering achievement data, school curriculum and the many opportunities Cabot Freshman Academy provides. Parental feedback is encouraged.
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
 - Library assistant (Tiffinie Taylor; ongoing for the 2021-22 school year)
 - Mock Job Interviews (Professional Communication Dept-Jane Balgavy; ongoing throughout the 2021-22 school year)
 - Job Shadowing (DeAnne Tonnessen, Amber Pirnique, Jamie Layes-Shelton; Fall 2021 and Spring 2022)
 - Career Fair (Angie Simon, Stephanie Harper, DeAnne Tonnessen, Amber Pirnique, Jamie Layes-Shelton; Spring 2022)
 - College Visits (DeAnne Tonnessen, Amber Pirnique and Jamie Layes-Shelton; Fall 2021)
 - Guest Speakers (Jane Balgavy, Jamie Layes-Shelton, Laura Abbott; ongoing throughout the 2021-22 school year)
 - Orientation presentations (Ahna Davis; August 2021)
 - Open House (Ahna Davis; August 2021)
 - Adulting Day (DeAnne Tonnessen, Amber Pirnique, Jamie Layes-Shelton; Fall 2021)
 - Various committees (Ahna Davis; ongoing throughout the 2021-22 school year)
 - Orientation presentations (Ahna Davis; August 2021)
- Parent signatures will be obtained electronically through the online registration platform during new student and back to school registration and orientation. (August 2021; ongoing).
- Printed copies of Cabot Freshman Academy's Family and Community Engagement Plan will be available upon request. (Jamie Layes-Shelton)
- Parent meetings will be scheduled at various times to accommodate schedules and to ensure all parents are given an opportunity to participate. (Ahna Davis; ongoing)

4: 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 a Title I School.

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.)

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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.)

- Cabot Freshman Academy will continue to ensure students have all necessary resources and technology (chromebooks) to ensure they are successful in their classes. (Ahna Davis, Angie Simon and Tiffinie Taylor; as needed for the 2021-22 school year).
- Cabot Freshman Academy counselors will work with students who are struggling with their overall health and wellbeing. Cabot Freshman Academy counselors continue to meet with students both Face to Face and via Google Meets (when necessary) to ensure the whole child is attended to. (Stephanie Harper and Angie Simon; ongoing).
- Cabot Freshman Academy will utilize community resources to support the instructional program and engage parents in college and career readiness strategies. (Ahna Davis; ongoing)
- Cabot Freshman Academy will work with local civic organizations (such as Junior Auxiliary, area churches; Lonoke County Safe Haven, etc) to ensure the needs of students and families are met. (Ahna Davis, Kevin Floyd, John Shirron, Angie Simon, Stephanie Harper and Jamie Layes-Shelton; ongoing)
- Cabot Freshman Academy will consider recruiting alumni to create an alumni commission to take advantage of community resources. (Jamie Layes-Shelton, ongoing)

- Cabot Freshman Academy will promote and support responsible parenting, Cabot Freshman Academy shall, as funds are available: purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library, advertise the current selection, and give parents the opportunity to borrow the materials for review. (Angie Simon; ongoing throughout the 2021-22 school year)
- Cabot Freshman Academy will support a parent teacher organization if requested. (Ahna Davis; ongoing)
- Cabot Freshman Academy will work to ensure the Family and Community Engagement Plan is comprehensive and coordinated and incorporated and aligned with the Cabot Freshman Academy school improvement plan. (Ahna Davis, ongoing)

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.)

- Based on survey data results, communication continues to be a top priority for parents as Cabot Freshman Academy serves as a transition from Jr. High to Freshman to High School. Based on said results, Cabot Freshman Academy will continue to focus on building a stronger partnership with parents by focusing on communication in a variety of formats. Based on data from the 2020-21 school year and procedures implemented from COVID, Cabot Freshman Academy will continue to offer virtual meetings in addition to face to face options when necessary.
- The school will work with Cabot Jr. High South and Cabot Jr. High North to help provide a smooth transition from one school to the next by raising parental awareness of procedures and related activities. The school will host campus events, orientation meetings, Meet and Greets, etc for parents and students to help with the transition to ninth grade. (Ahna Davis, Kevin Floyd, John Shirron, Angie Simon and Stephanie Harper; ongoing throughout the 2021-22 school year)
- Cabot Freshman Academy will provide instruction to parents (as needed) on how to navigate literacy and curriculum tools/resources such as Edmentum, No Red Ink, Edulastic, EdPuzzle and Pear Deck. (Cabot Freshman Academy Staffuly; ongoing)
- Cabot Freshman Academy will sponsor a parent night to inform parents of freshman students about how to be involved in the decision affecting course selection, career planning and preparation for postsecondary opportunities (Angie Simon, Stephanie Harper and Ahna Davis, February 2022).
- Cabot Freshman Academy will provide materials to help parents work with their children to improve their children's achievement. Parents will be provided

resources monthly through the Cabot Freshman Academy Newsletter and in the Parent Resource Center. (Ahna Davis, Jamie Layes-Shelton; ongoing)

- Cabot Freshman Academy will continue to encourage teachers and parents to partner to support student achievement by using effective two-way communication, providing volunteer opportunities, conferencing, etc. (Ahna Davis, Cabot Freshman Academy Leadership Team; ongoing).
- Cabot Freshman Academy will schedule parent involvement meetings as requested. (Ahna Davis; ongoing)
- Cabot Freshman Academy parents can access their child's grades through the Home Access Center and/or the Cabot Schools/Eschool App using login information they received at the beginning of the school year and as requested. (Liz Massey, Ahna Davis, Sallye Jordan)
- Cabot Freshman Academy will provide assistance and instruction to parents understanding the following topics
 - how to incorporate developmentally appropriate learning activities in the home environment through materials in the Parent Resource Center (Ahna Davis, Angie Simon; Tiffinie Taylor; ongoing)
 - promoting and supporting responsible parenting by ensuring parents have the tools necessary to ensure their child is successful in all areas of their child's education (Ahna Davis, Angie Simon, Stephanie Harper, Jamie Layes-Shelton; ongoing)
 - Arkansas Academic Standards
 - State and local academic assessments, including alternate assessments
 - Strategies parents can use to support the student's academic progress and achievement (Angie Simon, Stephanie Harper, Ahna Davis; ongoing)
 - Incorporating developmentally appropriate learning activities
 - Use of DESE website and tools for parents [<http://www.arkansased.gov>]
 - Assistance with nutritional meal planning and preparation
 - How parents of freshman students can be involved in the decisions affecting course selection, career planning, and preparation for post-secondary opportunities
 - Including role play and demonstration by trained volunteers (Ahna Davis, Jamie Layes-Shelton; ongoing)

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.)

- Cabot Freshman Academy acknowledges parents play an integral role in student learning as equal partners. It is the expectation of Cabot Freshman

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Academy that the staffuly values the contributions of all parents. Cabot Freshman Academy will work to ensure teachers and staff are equipped with the proper tools to effectively reach out to parents, keeping two-way communication, helping to ensure their student has a successful freshman year. (Ahna Davis, and Kevin Floyd; ongoing)

- Cabot Freshman Academy will work to ensure parents feel welcomed into the school. Cabot Freshman Academy will also work to ensure parents receive information (email, newsletters, social media, phone calls, etc) in a format and language in which they can easily understand. Cabot Freshman Academy will respond to parent requests for family engagement activities. (Ahna Davis; ongoing)
- Cabot Freshman Academy will work to encourage parents in a variety of roles and activities to increase their involvement and support for student learning (Ahna Davis, Laura Abbott, Jane Balgavy, Jamie Layes-Shelton; ongoing)
- Cabot Freshman Academy will work to ensure that it does not have policies and procedures in place that will discourage a parent from visiting Cabot Freshman Academy. (Ahna Davis; ongoing)
- The school's policy handbook includes the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions. (Michael Byrd; August 2021)
- Cabot Public Schools uses Shoebox to track professional development requirements for teachers. These requirements are checked by Cabot Freshman Academy Administrators and CAO. (Ahna Davis, Kevin Floyd and John Shirron; ongoing)
- 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 and family engagement strategies. No fewer than two (2) hours of professional development for administrators 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.
- All teachers are required to have Science of Reading (SOR) training. Teachers can help parents understand how to help their student become a better reader. (Sherri Jennings; ongoing)
- Staffuly members meet weekly with Cabot Freshman Academy administrators and counselors. All staffuly members are encouraged to build ties between home and school using the communication modes listed above in component three. Additional training will be given as needed. (Ahna Davis, Kevin Floyd and John Shirron; ongoing)