

**Freshman Academy Family and Community Engagement Plan**

**School Name:**

Cabot Freshman Academy

**Facilitator Name:**

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**Plan Review/Revision Date:**

May 2022

**District Level Reviewer, Title:**

Emily Taylor, Director of Counseling  
Jordan Boris, District Social Worker

**District Level Approval Date:**

July 8, 2022

**Committee Members, Role:**

David Allen, Cabot Freshman Academy Parent  
Lia Bell, Cabot Freshman Academy Parent  
Amber Carter, District Parent  
Ahna Davis, Administrator  
Micah House, Administrator  
Stephanie Harper, Counselor  
Kristyn Porter, Cabot Freshman Academy Parent  
Jamie Layes-Shelton, Facilitator  
Angie Simon, Counselor  
John Shirron, Administrator

### **1: Jointly Developed Expectations and Objectives**

*(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 development, review, evaluation, and update 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 Family and Community Engagement 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 2022-23 school year).
- Cabot Freshman Academy will 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 2022-23 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: Communication**

*(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 make the Family and Community Engagement plan available to families and local communities electronically on the school website by August 1. Cabot Freshman

- Academy will provide printed copies of the plan upon parental request. (Ahna Davis, Liz Massey, Jamie Layes-Shelton; August 2022).
- The plan is written in an understandable and uniform format in a language parents can understand. A translation service is available (Ahna Davis and Jamie Layes-Shelton; August 2022).
  - Cabot Freshman Academy will distribute informational packets that include a description of the school's Family and Community Engagement 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, Micah House, Stephanie Harper, Angie Simon, and Jamie Layes-Shelton; August 2022 and October 2022)
  - 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 family and community Engagement 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 2022)
  - 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 2022) 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, Micah House 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 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 2022-23 school year. Cabot Freshman Academy will:

- continue to offer virtual meetings with parents (when necessary) (Ahna Davis)
- distribute a monthly email and/or newsletter to parents that is developed with the participation of the principal, family and community engagement facilitator and students. It will include school news, a calendar of events and a focus on students. (Ahna Davis, Jamie Laves-Shelton; monthly)
- use Transperfect, a translating service that allows faculty and staff to call parents that do not speak English. (Kham 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; ongoing)
- 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 2022-23 school year)
- make positive parent contact regarding students. (Ahna Davis, Micah House, John Shirron and Student Support Team (SST) Chairs; ongoing throughout the 2022-23 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, Micah House, Angie Simon, Stephanie Harper); June 2022, October 2022 and January, March and May 2023)
- 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 2022)
- will hold Parent/Teacher Conferences in October (2022) and March (2023). Conferences will be attended by all Cabot Freshman Academy faculty. (Ahna Davis, Micah House; October 2022 and March 2023)
- will use social media (Twitter, Instagram and Facebook) to publicize daily announcements. Social media will also be used to display student work, student and staff recognition. (Ahna Davis, Micah House, and Liz Massey; ongoing)
- Utilize email to communicate with Cabot Freshman Academy staff and parents/guardians. (Ahna Davis, Micah House, John Shirron; ongoing throughout the 2022-23 school year)

- 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, Micah House, 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 2022-23 school year)
  - Mock Job Interviews (Professional Communication Department- Jane Balgavy; ongoing throughout the 2022-23 school year)
  - Job Shadowing (DeAnne Tonnessen, Jamie Layes-Shelton; Fall 2022 and Spring 2023)
  - Career Fair (Angie Simon, Stephanie Harper, DeAnne Tonnessen, Jamie Layes-Shelton; Spring 2023)
  - College Visits (DeAnne Tonnessen and Jamie Layes-Shelton; Fall 2022)
  - Guest Speakers (Jane Balgavy, Jamie Layes-Shelton, Laura Abbott; ongoing throughout the 2022-23 school year)
  - Orientation presentations (Ahna Davis; August 2022)
  - Open House (Ahna Davis; August 2022)
  - Adulthood Day (DeAnne Tonnessen and Jamie Layes-Shelton; Fall 2022)
  - Various committees (Ahna Davis; ongoing throughout the 2022-23 school year)
  - Orientation presentations (Ahna Davis; August 2022)
- Parent signatures will be obtained electronically through the online registration platform during new student and back to school registration and orientation. (August 2022; 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 and in various formats to accommodate schedules and to ensure all parents are given an opportunity to participate. (Ahna Davis; ongoing)

### **3: Building Staff Capacity**

*(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 will ensure professional development requirements are met for teachers and administrators. The yearly schedule of state required topics, including family and community engagement will be followed. (Sherri Jennings, ongoing)
- Cabot Freshman Academy will 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 family and community engagement activities (Ahna Davis, and Micah House; 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)
- All teachers are required to have Science of Reading (SOR) training. Teachers can help parents understand how to help their students become a better reader. (Sherri Jennings; 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)

- The school's policy handbook includes the school's process for resolving conflict, including how to define a problem, whom to approach first, and how to develop solutions. (Michael Byrd; August 2022)
- 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, Micah House 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. (Ahna Davis, ongoing)
- Faculty and staff members meet weekly with Cabot Freshman Academy administrators and counselors. All faculty and staff 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, Micah House and John Shirron; ongoing)

#### **4: Building Parent Capacity**

*(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. Cabot Freshman Academy will continue to offer virtual meetings in addition to face to face options when necessary. (Angie Simon, Stephanie Harper and Ahna Davis; ongoing throughout the 2022-23 school year)
- 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, and Meet and Greets for parents and students to help with the transition to ninth grade. (Ahna Davis, Micah House, John Shirron, Angie Simon and Stephanie Harper; ongoing throughout the 2022-23 school year)

- Cabot Freshman Academy will provide materials and training 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 faculty and staff; 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 2023).
- 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, and conferencing. (Ahna Davis, Cabot Freshman Academy Leadership Team; ongoing)
- Cabot Freshman Academy will schedule family and community engagement 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; ongoing)
- Cabot Freshman Academy will provide a description or explanation of assessments used to measure student progress. Individual student assessment results will be provided, along with opportunities for interpretation if needed. (Cabot Freshman Academy teachers; ongoing)
- 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)

### **5: Coordination**

*(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 2022-23 school year).
- Cabot Freshman Academy will coordinate and integrate family and community engagement activities to include college and career readiness resources. (DeAnne Tonnessen, Ahna Davis, Angie Simon and Jamie Shelton; ongoing)
- 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; etc) to ensure the needs of

students and families are met. (Ahna Davis, Micah House, 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)
- In order to 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 2022-23 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)

### **6: 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 recognized as a Title I School.

### **7: 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.

### **8: 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.)*

Cabot Freshman Academy is not a Title I school.

### ***9: Checklist of Assurances***

*(Please read the following statements closely. By checking these boxes, the School understands the legal requirements and will meet them accordingly.)*

•	<p><b>A.1:</b>The School understands that annually by August 1, the public School’s Engagement Plan shall be developed, or reviewed and updated.</p> <p style="text-align: center;"><i>[ADE Rules Governing Parental Involvement Section 3.02.3]</i></p>
•	<p><b>A.2:</b>The School understands that the following must be made available to families and the local community on the School or District website no later than August 1st:</p> <ul style="list-style-type: none"> <li>• The School Engagement Plan</li> <li>• A parent-friendly explanation of the School and District’s Engagement Plan</li> <li>• The informational packet</li> <li>• Contact information for the parent facilitator designated by the School.</li> </ul> <p style="text-align: center;"><i>[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02.4]]</i></p>

<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.3:</b>The School understands that a parent-friendly summary/explanation of the Engagement Plan should be included in the current student handbook.</p> <p><i>[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.4:</b>The School understands its obligation for ensuring professional development requirements related to parent and family engagement are met and that records are maintained accordingly. (2 hours every 4 years with 2022 being a required year)</p> <p><i>[A.C.A. § 6-15-1703(a); A.C.A. § 6-17-709; Standards for Accreditation of Arkansas Public Schools and School Districts July 2020 Standard 4-G.1 Professional Development (D/C)]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.5:</b>The School understands its obligation to obtain signatures for each parent acknowledging receipt of the District’s Engagement Plan summary/explanation.</p> <p><i>[A.C.A. § 6-15-1704(a)(3)(B)]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.6:</b>The School Principal understands their obligation to designate and pay a licensed staff member to serve as Parent Facilitator:</p> <ul style="list-style-type: none"> <li>• to help organize meaningful training for staff and parents,</li> <li>• to promote and encourage a welcoming atmosphere, and</li> <li>• to undertake efforts to ensure that engagement is recognized as an asset to the School.</li> </ul> <p><i>[A.C.A. § 6-15-1702(c)(1)]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.7:</b>The School understands its obligation to encourage school staff to use volunteer surveys to compile a volunteer resource book..</p>

	<i>[A.C.A. § 6-15-1702(b)(6)(B)(ii)]</i>
•	<p><b>A.8:</b>The School understands its obligation to conduct no fewer than two parent-teacher conferences per school year.</p> <p><i>[A.C.A. § 6-15-1702(b)(3)(B)(ii)]</i></p>
•	<p><b>A.9:</b>The School understands its obligation to incorporate the Engagement Plan into the School Improvement Plan.</p> <p><i>[ADE Rules Governing Parental Involvement Section 3.02.2]</i></p>
•	<p><b>A.10:</b>The School understands its obligation to schedule regular parent involvement meetings at which parents are given a report on the state of the School and an overview of:</p> <ul style="list-style-type: none"> <li>• what students will be learning</li> <li>• how students will be assessed</li> <li>• The informational packet</li> <li>• what a parent should expect for his or her child’s education</li> <li>• how a parent can assist and make a difference in his or her child’s education.</li> </ul> <p><i>[A.C.A. § 6-15-1702(b)(5)(B)(i)(a-d)]</i></p>
•	<p><b>A.11:</b>Any School serving high school students understands its obligation to educate parents about their role in decisions affecting course selection, career planning, and preparation for postsecondary opportunities.</p> <p><i>[A.C.A. § 6-15-1702(b)(7)(B)(ii)]</i></p>
•	<p><b>A.12:</b>The School understands its obligation to welcome parents into the School, and more specifically, not have any school policies or procedures that would discourage</p>

	<p>a parent from visiting the School or from visiting a child's classrooms.</p> <p><i>[A.C.A. § 6-15-1702(b)(6)(B)]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.13:</b>The School understands that all Title I, Part A funded engagement activities and strategies should remain consistent with all information set forth in this parent and family engagement plan.</p> <p><i>[ESSA § 1116(a)(3)(D)]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.14:</b>The School understands its obligation to submit to the State any comments from parents who deem the Title I Schoolwide Plan unsatisfactory. These comments can be sent to <a href="mailto:ade.engagementmatters@ade.arkansas.gov">ade.engagementmatters@ade.arkansas.gov</a></p> <p><i>[ESSA § 1116(b)(4)]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.15:</b>The School understands its obligation, if requested by parents, to provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.</p> <p><i>[ESSA § 1116(c)(4)(C)]</i></p>