

Cabot Freshman Academy Parental Involvement Plan 2014-2015

District: Cabot Public Schools

School Improvement Status:

Grade Level: 9th

Parent Involvement Coordinator: Jamie Layes Shelton

Percent of Free and Reduced Lunch: 34%

- 1. List various communication strategies used in your school to provide additional information to parents and to increase parental involvement in supporting classroom instruction.**

Communication will be ongoing for the 2014-2015 school year.

Administrators, teachers and counselors will be responsible for the following:

- Cabot Freshman Academy (CFA) will use social media (twitter and facebook) to publicize daily announcements. Social media will also be used to display student work, student and staffulty recognition. (T. Spillane, L. Massey)
- CFA will create a web site to house classroom web sites for each teacher. Homework assignments and pertinent classroom information will be available on classroom Web sites. Also, parents can access their child's grades through the Home Access Center using login information they received at the beginning of the school year. (L. Massey, T. Spillane)
- Parents may use e-mail to communicate with CFA staffulty.
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress. (T. Spillane)
- Teachers will also make positive parent contact regarding students. (T. Spillane)
- The school will provide to parents reports/report cards every nine weeks with information regarding their child's academic progress and upcoming school activities/events. (T. Spillane)
- CFA will distribute student standardized test scores at Schedule Pickup. (A. Simon and T. Spillane)

2. **List the proposed parent meeting, conferences and activities regularly throughout this year and the dates providing flexible meeting times that you have planned to increase parental involvement and build staff and parent capacity to engage in these types of efforts. (Must include the 2 state mandated parent/teacher conferences each year.)**
- Back-to-school professional development: Parental Involvement Speaker-Mr. Jack Berckemeyer. (CFA Admin team; August 2014)
 - School Open House will be held with mini-sessions including sessions on grading and accountability, learning disabilities, health, study skills, using technology, etc. (All CFA Staff, August 19, 2014)
 - Parent/Teacher Conferences will be held in October and March. Parent/Teacher Conferences will be attended by all CFA Faculty. (T. Spillane)
 - Parent meetings (Coffee Chats) will include parent training sessions to help parents understand how to enhance their child's education. Specifically, technology used in classrooms (Chromebooks and Google Docs) will be used in said parent meetings so parents are familiar with what students are using in class. Meetings will be monthly and will be led by Mrs. Tanya Spillane and various teachers. (Monthly Meetings; Ms. Spillane and Ms. Shelton)
 - The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
 - Library assistant (T. Taylor)
 - Mock Job Interviews (Oral Communication Teachers)
 - Job Shadowing (R. Horn, A. Carter, J. Shelton)
 - College and Career Fair (A. Simon, R. Horn, A. Carter, J. Shelton)
 - Guest Speakers (J. Shelton)
 - Parent education workshops (A. Simon)
 - Orientation presentations (T. Spillane)
 - Open House (T. Spillane)
 - Various committees (T. Spillane)
3. **How will your school provide information to parents about volunteer opportunities (must include state mandated parent training)?**

- The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during Open House, monthly “Coffee Chats”, Parent-Teacher Conferences, etc. (Monthly Meetings; Ms. Spillane and Ms. Shelton)
- Teachers will explain the requirements to parents and encourage them to become involved in the school. Brief training sessions will provide parents and community members with the information they need to participate as school volunteers in order to put them at ease and make the experience pleasant and successful. (CFA Staffuly supervised by CFA Admin Team, ongoing throughout the 2014-2015 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 meeting, Meet and Greet, etc for parents and students to help with the transition to ninth grade. (CFA Admin Team; ongoing throughout the 2014-2015 school year)
- 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 understand of effective parental involvement strategies. No fewer that three (3) 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.
 - The Cabot School District fulfilled this requirement in back-to-school professional development in August, 2014. Mr. Jack Berckemeyer presented. In addition, Mr. Berckemeyer then worked with secondary educators at Cabot Freshman Academy.

4. How will your school work with parents to create a School-Parent-Compact?

- Cabot Freshman Staffuly, parents, and students will develop a plan that outlines how parents, teachers and students all share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state’s high academic standards. All stakeholders will sign the plan. (Monthly Meetings led by Ms. Spillane)

5. How will your school provide resources for parents?

- Parents may check out materials, use the computer to check grades, and visit educational Web sites. A suggestion sheet will also be available for parental input. CFA's parent center will be open during regular school hours and school events. (Ms. Taylor and Ms. Simon; ongoing throughout the 2014-2015 school year)
- The school will distribute informational packets each year that includes 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, e-mail, etc). (August of each year, CFA Admin Team, CFA Counselors)
- To promote and support responsible parenting, the school 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. (CFA Counseling Center, ongoing throughout the 2014-2015 school year)
- Create a parent center within the counseling center. (CFA Counselors-S. Harper and A. Simon)
- Include in the school's policy handbook the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions. (District Admin Team)
- Cabot Freshman Academy principal, Mrs. Tanay Spillane, designated a certified staff member, Jamie Layes-Shelton, who is willing to serve as a parent facilitator.

6. How will your school engage parents in the evaluation of your parental involvement efforts?

- CFA Leadership team members will create a google survey soliciting pertinent feedback regarding programming and parental involvement efforts that will be disbursed at the coffee chat in May. Feedback will be utilized for planning for the upcoming year. (Spring 2015; Ms. Spillane and Ms. Shelton)

7. **How will your school use the parent interest surveys to select, plan and implement parental involvement activities that will be offered throughout the year?**
- Cabot Freshman Academy will ask parents to complete a parent interest survey at registration or at the beginning of each school year to obtain information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically.
 - In the 2014-2015 school year, parents were asked to complete this survey at a monthly Coffee Chat (parental involvement meeting).
 - The school will use the results of the parent interest survey to plan parental involvement activities for the year. (Ms. Spillane and Ms. Shelton; Parent Survey-August, 2014)
 - The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation. (Spring 2015; Ms. Spillane and Ms. Shelton)
 - Cabot Freshman Academy held an Open House where each teacher presented mini-sessions. These mini-sessions were informational sessions for parents of high school students about how to be involved in the decisions affecting course selection, career planning, student accountability and preparation for postsecondary opportunities. (August 2014; CFA Staffulty)