

## **Cabot Freshman Academy Parent and Family Engagement Plan**

### **School Name:**

Cabot Freshman Academy (CFA)  
Cabot Public Schools

### **Facilitator Name:**

Ms. Ahna Davis, Principal  
Ms. Jamie Layes-Shelton, Facilitator  
507-743-3575  
Jamie.Layes-Shelton@cabotschools.org

### **Plan Review/Revision Date:**

September 2019

### **District Level Reviewer, Title:**

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

### **District Level Approval Date:**

September 24, 2019

### **Committee Members, Role:**

A. Davis, Administrator  
K. Floyd, Administrator  
L. Gordon, Parent  
S. Harper, Counselor  
J. Layes, Facilitator  
C. Shelton, Parent  
A. Simon, Counselor  
L. York, Administrator

## **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.)*

### **Freshman Academy (CFA):**

- Cabot Freshman Academy leadership team members will involve parents on school improvement planning committees. (A. Davis and CFA Leadership Team; ongoing throughout the 2019-20 school year).
- Cabot Freshman Academy will also involve parents on school improvement planning by seeking feedback electronically throughout the school year.
- To take advantage of community resources, the school will consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement. However, CFA's alumni are currently all minors. This recommendation will be revisited in the future.
- The school shall enable the formation of a parent and teacher organization that will foster parental and community involvement within the school. (A. Davis and CFA Leadership Team; ongoing throughout the 2019-20 school year)
- Cabot Freshman Academy will ask parents to complete a parent interest survey 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 (A. Davis and J. Shelton; September 2019)
- The school will use the results from the above-mentioned survey to plan the parent and family engagement activities for the year. (A. Davis, J. Shelton; September 2019)
- Cabot Freshman Academy Leadership team members will create a google survey soliciting pertinent feedback regarding programming and parental involvement efforts that will be disbursed via CFA social media and/or email accounts. Feedback will be utilized for planning for the upcoming year. In September 2019, The Pulse Survey (Jostens Renaissance) was also administered to Students, Parents and Staffuly to gage the culture of CFA. (A. Davis, K. Floyd, L. York and J. Shelton; ongoing through the 2019-20 school year)

## **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.)*

Not applicable. 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 (CFA) 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. (A. Davis, K. Floyd, L. York, L. Massey; ongoing throughout the 2019-20 school year)
- Cabot Freshman Academy will distribute a monthly newsletter to parents that is developed with the participation of the principal, parental involvement coordinator and students. It includes school news, a calendar of school activities and a focus on students. (A. Davis, J. Shelton; monthly)
- 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. (L. Massey, A. Davis, S. Jordan)
- Teachers will 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 2019-20 school year)
- Parents may use email to communicate with CFA staffulty. (A. Davis, K. Floyd, L. York; ongoing throughout the 2019-20 school year)
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress. ( A. Davis, K. Floyd, L. York, PLC Chairs; ongoing throughout the 2019-20 school year)
- Teachers will also make positive parent contact regarding students. (A. Davis, K. Floyd, L. York, PLC Chairs; ongoing throughout the 2019-20 school year)
- 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. (A. Davis, K. Floyd, L. York, A. Simon, S. Harper); October 2019

and January, March and June 2020)

- Cabot Freshman Academy will distribute student standardized test scores as they are made available to Administration. (A. Simon, S. Harper and A. Davis; September 2019)
- Cabot Freshman Academy will distribute the parent and family engagement plan and informational packet to parents in October 2019 during Parent/Teacher Conferences. The parent and family engagement plan will also be placed on the Cabot Freshman Academy and the Cabot Public Schools respective webpages.
- The parent facilitator, Ms. Jamie Layes Shelton, can be reached at (501) 743-3576 or jamie.layes-shelton@cps.k12.ar.us.
- The Cabot Freshman Academy principal will hold a meeting in October covering achievement data, school curriculum and the many opportunities CFA provides. Parental feedback is encouraged.
- Parent/Teacher Conferences will be held in October (2019) and March (2020). Parent/Teacher Conferences will be attended by all Cabot Freshman Academy Faculty. ( A. Davis, K. Floyd, L. York; October 2019 and March 2020)
- 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; ongoing for the 2019-20 school year)
  - Mock Job Interviews (Oral Communication Dept-J. Balgavy; ongoing throughout the 2019-20 school year)
  - Job Shadowing (D. Tonnessen, A. Pirnique, J. Shelton; Fall 2019 and Spring 2020)
  - Career Fair (A. Simon, S. Harper, D. Tonnessen, A. Pirnique, J. Shelton; Spring 2020)
  - College Visits (D. Tonnessen, A. Pirnique and J. Shelton; Fall 2019)
  - Guest Speakers (J. Balgavy, J. Shelton, L. Abbott; ongoing throughout the 2019-20 school year)
  - Orientation presentations (A. Davis; August 2019)
  - Open House (A. Davis; August 2019)
  - Various committees (A. Davis; ongoing for the 2019-20 school year)
- Parent signatures acknowledging receipt of the Parent & Family Engagement Plan will be obtained during the Fall Parent Teacher Conferences. (A. Davis; October 2019)
- Parent meetings will be scheduled at various times to accommodate schedules. (A. Davis; ongoing)
- The school will distribute informational packets each year that includes a copy of the school's Parent & Family Engagement Plan, a 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). (A. Davis, K. Floyd, L. York, S. Harper, A. Simon, and J. Shelton; August 2019 and October 2019)

#### **4: School-Parent Compact**

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

Not applicable. 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.)*

Cabot Freshman Academy is not a Title I school.

#### **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 provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during Open House, teacher emails, Parent-Teacher Conferences, etc. (A. Davis, K. Floyd, L. York and J. Shelton; monthly)
- 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 Greets, etc for parents and students to help with the transition to ninth grade. (A. Davis, K. Floyd, A. Simon and S. Harper; ongoing throughout the 2019-20 school year)
- Cabot Freshman Academy will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment through materials in the Parent Resource Center (A. Davis, A. Simon; J. Shelton; ongoing)

throughout the 2019-20 school year)

- Cabot Freshman Academy will utilize community resources to support the instructional program and engage parents in college and career readiness strategies. (A. Davis; ongoing)
- Cabot Freshman Academy will support a parent teacher organization if requested. (A. Davis; ongoing)
- Cabot Freshman Academy will consider recruiting alumni to create an alumni commission (J. Shelton; 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.)*

- Parents may check out materials, use the computer to check grades, and visit educational Websites. A suggestion sheet will also be available for parental input. Cabot Freshman Academy's parent center (located in the Cabot Freshman Academy Counseling Center and Media Center) will be open during regular school hours (8:00 a.m. to 3:00 p.m) and school events. (T. Taylor and A. Simon; ongoing throughout the 2019-20 school year)
- 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. (A. Simon; ongoing throughout the 2019-20 school year)
- 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. (M. Byrd; August 2019)
- Cabot Freshman Academy will sponsor a parent night to inform parents of high school students about how to be involved in the decision affecting course selection, career planning and preparation for postsecondary opportunities (A. Simon, S. Harper and A. Davis, February 2020).
- 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; ongoing for the 2019-20 school year)
  - Mock Job Interviews (Oral Communication Dept-J. Balgavy; ongoing throughout the 2019-20 school year)
  - Job Shadowing (D. Tonnessen, A. Pirnique, J. Shelton; Fall 2019 and Spring

2020)

- Career Fair (A. Simon, S. Harper, D. Tonnessen, A. Pirnique, J. Shelton; Spring 2020)
- College Visits (D. Tonnessen, A. Pirnique and J. Shelton; Fall 2019)
- Guest Speakers (J. Baggav, J. Shelton, L. Abbott; ongoing throughout the 2019-20 school year)
- Orientation presentations (A. Davis; August 2019)
- Open House (A. Davis; August 2019)
- Various committees (A. Davis; ongoing for the 2019-20 school year)
- 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 CFA Newsletter and in the Parent Resource Center. (A. Davis, J. Shelton; ongoing)
- Cabot Freshman Academy will schedule parent involvement meetings as requested. (A. 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. (L. Massey, A. Davis, S. Jordan)
- Cabot Freshman Academy will provide parents with individual student assessment results and the interpretation of those results. (A. Simon, S. Harper, A. Davis; ongoing)
- Cabot Freshman Academy will provide assistance and instruction to parents understanding the following topics
  - Arkansas Academic Standards
  - State and local academic assessments, including alternate assessments
  - Title I, Part A requirements
  - Strategies parents can use to support the student's academic progress and achievement
  - Incorporating developmentally appropriate learning activities
  - Use of DESE website and tools for parents
  - Assistance with nutritional meal planning and preparation
  - How parents of high school 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 (A. Davis, J. 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. )*

- Arkansas and District Parental Involvement Training was required for the 2018-2019 school year. Training was provided in Summer 2018 and August 2018.
- 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 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 training will include but is not limited to recognizing the important role parents play in student learning, best practices to communicate with parents to build home-school ties, and welcome parents to the school community. (Sherri Jenninings, ongoing)
- The Cabot School District fulfilled this requirement in back-to-school professional development in August 2019.
- Staffulty members meet weekly (PLC meetings) with Cabot Freshman Academy administrators and counselors. All staffulty members are encouraged to build ties between home and school using the communication modes listed above in component 3. Additional training will be given as needed. (CFA Admin Team; ongoing 2019-20 school year).