

School Parent and Family Engagement Plan

School Name:

Cabot Freshman Academy (CFA)
Cabot Public Schools

Facilitator Name:

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

Plan Review/Revision Date:

May, 2020

District Level Reviewer, Title:

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

District Level Approval Date:

Committee Members, Role:

A. Carter, CFA Parent
Ahna Davis, Administrator
Kevin Floyd, Administrator
Stephanie Harper, Counselor
Jamie Layes-Shelton, Facilitator
Angie Simon, Counselor
Lisa 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):

- All family members are encouraged to join the CFA Parent, Teacher, Student organization to be involved in the evaluation and review of the Family and Community Engagement Plan annually. CFA will work to ensure parents are adequately represented in a variety of roles. (Jamie Layes-Shelton, ongoing)
- CFA leadership team members will involve parents on school improvement planning committees. (Ahna Davis and CFA Leadership Team; ongoing throughout the 2020-21 school year).
- CFA 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.
- 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 CFA Leadership Team; ongoing throughout the 2020-21 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 (Ahna Davis and Jamie Layes-Shelton; September 2020)
- The school will use the results from the above-mentioned survey to plan the parent and family engagement activities for the year. (Ahna Davis, Jamie Layes-Shelton; September 2020)
- CFA 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 2020, The Pulse Survey (Jostens Renaissance) will be administered to Students, Parents and Staffuly to gage the culture of CFA. (Ahna Davis, Kevin Floyd, Lisa York and Jamie Layes-Shelton; ongoing throughout the 2020-21 school year)
- Cabot Freshman Academy's FACE facilitator, in collaboration with the school's Arkansas Consolidated School Improvement Plan coordinator

(ACSIP) and the district's Health and Wellness coordinator, will survey parents throughout the year to get their input on the issues that affect both parents/guardians and students. Teachers will also be surveyed to see how the changes in education during the months of March - May 2020 have affected their teaching. The information from both surveys will be shared with the ACSIP coordinator to guide decisions for the coming years. (Jamie Layes-Shelton, Lisa York and Kelly Spencer; ongoing)

- In addition, at the end of the year, a survey will be administered to all CFA parents and guardians to obtain their feedback on their child's year at CFA so the CFA leadership team can work to improve all services to students and parents. (Ahna Davis and Jamie Layes-Shelton; May 2020; ongoing)
- CFA 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.)

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.)

- 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 (CFA) will ensure the school parent and family engagement plan is available to families and will ensure it is posted to the CFA and Cabot Public Schools district website by August 1. CFA will provide printed copies of said plan upon parental request. (Ahna Davis, Liz Massey, Jamie Layes-Shelton; August 2020)

- 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. (Ahna Davis, Kevin Floyd, Lisa York, Liz Massey; ongoing throughout the 2020-21 school year)
- CFA 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, Lisa York and Jamie Layes-Shelton; monthly)
- Parent feedback will be obtained through a survey to gain volunteer interests thus allowing CFA to establish recommended activities for parents to be involved, a schedule of possible events while establishing two-way communication between parents and CFA.
- 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, email, etc). (Ahna Davis, Kevin Floyd, Lisa York, Stephanie Harper, Angie Simon, and Jamie Layes-Shelton; August 2020 and October 2020)
- Cabot Freshman Academy will distribute a monthly email and/or 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. (Ahna Davis, Jamie Layes-Shelton; monthly)
 - In light of the Covid-19 pandemic, CFA moved from monthly emails and newsletters to weekly emails/correspondence with parents to ensure parents were well-informed. (ongoing March-May, 2020, and as needed throughout the 2020-21 school year)
- Cabot Public Schools uses Transperfect, a translating service that allows staffulty to call parents that do not speak English. (Kham; ongoing)
- CFA 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, Sally Beth. 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 CFA teachers; ongoing throughout the 2020-21 school year)
- Parents may use email to communicate with CFA staff. (Ahna Davis, Kevin Floyd, Lisa York; ongoing throughout the 2020-21 school year)
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress. (Ahna Davis, Kevin Floyd, Lisa York, PLC Chairs; ongoing throughout the 2020-21 school year)
- Teachers will also make positive parent contact regarding students. (Ahna Davis, Kevin Floyd, Lisa York, PLC Chairs; ongoing throughout the 2020-21 school year)
- The school 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, Lisa York, Angie Simon, Stephanie Harper); October 2020 and January, March and June 2021)
- In light of the Covid-19 pandemic, CFA staff will use email and phone communication (daily to weekly) to contact parents. (ongoing March-May, 2020, and as needed throughout the 2020-21 school year)
- Based on parental feedback (May 2020) regarding teaching and learning, during the Covid-19 pandemic, CFA will work to ensure parents have the following, should virtual learning take place in the future: (A Davis, Jamie L Hayes-Shelton; ongoing)
 - 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
- CFA administration and counselors will conduct online virtual platform meetings to ensure the well-being of students during the Covid-19 pandemic (ongoing March-May, 2020) and as needed throughout the 2020-21 school year.
- CFA will distribute student standardized test scores as they are made available to the CFA Administration. (Angie Simon, Stephanie Harper and Ahna Davis; September 2020)
- CFA will distribute the parent and family engagement plan and informational packet to parents in October 2020 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 CFA 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 (2020) and March (2021). Parent/Teacher Conferences will be attended by all CFA Faculty. (Ahna Davis, Kevin Floyd, Lisa York; October 2020 and March 2021)
- 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 2020-21 school year)
 - Mock Job Interviews (Oral Communication Dept-Jane Balgavy; ongoing throughout the 2020-21 school year)
 - Job Shadowing (D. Tonnessen, Amber Pirnique, Jamie Layes-Shelton; Fall 2020 and Spring 2021)
 - Career Fair (Angie Simon, Stephanie Harper, D. Tonnessen, Amber Pirnique, Jamie Layes-Shelton; Spring 2021)
 - College Visits (D. Tonnessen, Amber Pirnique and Jamie Layes-Shelton; Fall 2020)
 - Guest Speakers (Jane Balgavy, Jamie Layes-Shelton, Laura. Abbott; ongoing throughout the 2020-21 school year)
 - Orientation presentations (Ahna Davis; August 2020)
 - Open House (Ahna Davis; August 2020)
 - Adulthood Day (D. Tonnessen, Amber Pirnique, Jamie Layes-Shelton; Fall 2020)
 - Various committees (Ahna Davis; ongoing throughout the 2020-21 school year)
- Parent signatures will be obtained electronically through Registration Gateway during new student and back to school registration and orientation. (August 2020; ongoing)
- Parent meetings will be scheduled at various times to accommodate schedules and to ensure all. (Ahna Davis; ongoing)

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.)

- During the Covid-19 pandemic (March-May 2020), CFA coordinated food deliveries for 22 families because they lack transportation. CFA will continue to work with families (as needed) should the need arise in the future. (Stephanie Harper and Angie Simon; ongoing)
- During the Covid-19 pandemic (March-May 2020), CFA worked to ensure all students had access to AMI work by mailing assignments to 76 students. CFA also worked to ensure students had all necessary resources and technology (chromebooks) to ensure they were successful in their classes. Should it become necessary in the future, CFA has a plan in place to ensure students and parents have the tools necessary to ensure they are successful. (Ahna Davis; ongoing)
 - CFA distributed chromebooks to approximately 200 students during the pandemic to ensure all students have equal access. Cabot Public Schools and CFA will continue to provide students with technology as the need arises (Ahna Davis; March 2020) in the future.
- During the Covid-19 pandemic (March-May 2020), CFA counselors have worked (and will continue to work) with students who are struggling with their overall health and wellbeing. CFA counselors continue to meet with students via zoom to ensure the whole child is attended to. (Stephanie Harper and Angie Simon; ongoing).
- 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, Angie Simon and Stephanie Harper; ongoing throughout the 2020-21 school year)

- To promote and support responsible parenting, CFA 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 2020-21 school year)
- CFA will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment through materials in the Parent Resource Center (Ahna Davis, Angie Simon; Jamie Layes-Shelton; ongoing throughout the 2020-21 school year)
- CFA will utilize community resources to support the instructional program and engage parents in college and career readiness strategies. (Ahna Davis; ongoing)
- CFA 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, Lisa York and Jamie Layes-Shelton; ongoing)
- CFA will provide instruction to parents (as needed) on how to navigate literacy and curriculum tools/resources such as Apex, No Red Ink and Edulastic. (CFA Staffulty; ongoing)
- CFA will support a parent teacher organization if requested. (Ahna Davis; ongoing)
- CFA will consider recruiting alumni to create an alumni commission (Jamie Layes-Shelton; ongoing)
- The CFA parental involvement plan shall be incorporated into the CFA school improvement plan. (Lisa York, 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. CFA's parent center (located in the CFA Counseling Center and CFA Media Center) will be open during regular school hours (8:00 a.m. to 3:00 p.m) and school events. (Tifanee. Taylor and Angie Simon; ongoing throughout the 2020-21 school year)
- CFA 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 (Angie Simon, Stephanie Harper and Ahna Davis, February 2021).
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
 - Mock Job Interviews (Oral Communication Dept-Jane Balgavy; ongoing throughout the 2020-21 school year)
 - Job Shadowing (Deanne. Tonnessen, Amber Pirnique, Jamie Layes-Shelton; Fall 2020 and Spring 2021)
 - Career Fair (Angie Simon, Stephanie Harper, Deanne. Tonnessen, Amber Pirnique, Jamie Layes-Shelton; Spring 2021)
 - College Visits (Deanne. Tonnessen, Amber Pirnique and Jamie Layes-Shelton; Fall 2020)
 - Guest Speakers (Jane Balgavy, Jamie Layes-Shelton, Laura. Abbott; ongoing throughout the 2020-21 school year)
 - Orientation presentations (Ahna Davis; August 2020)
 - Open House (Ahna Davis; August 2020)
 - Pre-Ap Parent Meeting
 - CFA Clubs (FBLA, NJHS, Key Club, Student Council, JUST, Robotics, Renaissance, etc) (CFA Club Sponsors; ongoing throughout the 2020-21 school year)
 - Library assistant (Tifanee. Taylor; ongoing for the 2020-21 school year)
 - Various committees (Ahna Davis; ongoing throughout the 2020-21 school year)

- CFA 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. (Ahna Davis, Jamie Layes-Shelton; ongoing)
- CFA will promote and support 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)
- CFA 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, CFA Leadership Team; ongoing).
- CFA will schedule parent involvement meetings as requested. (Ahna Davis; ongoing)
- CFA 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, S. Jordan)
- CFA will provide parents with individual student assessment results and the interpretation of those results. (Angie Simon, Stephanie Harper, Ahna Davis; ongoing)
- CFA will provide assistance and instruction to parents understanding the following topics
 - Arkansas Academic Standards
 - State and local academic assessments, including alternate assessments
 - 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 (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.)

- CFA acknowledges parents play an integral role in student learning. It is the expectation of CFA that the staff value the contributions of all parents. CFA 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, Lisa York, Kevin Floyd; ongoing)
- CFA will work to ensure parents feel welcomed into the school. CFA will also work to ensure parents receive information (email, newsletters, social media, etc) in a format and language in which they can easily understand. (Ahna Davis; ongoing)
- CFA will work to encourage parents in a variety of roles and activities to increase their involvement and support for student learning (Ahna Davis, L. Abbott, Jane Balgavy, Jamie Layes-Shelton; ongoing)
- CFA will work to ensure that it does not have policies and procedures in place that will discourage a parent from visiting CFA. (Ahna Davis; ongoing)
- Arkansas and District Family and Community Training was required for the 2018-2019 school year. Training was provided in Summer 2018 and August 2018.
- 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 2020)
- Cabot Public Schools uses Shoebox to track professional development requirements for teachers. These requirements are checked by CFA administrators and CAO. (CFA Admin; 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.

- The Cabot School District fulfilled this requirement in back-to-school professional development in August 2019.
- 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; August 2020)
- Staffulty members meet weekly (PLC meetings) with CFA 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 2020-21 school year).