

Cabot Freshman Academy Parental Involvement Plan 2016-2017

District: Cabot Public Schools

School Improvement Status: N/A

Grade Level: 9th

Parent Involvement Coordinator: Jamie Layes Shelton

Percent of Free and Reduced Lunch: 32.4%

- 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 2016-2017 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, A. Davis, K. Floyd, L. Massey)
- 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. (L. Massey, T. Spillane)
- Teachers will utilize social media, Google Classroom, Remind and/or Celly within their classrooms. These tools will allow teachers to share student learning, share assignments and/or make announcements.
- Parents may use e-mail to communicate with CFA staffulty. (T. Spillane, A. Davis, K. Floyd)
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress. (T. Spillane, A. Davis, K. Floyd, PLC Chairs)
- Teachers will also make positive parent contact regarding students. (T. Spillane, A. Davis, K. Floyd, PLC Chairs)
- 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, A. Davis, K. Floyd, A. Simon, S. Harper); October 2016 and January, March and June 2017)

- CFA will distribute student standardized test scores as they are made available to CFA Administration. (A. Simon, S. Harper and T. Spillane; September 2016)
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.)**
- Arkansas and District Parental Involvement Training is not required until the 2018-2019 school year.
 - School Open House was held in August. (All CFA Staff and T. Spillane; August 18, 2016)
 - Cabot Freshman Academy report to the public was held in August, 2016. Parents were informed of CFA testing results, achievement, programs and facilities. (T. Spillane; August 18, 2016)
 - Parent/Teacher Conferences will be held in October (2016) and March (2017). Parent/Teacher Conferences will be attended by all CFA Faculty. (T. Spillane, A. Davis, K. Floyd; October 2016 and March 2017)
 - 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 2015-16 school year)
 - Mock Job Interviews (Oral Communication Dept-L. Minter; ongoing for the 2016-17 school year)
 - Job Shadowing (D. Tonnessen, A. Carter, J. Shelton; Fall 2016 and Spring 2017)
 - College and Career Fair (A. Simon, S. Harper, D. Tonnessen, A. Carter, J. Shelton; Spring 2017)
 - College Visits (D. Tonnessen, A. Carter and J. Shelton; October 25, 2016, November 3, 2016 and November 11, 2016)
 - Guest Speakers (L. Minter, A. Carter, D. Tonnessen and J. Shelton; ongoing for the 2016-17 school year)
 - Orientation presentations (T. Spillane; August 2016)
 - Open House (T. Spillane; August 2016)
 - District Mini Conference (including teacher fair with Cabot community members and businesses) (L. Payne; August 2016)

- Various committees (T. Spillane; ongoing for the 2016–17 school year)
- 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, teacher emails, Parent–Teacher Conferences, etc. (T. Spillane, A. Davis, K. Floyd and J. Shelton; monthly)
 - 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. (T. Spillane, A. Davis, K. Floyd, and members of the CFA faculty; ongoing throughout the 2016–17 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 Greets, etc for parents and students to help with the transition to ninth grade. (T. Spillane, A. Simon and S. Harper; ongoing throughout the 2016–17 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 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 will fulfill this requirement in back-to-school professional development in August 2019.
- 4. How will your school provide resources for parents?**
- 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 will be open during regular school hours (8:05 a.m. to 3:00 p.m) and school events. (T. Taylor and A. Simon; ongoing throughout the 2016-17 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). (T. Spillane, A. Davis, K. Floyd, S. Harper, A. Simon, and J. Shelton; August 2016 and October 2016)
 - 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 2016-2017 school year)
 - Create a parent center within the counseling center. (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. (Dr. T. Tucker; August 2016)
 - Cabot Freshman Academy principal, Mrs. Tanya Spillane, designated a certified staff member who is willing to serve as a parent facilitator. (T. Spillane; August 2016)
- 5. 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 via CFA social media and/or email accounts. Feedback will be utilized for planning for the upcoming year. (T. Spillane, A. Davis, K. Floyd and J. Shelton; ongoing through the 2016-2017 school year)

6. 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 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 2016-2017 school year, all parents were sent a letter affording them an opportunity to be involved with their child's school. The survey and letter were also posted via Cabot Freshman Academy social media sites (Twitter and Facebook). (T. Spillane and J. Shelton; October 2016.)
- The school will use the results of the parent interest survey to plan parental involvement activities for the year. (T. Spillane, A. Davis, K. Floyd and J. Shelton; ongoing for the 2016-2017 school year)
- 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. (T. Spillane, A. Davis, K. Floyd and J. Shelton; May 2017)

Parental Involvement Committee: T. Spillane, K. Hill, J. Shelton, A. Simon, S. Harper, K. Floyd, A. Davis, S. Key and T. Sheets