

**Cabot Freshman Academy Parent and Family Engagement Plan
2017-2018**

District:	Cabot Public Schools
CFA Principal:	Mrs. Tanya Spillane
Parent & Family Engagement Facilitator:	Mrs. Jamie Layes-Shelton
Title I Funding Classification:	Non-Title I School
Contact Number for <i>all</i> Responsible Parties:	(501) 743-3576

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

- 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; ongoing throughout the 2017-18 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. (T. Spillane, J. Shelton; monthly)
- 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, 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 CFA teachers; ongoing throughout the 2017-18 school year)
- Parents may use e-mail to communicate with CFA staffulty. (T. Spillane, A. Davis, K. Floyd; ongoing throughout the 2017-18 school year)
- Teachers will routinely contact parents on an individual basis to communicate about their child’s progress. (T. Spillane, A. Davis, K. Floyd, PLC Chairs; ongoing throughout the 2017-18 school year)
- Teachers will also make positive parent contact regarding students. (T. Spillane, A. Davis, K. Floyd, PLC Chairs; ongoing throughout the 2017-18 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. (T. Spillane, A. Davis, K. Floyd, A. Simon, S. Harper); October 2017 and January, March and June 2018)
- CFA will distribute student standardized test scores as they are made available to CFA Administration. (A. Simon, S. Harper and T. Spillane; September 2017)

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 parent and family engagement and build staff and parent capacity to engage in these types of efforts. (Must include the 2 state mandated parent/teacher conferences each year.)

- School Open House was held in August. (All CFA Staff and T. Spillane; August 17, 2017)
- Cabot Freshman Academy report to the public was held in August, 2017. Parents were informed of CFA testing results, achievement, programs and facilities. (T. Spillane; August 17, 2017)
- Parent/Teacher Conferences will be held in October (2017) and March (2018). Parent/Teacher Conferences will be attended by all CFA Faculty. (T. Spillane, A. Davis, K. Floyd; October 2017 and March 2018)
- 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 2016-17 school year)
 - Mock Job Interviews (Oral Communication Dept-J. Balgavy; ongoing throughout the 2017-18 school year)
 - Job Shadowing (D. Tonnessen, A. Pirnique, J. Shelton; Fall 2017 and Spring 2018)
 - Career Fair (A. Simon, S. Harper, D. Tonnessen, A. Pirnique, J. Shelton; Spring 2018)
 - College Visits (D. Tonnessen, A. Pirnique and J. Shelton; Fall 2017)
 - Guest Speakers (J. Balgavy, J. Shelton, L. Abbott; ongoing throughout the 2017-18 school year)
 - Orientation presentations (T. Spillane; August 2017)
 - Open House (T. Spillane; August 2017)
 - Various committees (T. Spillane; ongoing for the 2017-18 school year)

3. How will your school provide information to parents about volunteer opportunities (must include state mandated parent training)?

- Arkansas and District Parental Involvement Training is not required until the 2018-2019 school year.
- 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)
- 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 2017-18 school year)
- CFA will provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment. (T. Spillane, A. Simon; J. Shelton; ongoing throughout the 2017-18 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 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 Cabot School District will fulfill this requirement in back-to-school professional development in August 2019.

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

5. How will your school provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide improvement plan?

- CFA leadership team members will involve parents on school improvement planning committees. (T. Spillane and CFA Leadership Team; ongoing throughout the 2017-18 school year)
- To take advantage of community resources, the school shall 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. (T. Spillane and CFA Leadership Team; ongoing throughout the 2017-18 school year)

6. 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 2017-18 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 2017 and October 2017)
- 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 2017-2018 school year)
- 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 2017)
- Cabot Freshman Academy principal, Mrs. Tanya Spillane, designated a certified staff member who is willing to serve as a parent facilitator. (T. Spillane; August 2017)

7. How will your school engage parents in the evaluation of your parent and family engagement factor?

- 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 2017-2018 school year)

8. How will your school use the parent interest surveys to select, plan and implement parent and family engagement 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 (T. Spillane and J. Shelton; September 2017)
- The school will use the results from the above-mentioned survey to plan the parent and family engagement activities for the year. (T. Spillane, J. Shelton; September 2017)
- 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 (A. Simon, S. Harper and T. Spillane, February 2018).

9. When will your school plan the Annual Title I Meeting that must be conducted separately? (It CANNOT be held in conjunction with any other meetings or activities.) N/A

Parental Involvement Committee: T. Spillane, J. Shelton, A. Simon, S. Harper, K. Floyd, A. Davis, C. Shelton