

**Butterfield Trail Middle School  
Parent and Family Engagement Plan**

<b>Parent and Family Engagement Committee Members</b>	
<b>NAME</b>	<b>POSITION</b>
Karen Endel	Administrator
Kim McCormick	Counselor
Tracey Cline	Teacher
Stacey Moore	Parent Engagement Facilitator
Breanne Rogers	Teacher
Colleen McBride	Teacher
Amy Adams	Parent
Cristy Harp	Parent
Miel Partain	Parent
Krishna Myers	Parent
Lindsay Bonilla	Parent
Matt Smith	Student
Cameron Henry	Student
Perla Lira	Student

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

- The school will distribute a weekly newsletter to parents that is developed with participation of the parent-school organization, principal and staff. It includes school news, a calendar of school activities, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills. (Stacey Moore, Engagement Facilitator)
- Parents can access their child's grades through HAC (Home Access Center) using login and password information they received at the beginning of the school year. This login information is available throughout the year from Gary Tate, BTMS Registrar. Parents may use e-mail to communicate with members of the school staff.
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress. (BTMS Faculty)
- The school will provide to parents reports/report cards every four weeks with information regarding their child's academic progress. (Megan Reece/Kim McCormick, Counselors)
- The school will send test scores home with students through English classes. (Megan Reese/Kim McCormick, Counselors)
- The school will send flyers through Peachjar (the VB school districts flyer distribution system) and/or post information on the school website and social media sites about parent meetings. (Stacey Moore, Parental Involvement Facilitator)

**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.**

- The school will hold an orientation for parents to inform them about the school's participation in the Title I program and to encourage parents to be involved with reviewing and revising of the School's Title I Plan. (Karen Endel, Principal)
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning: (BTMS Faculty)

- Choir concerts
- Band Concerts
- Open House
- PTA
- Orientation Presentations
- Award Day Presentations
- Celebration of Learning Nights
- School Play
- Red Ribbon Week
- Teachers will hold conferences individually with parents of students in their classrooms. Parents will be given a summary of the student's grades and an explanation of the interventions (ICU, Tutoring, IStation, Khan Academy, Mindplay, Dyslexia intervention and enrichment classes) teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures. (Karen Endel, Principal)
  - Parent/Teacher conferences will be held in the fall and the spring semester
  - Parents may also request a conference during a teachers planning time.

### **3. How will your school provide information to parents about volunteer opportunities?**

- The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientation of parents. 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. (Stacey More, Parent Engagement Facilitator)
- The school will work with to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. The school will host a day with Freshman Academy staff as they walk students through the transition to high school, and work to assist in coordinating an 8<sup>th</sup> grade parent night during the Spring semester to help parents with the transition. Parents will have the opportunity to ask questions about scheduling, Pre-AP and elective classes. (Karen Endel, Principal 479-474-6838)
- Provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer, the use of and access to the Department of Education website tools for parents, assistance with nutritional meal planning and preparation and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education. (Stacey Moore, Parent Engagement Facilitator)
- (Staff Development) 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 parent 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. (Karen Endel, Principal 479-474-6838)

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

- School staff, parents, and students will develop a school-parent-student compact. This compact will outline how parents, school staff, and students 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 compact. (Stacey Moore, Parental Engagement Facilitator, smooore@vbsd.us)

**5. How will your school provide opportunities for parents to be involved in the development, implementation and evaluation of the schoolwide school improvement plan, and the Annual Title I Meeting to engage them in the decision-making processes regarding the school's Title I, Part A Program**

- The school will involve parents on school improvement planning committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way. (Karen Endel, Principal 479-474-6838)
- The school will engage parents in decision making about the allocation of its Title I, Part A funds for parent and family engagement. (Karen Endel, Principal 479-474-6838)
- 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. (Karen Endel, Principal/Stacey Moore, Parent Engagement Facilitator 479-474-6838)
- The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school. (Stacey Moore, Parent Engagement Facilitator, 479-474-6838)

**6. How will your school provide resources for parents?**

- Parents may check out materials, use the computer to check grades, and visit educational websites in the Library Media Center. (Tracy Cline, Media Specialist/Stacey Moore, Parental Engagement Facilitator)
- The school will distributed Informational packets each year that includes a copy of the school's parent and family engagement plan, recommended roles for parents/ teachers/students and school, suggestions of ways parents can become involved in their child's education, parent and family engagement activities planned for the current school year and information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, e-mail...). (Stacey Moore, Parent Engagement Facilitator, 479-474-6838)
- 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. (Stacey Moore, Parental Engagement Facilitator/Tracy Cline, Media Specialist 479-474-6838)
- Provide access to parent center located in BTMS Library. (Tracy Cline, Media Specialist, 479-474-6838)
- 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. Details may be found on the VBSD website under School Board Policy 4.3.9 (Karen Endel, Principal, 479-474-6838)
- The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator. (Karen Endel, Principal 479-474-6838)

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

- The school will engage parents in the annual evaluation of the Title I, Part A Program's parent and family engagement efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents and school staff. The Title I committee, made up of teachers, parents and school staff, will determine the effectiveness of the parent and family engagement plan and make changes if warranted. (Karen Endel, Principal)

**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?**

- The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parent and family engagement plan evaluation. (Stacey Moore, Parental Involvement Facilitator)
- Sponsor seminars to inform the parents of high school students about how to be involved in the decisions affecting course selection, career planning, and preparation for postsecondary opportunities. BTMS will coordinate with the Freshman Academy to communicate information concerning 8<sup>th</sup> grade parent night held during the Spring semester, before students select courses to be taken during their 9<sup>th</sup> grade year. (Stacey Moore, Parent Engagement Facilitator)

**9. When will your school plan the Annual Title I Meeting that must be conducted separately?**

- The school will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program, Sept 21st and Sept 27th. (Karen Endel, Principal)
- The school will hold their annual Title I meeting separate from any other meetings or activities to ensure that they have ample time to provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet. (Karen Endel, Principal)
- For each Title I, Part A School, an Annual Title I Meeting must be conducted. The agenda, the sign-in sheet and the minutes for this meeting must be generated separately from any other events and kept on file in the school's office. (Karen Endel, Principal)