

School Parent and Family Engagement Plan

School Name: Van Buren Freshman Academy

Facilitator Name: Tammy Poole, tpoole@vbsd.us, 479-471-3160

Plan Review/Revision Date: July 30, 2020

District Level Reviewer, Title: Karen Allen, VBSD Parent Facilitator and Assistant Superintendent

District Level Approval Date:

Committee Members, Role:

Parental Involvement Facilitator: Tammy Poole

Parents: Britney Coleman, Melissa Dunbar, Lindsay Bonilla and Nicole Brasuell

Administrators: Myron Heckman

Counselor: Kortney Ricketts

Teachers: Alicia Jordan, Linda Hagen, Arianna Caballero, Debra Rieske and Sherie Cormack

Student: Drew Brasuell, Peyton Dunbar, Haden Coleman and Ethan Bonilla

1: Jointly Developed

Gathering Information to support the school parent and family engagement plan—The Van Buren Freshman Academy Parental Involvement Committee, consisting of school parent coordinator, teachers, administrators, parents of students participating in the Freshman Academy Title I program, and community members will meet to analyze data from surveys and discussions with teachers, administrators, parents, and community members. This committee will listen to the concerns of all parents and will submit any parent comment to the district if the Title I school wide plan does not meet their expectations. In addition to the scheduled meetings, parents can request additional Parent and Family engagement committee meetings to discuss concerns.

Dates of School Parent and Family Engagement Meetings:
July 30, 2020

October 13, 2020
February 5, 2020
March 18, 2021
May 7, 2021

2: Annual Title I Meeting

The Freshman Academy Principal, Myron Heckman will meet with parents for the annual Title I parent meeting on August 17 and 18, 2020 at 5:45 p.m. Parents will be informed of the requirements of Title I and of our school's participation. In addition, they will view a presentation with details including their rights as parents in a Title I school. Sign in sheets will be collected and they are on file with the Parental Involvement Facilitator. Parents who were unable to attend the meeting can find a copy of the Title I presentation on our schools website.

3: Communications

As the Parent Facilitator for the Freshman Academy, Tammy Poole (479-471-3160) will be responsible for distributing the Parent and Family Engagement Policy to parents through Peachjar our school's newsletter distribution software. This distribution will take place on or before August 1, 2020. In addition, parents will receive a copy of the plan at Parent/Teacher Conferences to be held on October the 13th and 15th, 2020. Parents will sign at this time to verify that they have received a copy of the school and district Parent and Family Engagement plans.

The Parent and Family Engagement plan will also be available for viewing at any time after August 1, 2020 on the school's website. Also available on the school website will be our Parent-Friendly Parent and Family Engagement Plan, a Parent Information Packet and a Title I School Compact. These materials will also be distributed through the Van Buren Freshman Academy school newsletter.

A parent friendly version of the Parent and Family Engagement plan will be provided to parents and will be written in a uniform format and a language that they can understand. The parent friendly version of the plan will outline activities specific to the Freshman Academy, in which the parents will have an opportunity to be involved and the role that parents and teachers will play in the education of the Freshman Academy students. The Parent-Friendly version of our plan will be sent out on or before August 1, 2020 through Peachjar, our newsletter distribution system.

- August 17 and 18, 2020 4:45 Open House/Orientation, Title 1 Presentation to the public, Schedule pick-up and meet the teachers

- July 30, 2020 Parent Involvement meeting 8:15 a.m. in the Freshman Academy Library
- October 13, 2020 Parent Involvement meeting 5:30
- October 13th and 15th, 2019 3:30-6:30 Parent/Teacher conferences
- February 15, 2021 Parent Involvement meeting 8:15 a.m. in the Freshman Academy Library
- March 16th and 18th, 2021 Parent/Teacher Conferences 3:30-6:30
- March 18, 2021 Parent Involvement meeting 5:00 p.m. in the Freshman Academy Library
- May 7, 2021 Parent Involvement meeting 8:15 a.m. in the Freshman Academy Library
- Early May, Academy Awards Banquet

Volunteer Surveys will be collected through the Keystone and Civics classes and will be kept on file with the Keystone teachers, Amber Bryant and Linda Hagen. You may contact Amber Bryant to volunteer for Mock job interviews and Career Expo. Contact Rachel Newton or Becky Goerig to volunteer for the Freshman Formal or contact Tammy Poole to volunteer for Renaissance Rallies.

To stay up to date on all our school activities and news parents should visit our school website often: <http://www.vbsd.us/vbhsfa/>

News is also sent out every Friday through our Freshman Academy parent newsletter. Parents will automatically receive the newsletter at the email address provided to the school. Please make sure that your email address is up to date in our system.

This Parent friendly version of the plan will be part of a parent packet which will include the school contact information and specific email contact information for each teacher. This will provide parents with the option of a phone call or an email as two-way communication with teachers.

4: School-Parent Compact

During a Parental Involvement meeting held on July 30, 2020, parents, teachers, administrators and students of the Van Buren Freshman Academy worked together to create a school-parent compact. Working together this group outlined how parents, the entire school staff and students will share the responsibility for improved student academic achievement. The importance of and ways to achieve meaningful two-way parent/teacher communication were emphasized. These methods may include; email, parent/teacher conferences to be scheduled on 4 days during the school year, progress reports, parent access to HAC (Home Access Center), teacher responsibilities for keeping HAC updated, and observation of classroom activities.

Parent volunteer opportunities and volunteer training will also be a part of this meeting. Parents will be given a list of volunteer opportunities and expectations of volunteers will be created. Volunteer surveys will be collected and kept on file by the Keystone teachers and used to locate and encourage volunteers with valuable interests and availability during Mock Job interviews, career expo, Renaissance Rallies and college visits.

Additionally, parents are encouraged to become involved in the Van Buren Freshman Academy through our PTA.

5: Reservation of Funds

The school provides a variety of opportunities for parents to be involved in activities supporting our school. We believe teachers have a responsibility to provide the needed framework for parents to nurture their child's formal instruction at home. We will provide materials that can successfully be used at home to reinforce the academic success of children. The district will reserve a minimum of 1% of the Title I, Part A allocation for parental involvement. It is our goal to provide an atmosphere where parents are able to express their views and to assist in problem solving. We want parents to understand that they have a role in determining the plan for spending the Van Buren Freshman Academies allotment of the Parent and Family Engagement Title I funds (\$1523.00). This budget was presented and approved by parents at a parent meeting on July 30, 2020. Plans were made to spend parent engagement funds on supplies for the parent center and materials that can be used for posters and handouts at parent and family engagement events.

6: Coordination of Services

The Van Buren Freshman Academy will coordinate with a large variety of community resources through our Keystone/Oral Communications classes. These classes will participate in Mock Job interviews where local business people, community members and educators from other schools and our administration office will communicate with students in an interview type setting. Multiple volunteers will be recruited for this activity. In addition, a Career and College Expo will be held for Freshmen. Again, a large variety of community professionals will come into our school on the day of the Career Expo and will share what their career entails and the process a student must undergo in order to become involved in the profession. (Amber Bryant)

High School, College and Career ready materials will be available to parents in a Parent Center maintained in the Van Buren Freshman Academy Library. Parents and students will also receive information from two college visits that students will participate in during the school year. Additionally, students will take career aptitude tests in Keystone classes and this information will be provided to parents upon request at Parent/Teacher conferences. (Amber Bryant and Linda Hagen)

Materials that support responsible parenting will be available in the parent resource center and a helpful hint for parent's section will appear periodically in our parent newsletter which is sent out via email and social media every Friday.

The Van Buren Freshman Academy has an active Parent Teacher Association and actively recruits parents to be involved during Open House and through our email distribution system. Parents are informed of meeting dates and encouraged to attend. Our PTA board is part of our Parent and Family Engagement committee and helps in all decisions involving our Parent and Family Engagement plan. This entire plan will be incorporated in our overall school improvement plan.

7: Building Capacity of Parents

Parent and Family engagement meetings will be held throughout the year in order to involve parents in the education process of the Van Buren Freshman Academy.

July 30, 2020
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Parent/Teacher conferences will also be held on October 13 and 15, 2020 and March 16 and 18, 2021. At these conferences, the curriculum will be discussed and explained. Teachers will role play how parents might help students with their specific curriculum and address any needs that parents might be experiencing.

ACT Aspire results will be provided to parents during these conferences and the school counselor (Kortney Ricketts) will be on hand for individual explanations of the results and how they are used to measure a student's progress with regards to our challenging state academic standards. In addition, English teachers will be available to provide reading inventory results and will discuss and explain these results and how they might impact a student's ability to comprehend their curriculum. Math teachers will also discuss the math inventory and how a student's progress may be affected by the results of this evaluation. Math and English teachers may suggest way to improve students reading ability and math readiness as the results are discussed.

Parents are encouraged to participate in online tutorials which will be made available concerning virtual learning. All students will receive a Chromebook and charging cord at the beginning of the school year and will keep this item checked out until the end of the school year. Teacher's will utilize Google Classroom as their virtual learning management system. Students are expected to log in during times of virtual learning to receive lessons and instructions from their teacher. Parents can support this effort by viewing Google classroom tutorials which will be made available at Open House and through the school newsletters. Additionally, parents or students who are in need of internet access may check out a Wi-Fi hot spot to use for virtual learning or normal homework completion. Parents needing more information about the operation of the Wi-Fi hotspots may contact the school administrators or the Parent Involvement Facilitator, Tammy Poole.

In order to support their child's academic achievement, parents are encouraged to check our parent grade viewer system, HAC, daily or weekly. Missing assignments and low grades may require intervention involving parents, teachers and students and should be addressed quickly. HAC login information and passwords will be provided by Tammy Poole, Parental Involvement Facilitator and may be picked up in the Freshman Academy Media Center from 7:45 to 3:15 daily. Information may be picked up in the school office until 4:00 upon request only.

Lesson plans will be provided by core subjects and many encore classes through our weekly newsletter providing parents with a way of staying up to date with the school's curriculum and specific learning activities. Parents will also receive information about the ADE (<http://www.arkansased.gov>) website and tools available to parents through our weekly newsletter, social media and our school website. (Freshman Academy Teachers and Tammy Poole, Parental Involvement Facilitator)

Parents may participate in decisions about course selection during our 8th grade parent night which is held in early spring just prior to student selection of courses for 9th grade. Parents will hear a brief description of courses offered and may visit with some encore teachers to learn more about their curriculum (Myron Heckman, Tammy Poole and Kortney Ricketts)

Assistance with nutrition and meal planning will be provided to students through FACS classes and will be provided to parents through our "Helpful Hints for Parents" segment of the parent newsletter. This will be emphasized especially before standardized testing as part of our encouragement to eat a healthy breakfast. In addition, parents are informed through the parent newsletter that free breakfast is available to all students. The newsletter, social media and school counselor will also provide students in need with information about our school's Impact program which provides meals free to students at critical times.

8: Building Capacity of School Staff

Teachers will participate in workshops and trainings sufficient to meet ADE requirements for professional development. These sessions will train teacher in the proper use of the Van Buren Freshman Academy newsletter and website. Teachers will be instructed on the proper format and language to use when creating posts for the newsletter and parent communication so that they are of maximum benefit to parents.

Teachers will track parent contact and collaborate with parents and other teachers to meet the needs of struggling students. A spreadsheet will be maintained to track contact so that teachers with students in common can work together for the good of the student and parent.

During parent and family engagement meetings parents will be asked to evaluate the effectiveness of communication and teachers will be trained based on ongoing parent input throughout the year. In addition, parents may suggest parent and family engagement activities that could be provided by the school. Teachers will be

trained in meeting these expectations for additional parent and family engagement support.

Teachers will also be encouraged to join the Freshman Academy PTA and to participate in their activities in order to build a stronger parent/teacher bond. A teacher representative will be present at each PTA meeting throughout the school year and will coordinate PTA activities with the school principal and staff. (Tammy Poole)

All parents are welcome in the Van Buren Freshman Academy to volunteer, observe instruction and provide curriculum support if applicable. Teachers will be trained in how to welcome parents into their classroom and how to encourage them to volunteer throughout the school year.

Any parent concern should be taken first to the teacher directly effected by the concern and then to Mr. Heckman our Principal if a resolution is not reached. Specific details for resolving parent concerns can be found in our school handbook.