



Defying the odds in education by focusing on positive and respectful behavior, rigorous academics, and a culture of collaboration and mutual responsibility.

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School Parent and Family Engagement Plan

School Name:

Butterfield Trail Middle School

Facilitator Name:

BreAnne Rogers

Plan Review/Revision Date:

August 6, 2021

District Level Reviewer, Title:

Karen Allen, Assistant Superintendent

District Level Approval Date:

Committee Members, Role:

Cara Jones, Parent

Jennifer Boster, Parent

Britney Coleman, Parent

Melissa Dunbar, Parent

April Hiler, Parent

BreAnne Rogers, BTMS Parent Engagement Facilitator

Samantha Lehman, BTMS Teacher

Kim Powers, BTMS Teacher

Christina Behm, BTMS Teacher

Grayson Schoolcraft, BTMS Teacher

Sydney Wilkins, BTMS Speech Pathologist

Jessica Brown, BTMS Teacher

Christina Behm, BTMS Teacher

Rachel Morrison, BTMS Counselor

Cpl. George Edelen, Community Member

Kolby Snellenberger, BTMS Principal

1: Jointly Developed

Butterfield Trail Middle School will develop a parent involvement plan that reflects the specific academic needs of our school and needs of our students and their parents. The Parental Engagement Committee, consisting of the school parent coordinator, teachers, administrators, parents, and community members, will meet to analyze data from surveys and discussions with teachers, administrators, parents, and community members.

Dates of School Parent Engagement Committee Meetings:

September 21, 2021

November 16, 2021

February 22, 2022

April 19, 2022

Using this data, the committee will lead a process to develop the following list of services and activities to promote parental involvement and provide additional support for student learning. The VBSD Parent Facilitator, Karen Allen, will disseminate the following Parent Involvement Plan by ensuring its access on the district website (www.vbsd.us) and ensuring individual school plans access on school websites.

The school will also engage teachers, school staff, and parents in the annual review, update, and improvement of the Parental Engagement Plan. This evaluation will include a comprehensive needs assessment that will determine the effectiveness of the Parental Involvement Plan and make changes if warranted. This will include reviewing the results of the annual parent survey and any activities that were suggested by the parents at the end of the year as part of the annual parent and family engagement plan evaluation. (Kolby Snellenberger, Principal, & BreAnne, Parent Engagement Facilitator)

Karen Allen, VBSD Parent Facilitator, along with school administrators will ensure the distribution and collection of the annual survey. District and individual school survey data will be analyzed during district and school parent involvement committee meetings in order to make recommendations for revisions of individual school and district parent involvement policies/plans. If the Title I Schoolwide Plan is not satisfactory to parents, the school will submit any parent comments to the district. (Karen Allen, District Parent Facilitator & Assistant Superintendent, Kolby Snellenberger, Principal, & BreAnne, Parent Engagement Facilitator)

2: Annual Title I Meeting

The school will conduct an Annual Title I Meeting for parents of the students who participate in the Title I Program on November 16, 2021. This meeting will inform the parents of the requirements of Title I, their rights under Title I, and how the school is meeting these requirements. (Kolby Snellenberger, Principal)

3: Communications

BTMS is dedicated to communicating with parents in a variety of ways. These will include, but are not limited to the following methods of communication. The goal of this communication is to increase parent and family engagement in supporting classroom instruction. (BTMS Staff & BreAnne Rogers, Parent Engagement Facilitator)

- An information packet will be distributed to parents via email. This packet will include the parent/student/school compact, the short version of the parent engagement plan, HAC information, and other information that might be helpful to parents and students. This information will also be posted on the school's website. The short version of the parent engagement plan will also be added as a supplement to the school's student handbook.
- The school will distribute a 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.
- 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 the student's teachers.
- Parents may use SchoolStatus and/or 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.
- The school will provide to parents reports/report cards every four weeks with information regarding their child's academic progress.
- The school will send test scores home with students through English classes.
- Parents will use the school's Learning Management System, Canvas, to check on their student's progress and communicate with teachers.
- Parents will be able to see updates on their student's computer usage by utilizing reports from GoGuardian Suite.
- 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.
- The school will encourage parents to attend the following types of roles and activities to increase their involvement and support for student learning: Choir concerts, Band Concerts, Athletic Events, Open House, PTA meetings, FaCE meetings, Orientation Presentations, Award Day Presentations, School Play, Red Ribbon Week, and other school activities.
- 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 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.

- Parent/Teacher conferences will be held in the fall and the spring semesters. In-person events may change in the event of school closures and a move to online learning.
- Parents may also request a conference during a teacher's planning time.
- The school will 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.
- The Parent Engagement Facilitator is BreAnne Rogers. She can be contacted at the school at 479-474-6838 or by email at breanne.rogers@vbsd.us.

4: School-Parent Compact

School staff, parents, and students will develop a school-parent-student compact that 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. (BreAnne, Parent Engagement Facilitator)

- 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.
- The school will engage parents in decision making about the allocation of its Title I, Part A funds for parent and family engagement.

5: Reservation of Funds

BTMS will use the Title I funds to provide a variety of resources for parents and parent engagement activities. This will support a variety of opportunities for parents to be involved in activities supporting our school and provide materials that can successfully be used at home to reinforce the academic success of children. The district will reserve a portion of the Title I, Part A allocation for parental involvement (\$3,279.00). (BreAnne Rogers, Parent Engagement Facilitator)

- Provide access to parent center located in BTMS Library.
- Parents may check out materials, use the computer to check grades, and visit educational websites in the Library Media Center.
- 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.
- The Parent Engagement Committee will help decide how these funds are allocated for specific family engagement activities.
- The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator.

6: Coordination of Services

BTMS will reach out to local organizations, businesses, and community partners to provide additional supports and resources to families. This includes coordinating with the schools that feed students into BTMS, as well as the Van Buren Freshman Academy. This outreach can include the following events and groups. (BTMS Staff, Kolby Snellenberger, Principal, & BreAnne Rogers, Parent Engagement Facilitator)

- 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.
- BTMS will coordinate with the Freshman Academy to communicate information concerning 8th grade parent night held during the spring semester, before students select courses to be taken during their 9th grade year.
- BTMS will coordinate with the elementary schools whose students feed into Butterfield. This coordination will allow scheduling for those students in the spring semester. BTMS will also coordinate with those schools to bring the students to the BTMS campus during May of their fifth grade year. This way they can see the school they will be attending in the fall.
- BTMS will enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school.
- The school connects families with the district's IMPACT program, which provides student meals during extended breaks.
- BTMS staff help facilitate the Backpacks program for students needing additional meals on the weekends and school breaks.
- The school helps provide school supplies for students in need by securing donations from the community.
- The school provides a clothing closet for students by securing donations.
- BTMS connects families with local resources such as food pantries and pro bono mental health services.

7: Building Capacity of Parents

BTMS will coordinate a variety of activities that will help build the capacity of parents. These will include, but are not limited to, the following activities. (BTMS Staff, Kolby Snellenberger, Principal, & BreAnne Rogers, Parent Engagement Facilitator)

The school will hold quarterly parent engagement meetings. The meeting dates will be as follows: 1st quarter – September 21, 2021, second quarter – November 16, 2021; third quarter – February 22, 2022; and 4th quarter – April 19, 2022.

- BTMS will provide curriculum descriptions and individual student assessment results and interpretation of those results.
- BTMS will provide parents with students' scores on the state assessments, including a description and explanation of the assessments.
- The school will provide assistance and instruction on a variety of topics that will promote and support responsible parenting. This can include strategies for

student success, assistance with nutritional meal planning and preparation, literacy training, and using technology.

- The school will provide assistance and instruction in the use of the ADE website and tools for parents. (<http://www.arkansased.gov>)
- BTMS will hold quarterly Health & Wellness Committee meetings, consisting of the Health Teacher, a Counselor, the Cafeteria Director, students, and parents.

8: Building Capacity of School Staff

BTMS will provide teachers and school staff with training designed to help them understand the value and usefulness of parental contributions to the school. This training will also address how to communicate with parents in a positive, co-equal way. BTMS staff will also endeavor to make the school a welcoming environment for students and their parents. BTMS will provide materials for parents in language a parent can understand, which can mean clear concise language or a language other than English. In addition, the school handbook will include the process for resolving parent concerns. (BTMS Staff, Kolby Snellenberger, Principal, & BreAnne Rogers, Parent Engagement Facilitator)

9: Building Capacity For Possible Remote Learning

If any event causes future school closing and a move to remote learning, BTMS will support students and parents in a variety of ways. BTMS will use blended learning to teach our current curriculum, starting at the beginning of school. This will enable a much smoother flow to remote learning in the future. Students will start the school year using Canvas (as an LMS) so that they are familiar with this procedure from the beginning. Students will be assigned a school-issued chromebook that they will bring back and forth to school daily. BTMS teachers and staff will use SchoolStatus, social media, emails, newsletters, phone calls, and other forms of communication to maintain a good relationship with families. BTMS will provide some mobile hotspots to be checked out for those students who do not have access to the internet. BTMS parents can also use the Canvas app to monitor their student's progress. In addition, parents can use the GoGuardian Suite app to monitor their student's computer usage, both at home and at school.

In the event of remote learning and closure of school buildings to the public, BTMS will conduct its parent engagement meetings as an online event. In addition, if the Van Buren School District does have to move to remote learning and close buildings, some parent events such as conferences may be moved online. BTMS will use social media, emails, and phone calls to keep in contact and help support students and families in the event of more remote learning.

(BTMS Staff, Kolby Snellenberger, Principal, & BreAnne Rogers, Parent Engagement Facilitator)