



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:

March 1, 2022

District Level Reviewer, Title:

Joyce Sanders Haver, Director of Elementary Learning Services & Family Facilitator

District Level Approval Date:

Committee Members, Role:

Jennifer Boster, Parent

Rachel Bond, Parent

Sarah Seegers, Parent

Magdalena Delgado, Parent

BreAnne Rogers, BTMS Family Engagement Facilitator

Jessica Brown, BTMS Teacher

Kellie Jackson, BTMS Teacher

Brandy Mosby, BTMS Teacher

Colleen McBride, BTMS Staff

Rachel Morrison, BTMS Counselor

Officer Zachary Myers, Community Member

Blake Poole, BTMS Principal

1: Jointly Developed

Butterfield Trail Middle School will develop a family engagement plan that reflects the specific academic needs of our school and needs of our students and their families. The Family Engagement Committee, consisting of the school family facilitator, teachers, administrators, caregivers, and community members, will meet to analyze data from surveys and discussions with teachers, administrators, caregivers, and community members.

Dates of School Family Engagement Committee Meetings:

September 27, 2022

November 15, 2022

February 21, 2023

April 18, 2023

Using this data, the committee will lead a process to develop the following list of services and activities to promote family engagement and provide additional support for student learning. The VBSD Family Facilitator, Joyce Sanders Haver, will disseminate the following Family Engagement 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 caregivers in the annual review, update, and improvement of the Family Engagement Plan. This evaluation will include a comprehensive needs assessment that will determine the effectiveness of the Family Engagement Plan and make changes if warranted. This will include reviewing the results of the annual family survey and any activities that were suggested by the guardians at the end of the year as part of the annual family engagement plan evaluation. (Blake Poole, Principal, & BreAnne Rogers, Family Engagement Facilitator)

Joyce Sanders Haver, VBSD Family 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 family engagement committee meetings in order to make recommendations for revisions of individual school and district family engagement policies/plans. If the Title I Schoolwide Plan is not satisfactory to guardians, the school will submit any guardian comments to the district. (Joyce Sanders Haver, District Family Facilitator & Director of Elementary Learning Services, Blake Poole, Principal, & BreAnne Rogers, Family Engagement Facilitator)

2: Annual Title I Meeting

The school will conduct an Annual Title I Meeting for guardians of the students who participate in the Title I Program on November 15, 2022. This meeting will inform the families of the requirements of Title I, their rights under Title I, and how the school is meeting these requirements. (Blake Poole, Principal)

3: Communications

BTMS is dedicated to communicating with families 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 family engagement in supporting classroom instruction. (BTMS Staff & BreAnne Rogers, Family Engagement Facilitator)

- An information packet will be distributed to parents via email. This packet will include the family/student/school compact, the short version of the family engagement plan, HAC information, and other information that might be helpful to caregivers and students. This information will also be posted on the school's website. The short version of the family 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 family-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.
- Guardians 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.
- Guardians may use SchoolStatus and/or e-mail to communicate with members of the school staff.
- Teachers will routinely contact guardians on an individual basis to communicate about their child's progress.
- The school will provide guardians report cards every four weeks with information regarding their child's academic progress.
- The school will send test scores home with students through homeroom classes.
- Guardians will use the school's online Learning Management System to check on their student's progress and communicate with teachers.
- Guardians 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 VBSD flyer distribution system) and/or post information on the school website and social media sites about family meetings.
- The school will encourage families 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, Pointer Rallies, Red Ribbon Week, and other school activities.
- Teachers will hold conferences individually with guardians of students in their classrooms. Guardians 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. Guardians will be asked to engage in discussion of how they can support these efforts. Guardians will also be given suggestions for coordinating school-family efforts and explanations of homework and grading procedures.
- Family/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.

- Guardians 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 family 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 Family 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-Family Compact

School staff, families, and students will develop a school-family-student compact that will outline how caregivers, school staff, and students share the responsibility for improving student academic achievement and the means by which the school and families will build and develop a partnership to help children achieve the state's high academic standards. All stakeholders will sign the compact. (BreAnne Rogers, Family Engagement Facilitator)

- The school will involve families on school improvement planning committees. To support this process, the school will offer both school staff and guardians training on how to contribute to this process in a meaningful way.
- The school will engage guardians in decision making about the allocation of its Title I, Part A funds for family engagement.

5: Reservation of Funds

BTMS will use the Title I funds to provide a variety of resources for guardians and family engagement activities. This will support a variety of opportunities for caregivers 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 family engagement (\$3,279.00). (BreAnne Rogers, Family Engagement Facilitator)

- Provide access to SchoolStatus for all staff and guardians. This communication system allows engagement with families of all languages.
- Provide access to a caregiver center located in BTMS Library.
- Guardians 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 caregivers the opportunity to borrow the materials for review.

- The Family 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 family 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, Blake Poole, Principal, & BreAnne Rogers, Family 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 family 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 students 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 family and community engagement 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 Guardians

BTMS will coordinate a variety of activities that will help build the capacity of guardians. These will include, but are not limited to, the following activities. (BTMS Staff, Blake Poole, Principal, & BreAnne Rogers, Family Engagement Facilitator)

The school will hold quarterly family engagement meetings. The meeting dates will be as follows: 1st quarter – September 27, 2022, second quarter – November 15, 2022; third quarter – February 21, 2023; and 4th quarter – April 18, 2023.

- BTMS will provide curriculum descriptions and individual student assessment results and interpretation of those results.
- BTMS will provide guardians 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 guardians. (BTMS Staff, Blake Poole, Principal, & Erin Perryman, Health Teacher)

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 family contributions to the school. This training will also address how to communicate with caregivers in a positive, co-equal way. BTMS staff will also endeavor to make the school a welcoming environment for students and their family. BTMS will provide materials for guardians in language a caregiver 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 guardian concerns. (BTMS Staff, Blake Poole, Principal, & BreAnne Rogers, Family 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 families 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 an online Learning Management System (Canvas/Google Classroom), 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 guardians can also use the Canvas/Google Classroom app to monitor their student's progress. In addition, guardians 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 family 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 family events such as conferences may be moved online/virtual. 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, Blake Poole, Principal, & BreAnne Rogers, Family Engagement Facilitator)

