

CENTRAL FRESHMAN ACADEMY PARENTAL INVOLVEMENT PLAN 2018-2019

PART I GENERAL EXPECTATIONS

Central Freshman Academy agrees to implement the following mission, beliefs, and components of its Parental Involvement Plan.

Mission Statement: The mission of the Central High Freshman Academy is to create a positive learning environment in collaboration with families and community members who are personally committed to the success of each student. CFA strives to become a premier school in a premier school system. Staff members effectively engage students and inspire their emotional, ethical, intellectual, physical, and social development. Through an inquiry-based teaching approach and utilization of innovative practices to foster student ownership of learning, these empowered students will possess the ability to adapt in an ever-changing world and will become responsible and productive citizens who positively impact society.

Philosophy: The philosophy of the Central Freshman Academy is founded on the belief that each student can learn and has the fundamental right to an environment conducive to the best possible education. Central Freshman Academy believes that students learn best when there is an invested partnership between the home, school, and community. Students should feel that their teachers and parents are supporting their academic efforts. Central Freshman Academy must work closely with the parent to ensure that each student is hearing the same message about the importance of his/her education. Educating our Academy students is a full time responsibility that does not end when the student leaves the school building. This means that the school team must listen carefully to the parent and community stakeholders to understand the expectations of the home and community, and to ensure that the parent and community understand and share the mission of the school team.

Students learn best when they are actively involved in their own learning. They need opportunities to manipulate their own environment, explore alternatives, and to be challenged with interesting problems. The need to be actively engaged in making sense of the information provided them; they cannot be passive receivers of information if they are to truly learn. Students must develop the ability to communicate through both oral and written language, and to compute. They must then learn how to observe, consider, and synthesize information using lifelong learning strategies. These learning strategies include, but are not limited to, problem-solving skills, the ability to use critical and creative thinking skills, and the ability to

access and use information. Once these basics are established, Academy students will be prepared for learning in any environment with any discipline.

The Central Freshman Academy must be an organization that fosters trust and belief in self for each member of the Central Freshman Academy team, each parent, and each student. Every member of the Central Freshman Academy community must have high expectations for success for himself/herself as well as for the rest of the community members. The organization must be filled with growth-oriented faculty and staff that is constantly open for changes in order to match the complexities and expectations of the society in which we live.

It is the general belief that when opportunities arise, the school, home, and community should work together in the educational process to create in the student a desire for learning. Emphasis on the necessity of learning in order to cope with diverse and complex problems of daily living is an integral part of the educational process.

The Central Freshman Academy Performance Goals are to:

- Advocate for all freshmen within Central Freshman Academy learning community
- Increase Ninth grade student attendance rates
- Focus on student performance data and improve academic skills and understanding
- Reduce the number of “Freshmen” (retained 9th graders) by reducing the gap in retention of all subgroups
- Improve student literacy, numeracy, and writing skills
- Recognize student achievement
- Make a positive impact in the reduction of high school dropouts
- Promote student ownership of learning, creativity, problem-solving skills and the ability to effectively collaborate with other learners
- Prepare students to successfully achieve post-secondary goals—college, technical training, workforce, military

Purpose Statement: Central Freshman Academy affirms that parental involvement is one of the most important factors for student success in academics, athletics and extracurricular activities. The parent is the most vital factor in contributing to an environment that is positive for academic growth and achievement. When students are in school, the faculty and staff act in place of the parent; therefore, the relationship between parents and the school must be strong and is necessary to promote student achievement in every area. In order to promote parental involvement and consequently student success, Central Freshman Academy, in collaboration with teachers, parents, students and the community, has developed the following parental involvement plan.

PART II THE PARENTAL INVOLVEMENT PLAN

1. **Communication-** Central Freshman Academy will use various forms of communication in a manner that ensures parents are kept abreast of school procedures, practices, and plans.
 - A. All parents are provided with a copy of this Parental Involvement Plan in their child's registration packet, electronically via email at the beginning of the school year, as well as on the school website at any time.
 - B. CFA sends home an instruction sheet in the registration packet for the INOW Parent Portal in order for parents to access their student's records at any time via the internet.
 - C. The School-Parent Compact is developed and reviewed by the Continuous Improvement and Parents on Board Parental Advisory Team, which is then signed by parents and students at the beginning of each school year. This is accessible at any time as well on the school website at any time.
 - D. All parents are provided with a monthly Parental Involvement Principal's and/or quarterly Counselor's Newsletter to keep them abreast of any opportunities for them to be active in the education of their student(s) at CFA.
 - E. All parents are provided with access to the Student Handbook/Parent Resource Guide, which includes information in regards to parent-teacher conferences, email distribution for announcements, and Parents on Board Parental Advisory Team in their child's registration packet and electronically via email at the beginning of the school year, as well as on the school website at any time.
 - F. A parent/student resource area is available in the main office to aid parents and/or students in obtaining information regarding: CFA, scholarships and various colleges, parent and/or student-related issues, etc.
 - G. Along with the Student Handbook, parents are provided with the opportunity to participate on the Parents on Board Parental Advisory Team at CFA. These opportunities are made available by email, text, or callout requests from the principal or form completion in the parent resource area of the front office.
 - H. The Continuous Improvement Plan for CFA, which includes Strategies to Increase Parental Involvement, is also made available on the school's website, at the Parent Information Station, as well as in counselor's and each administrator's office for parents to review.
 - I. Parents are notified about curriculum and assessments, as well as student achievement expectations, through course syllabi that are provided to the students on or after the first day of school, as well as posted to each teacher's public class Google Drive folder and/or class website.
 - J. **For the 2018-2019 school year, the following options are available to all parents and students to receive various information from Central Freshman Academy:**
 - a. Email addresses provided during registration/re-identification for parents and students will be used to provide various announcements, the principal's monthly and counselors' quarterly newsletters, as well as other pertinent information will be sent throughout the school year. This will also allow for

more communication between teachers, parents and students with regards to the educational process.

- b. The Phenix City Schools app via Blackboard© is an automated system that will be used to send out pre-recorded voice messages, emails, text messages, and/or social media posts containing pertinent information throughout the school year.
- c. Follow us on Twitter at @CFAreddevils or Instagram at centralfreshmanacademy.
- d. Like our Central Freshman Academy page on Facebook.
- e. Various information is available on our school website at <http://www.pcboe.net/cfa>
- f. Class specific information for parents will be publicly shared in a specified folder from each teacher's Google drive, as well as some teachers' class websites/Google Classrooms.
- g. The parent/home portal system provides a mode of communication between the school and parents. A link to this system may be found on the CFA webpage. Parents/guardians, other designees and students will have individualized log ins. For login information, please contact the school secretary or counselor.

K. CFA Parent Involvement opportunities:

- a. **2018-2019 Title I Parent Meeting/School Tour Night/Open House**
 - i. August 2, 2018 at 6:00 PM
 - ii. Receive pertinent information regarding Title I
 - iii. Locate classes, lockers and meet teachers
 - iv. CFA Gymnasium (start)
- b. **NJROTC Parent Meeting**
 - i. August 22, 2018 at 5:30 PM
 - ii. Orientation for parents and students new to NJROTC
 - iii. CFA Cafeteria
- c. **Red Devil College Fair**
 - i. September 6, 2018
 - ii. Parents welcome from 8-9:30 AM
 - iii. CFA Gymnasium
- d. **Continuous Improvement/Parents Advisory Meeting I**
 - i. September 7, 2018, 8:00 AM
 - ii. Continuous Improvement Plan discussion and data review
 - iii. Plan for CI process
 - iv. CFA Room 100
- e. **First Semester CFA Parenting Day****
 - i. Thursday, October 4, 2018, 9:00 AM-3 PM
 - ii. Breakfast provided**
 - iii. Parenting workshops regarding Alabama Bicentennial, 4-year plans and STEM
 - iv. Student presentations throughout

- v. Parents are welcome to eat lunch with their student (can bring or reserve a school lunch)**
 - vi. CFA Lobby
- f. **Parents on Board Luncheon (Invitation Only)****
 - i. November 1, 2018, 12 PM
 - ii. Beastro luncheon
 - iii. Parental Involvement Appreciation
 - iv. CHS CTE Beastro
- g. **Veterans Appreciation Day****
 - i. Thursday, November 11, 2018
 - ii. Veterans Day program at 9:30 AM-breakfast served**
 - iii. Thanksgiving lunch**
 - iv. CFA Lobby
- h. **Christmas Luncheon****
 - i. Thursday, December 6, 2018
 - ii. Can bring or reserve a school lunch**
 - iii. CFA Lobby
- i. **Parents on Board AdvancEd Review (Invitation Only)****
 - i. January 22, 2018
 - ii. Breakfast provided**
 - iii. CFA Room 100
- j. **Rising Sophomore Parent Orientation**
 - i. Tuesday, February 5th
 - ii. Time TBD
 - iii. Information regarding 2019-2020 course pre-registration provided
 - iv. CHS Cafeteria
- k. **Rising Sophomore Parent Meetings****
 - i. February 11th-15th
 - ii. CHS Sophomore Counselor Office
 - iii. Meetings throughout the day by RSVP only
- l. **Alabama Bicentennial Museum Parent Showing and Project Preview**
 - i. Thursday, February 28th
 - ii. 9:00-11:00 AM; 2:00-4:00 PM
 - iii. Open for walk-throughs
- m. **Parents on Board/Parental Advisory EOY Meeting**
 - i. Thursday, April 25, 2018, 8:00 AM
 - ii. Title I budget, compact, and Parental Involvement Plan Review
- n. **Second Semester Parenting Day****
 - i. Wednesday, May 15, 2018
 - ii. End of Year Academic Awards Ceremony and Reception (9:30-11:00 AM)
 - iii. Parents are welcome to eat lunch with their student (can bring or reserve a school lunch)
 - iv. Alabama Bicentennial Project Showing (1:00 PM)

****Must have reservations/RSVP due to space and meals**

- 2. Parents, school staff, and students share responsibility for student achievement.**
 - A. Parents, staff and students share responsibility for improved student academic achievement for students by being involved in the development of the Continuous Improvement Plan (CIP).
 - B. Together, the CIP Leadership Team will review data from various sources (i.e. ACT College Readiness System, CERT testing, Educate Alabama, Information Now, Professional Development, stakeholder surveys, etc.) and will develop goals, along with strategies and action steps to reach those goals.
 - C. Goals regarding identified weaknesses will be monitored for progress during regular team meetings, using available data throughout the school year.
 - D. Needs Assessment surveys will be sent out by the CFA counselor, school board office staff, and/or the CFA administration to be completed by parents, school staff and students each year, before the closing of school for the summer.
 - E. The results of these surveys are used to help develop goals for the upcoming school year and to address identified issues.
 - F. Parents may be provided with educational opportunities through various workshops at CFA in order to learn parental involvement strategies that can be used within areas pertinent to today's teenagers.
- 3. Parents will be allowed to submit comments pertaining to the Parental Involvement Plan.**
 - A. Parents will have a comments section on any parent survey in which comments of dissatisfaction or satisfaction may be submitted. These comments will be reviewed during the data analysis meetings of the Continuous Improvement Team and/or parental advisory committee and addressed accordingly, if necessary.
 - B. Parents will be provided with a registration guide to submit at the conclusion of the registration/re-identification process prior to the start of the school year, on which comments and/or suggestions can be shared. These comments will be reviewed during the data analysis meetings of the Continuous Improvement Team and/or parental advisory committee and addressed accordingly, if necessary.
 - C. Central Freshman Academy will conduct annual surveys to evaluate the effectiveness of its Parental Involvement Plan using multiple data sources and input from parents, students, and staff.
 - D. Parents may also submit grievances by requesting conferences with an administrator to discuss problems associated with the School Parent Involvement Policy and any concerns at any time.
 - E. Conferences will be arranged at the request of a student, teacher, parent, and/or administrator with 24-36 hours advanced notice for an agreed upon time at the request of the parent. All parents are also encouraged to arrange conferences with teachers to discuss student problems and concerns at any time.
 - F. Central Freshman Academy will adjust its Parental Involvement Plan as necessary based on the determination of the appropriate committee.
- 4. Parents will be encouraged to become equal partners in their students' education.**

- A. Parents will be provided with the opportunity to volunteer for various committees for the 2018-2019 school year when completing the re-identification process at the conclusion of registration, held in July.
 - B. Parent meetings, workshops, and informational sessions will be provided for parental involvement. All parents are encouraged to arrange conferences with teachers to discuss students' problems and concerns at any time. Conferences will be arranged at the request of a student, teacher, parent, and/or administrator.
 - C. All school-related committees encourage volunteers for parent representation to assist in any decision-making processes involved alongside the administration, teachers and students.
 - D. Committee chairs will be available at each CFA function to solicit parent volunteers and answer questions in regards to their committees.
- 5. Provisions will be made for parents with limited English proficiency, parents with disabilities, and parents of migratory students.**
- A. Parents with disabilities are accommodated with handicap accessibility to all classrooms, offices and facilities.
 - B. Additionally, required parent conferences and/or meetings are conducted by phone when the parent's disability does not allow them come to the school.
 - C. STI Parent Portal affords parents with disabilities to monitor students' grades, behavior and attendance from home.
 - D. The Home Language Survey is required for all entering students; there must be one on file for every student enrolled in CFA. The school system's consulting teacher for Special Education is the central office contact for English Language Learner (ELL) services. They ensure that any ELL student, as well as their foreign- language speaking parents, are provided the appropriate accommodations to ensure the student's success, per the system ELL Plan. There is also a designated teacher at CFA to serve as the school ELL contact.
 - E. Any students whose parents speak a foreign language as their primary language will be provided with a translator at any meetings held in regards to their student. At CFA, there is a Spanish-speaking teacher on staff who is always available for these purposes.