

**Cabot Public Schools  
Mountain Springs Elementary  
Parental Involvement Plan  
2015-2016**

**Goal 1: Mountain Springs Elementary will employ communication strategies to provide additional information to parents and to increase parental involvement in supporting classroom instruction.**

- Mountain Springs Elementary will distribute a monthly newsletter to parents that is developed with participation of the parent-school organization, principal, staff, and parent volunteers. 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. (Mandy Watkins, Heather Hardister)
- Mountain Springs Elementary will create a Web site to house pertinent information, including school news and upcoming school events. Parents are also able to access their child's grades using a PIN number they received at the beginning of the school year. Parents may use e-mail to communicate with members of the school staff. Parents are also informed of school news and events via the Mountain Springs Twitter and Facebook pages. (Mandy Watkins)
- Each teacher at Mountain Springs Elementary will send home a folder containing student papers and work samples each week. Parents will be asked to sign the folder and send it back to school. (All classroom teachers)
- Mountain Springs Elementary teachers, will routinely contact parents on an individual basis to communicate about their child's progress. (All classroom teachers)
- Mountain Springs Elementary will provide to parents reports/report cards every nine weeks with information regarding their child's academic progress and upcoming classroom and school events. (All classroom teachers)
- Mountain Springs Elementary will send brochures home with students, post notices in school facilities and public buildings, and provide information for local newspapers and radio stations about parent workshops and meetings. (Mandy Watkins)

**Goal 2: Mountain Springs Elementary will use the following proposed parent meetings, conferences and activities throughout the year to increase parental involvement and build staff and parent capacity. (Must include the 2 state mandated parent/teacher conferences each year.)**

- Open House (August 13, 2015): Families have the opportunity to visit classrooms and meet faculty members. Parents receive information about ways to volunteer, transportation for students, free/reduced lunch, as well as the student handbook regarding school policies and procedures. (All teachers and staff)
- PreK Book Program (monthly): Each month, PreK families will meet with the PreK Family Manager, Lori Phillips, to receive a book and coordinating activities that will provide practice with literacy and math skills. (Lori Phillips)
- Report to the Public (September 24, 2015): Families will be given information about the school and the instruction their child will receive throughout the school year. Parents will be given a report regarding the state of the school and the plans for the upcoming school year. (Mandy Watkins)
- Parents Make a Difference Night (September 24, 2015): Families have the opportunity to visit classrooms in order to learn about daily classroom expectations and procedures as well as instructional strategies that can be employed at home to increase student achievement. Parents and their child will experience the school situation in a positive and helpful manner while school staff may provide any needed assistance or encouragement. (All classroom teachers)
- Parent/Teacher Conferences (October 19<sup>th</sup>, 20<sup>th</sup>, and 22<sup>nd</sup>) (March 14<sup>th</sup>, 15<sup>th</sup>, and 17<sup>th</sup>): Teachers will hold conferences individually with parents of children in their classrooms. Parents will be given a summary of the student's test scores and an explanation of the

interventions teachers are using to assist the child in reaching achievement goals. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures. Parents will engage in discussion of how they can support their child at home. Conferences are scheduled at various times (3:00-6:00) during the day or evening to better accommodate parents. (All classroom teachers)

- Grandparents Day (September 17<sup>th</sup> and 18<sup>th</sup>): Mountain Springs Elementary will host a special day to recognize grandparents. Grandparents are given the opportunity to have lunch with their grandchildren and learn about daily school activities. (Heather Hardister)
- Scholastic Book Fair (September 14<sup>th</sup>-18<sup>th</sup>): Families have an opportunity to attend the book fair with their children to purchase books and encourage the love of reading among students. Volunteers are able to help set up/tear down the book fair, as well as assist students/families in purchasing books. (Carla Garland)
- Making Math Meaningful Night (October 13): Families will have the opportunity to attend a math informational night that will provide parents with an overview of the math standards and the research behind them. They also will be given grade-level specific games and activities to use at home with their children. (Tori Harrison)
- One Book, One School (January 2016): Every family at Mountain Springs will be provided a book along with coordinating literacy activities to complete together as a family. (Carla Garland)
- Academic Night (Spring Semester-TBA)-Mountain Springs Elementary will host a special opportunity for families to participate in engaging activities that are aligned with classroom curriculum. Each grade level will present families with content related activities for them to engage with their children. (Amanda Eggerth, All classroom teachers and staff)
- Mountain Springs Elementary will encourage parents in the following types of roles and activities to increase their involvement and support for student learning: (Heather Hardister, Mandy Watkins and All Classroom Teachers)
  - Library assistant
  - Reading buddy
  - Mentor
  - Teacher assistant
  - Tutor
  - Special parent lunches
  - Book fair helpers
  - Grandparents Day
  - Workroom volunteers
  - Field day volunteers
  - Family nights
  - Parent education workshops
  - Open House
  - Parent-Teacher organization
  - Red Ribbon week
  - Music/Art performances
  - PreK/Kindergarten/Fourth grade graduation
  - Various committees

**Goal 3: Mountain Springs Elementary will provide information to parents regarding volunteering (must include state mandated parent training) through a variety of opportunities.**

- Mountain Springs Elementary will provide opportunities for parents and community members to support the instructional program through such programs as Reading Buddies, tutoring, and special friends. ((Heather Hardister, Mandy Watkins and All Classroom Teachers)
- Mountain Springs Elementary will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientations 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. ((Heather Hardister, Mandy Watkins and All Classroom Teachers)

- Mountain Springs Elementary will work Cabot Middle School North/South 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 special orientation programs for parents and students to help with the transition. Parents will have the opportunity to meet the new teachers at the end of the school year. (Melanie Fox, May 2016)
- Mountain Springs Elementary will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteers, 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 Cabot School District for at-home parental instruction approved by the Department of Education. (All classroom teachers and staff)
- 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 understanding of effective parental involvement strategies. No fewer than two (2) hours of professional development for administrators designed to enhance understanding of effective parental involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. (Mandy Watkins, August 2019)

**Goal 4: Mountain Springs Elementary will provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide school improvement plan.**

- Mountain Springs Elementary 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. (Mandy Watkins)
- The school will ask parents to serve on curricular and instructional review committees. To support this process, Mountain Springs Elementary will offer both school staff and parents training on how to contribute to this process in a meaningful way. (Amanda Eggerth)
  - 2015-2016 Parental Involvement Committee
  - Heather Hardister (parent)
  - Amber Brown (parent)
  - Jennifer Cimino (parent)
  - Jessica Sharp (teacher)
  - Lori Phillips (PreK Family Service Manager)
  - Amanda Eggerth (teacher, PI facilitator)
- To take advantage of community resources, Mountain Springs Elementary shall consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement. (Amanda Eggerth)
- Mountain Springs Elementary shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school. (Mandy Watkins, Heather Hardister)
  - 2015-2016 PTO OFFICERS
  - President - Heather Hardister
  - Vice President – Pam Wood
  - Vice President - Jessica Ward
  - Secretary – Nikki Poe
  - Treasurer – Christen Higgins
  - Historian – Amber Brown
- Mountain Springs Elementary will coordinate and integrate parental involvement strategies with parental involvement strategies under other programs, such as the Head Start program, Reading First program, Early Reading First program, Parents as Teachers program and, Home Instruction programs for Preschool Youngsters, and state-run pre-school programs. (Amy Vailes)

**Goal 5: Mountain Springs Elementary will provide resources for parents through a variety of means.**

- Parents may check out materials, use the computer to check grades, and visit educational Web sites. A suggestion sheet will also be available for parental input. The school will open the resource center at hours that are convenient to parents. (Amy Vailes)
- Mountain Springs Elementary will distribute informational packets each year that includes a copy of the school's parental involvement plan, survey for volunteer interests, recommended roles for parents/teachers/students and school, suggestions of ways parents can become involved in their child's education, parental involvement 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...). (Amy Vailes)
- To promote and support responsible parenting, Mountain Springs Elementary 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. (Mandy Watkins)
- Mountain Springs Elementary has created a Parent Center, which is located in the "Tub Room" across from the Kindergarten hall.
- Included in the Mountain Springs Elementary handbook is the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions. (District Handbook)
- The principal of Mountain Springs Elementary, Mandy Watkins, shall designate (1) certified staff member (Amanda Eggerth) who is willing to serve as a parent facilitator.

**Goal 6: Mountain Springs Elementary will engage parents in the evaluation of our parental involvement efforts.**

- Mountain Springs Elementary will engage parents in the annual evaluation of our parental involvement efforts by collecting evidence through the use of a survey. The survey will question parent's satisfaction with the program and the school's efforts to increase parental involvement. The survey will also collect specific information on the (1) growth in number of parents participating in workshops and meetings; (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support student academic growth. (Amanda Eggerth)

**Goal 7: Mountain Springs Elementary will use the parent interest surveys to select, plan and implement parental involvement activities that will be offered throughout the year.**

- Mountain Springs Elementary will ask parents to complete a parent interest survey at the registration or at the beginning of each school year to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically. (Amanda Eggerth)
- Mountain Springs Elementary will use the results of the parent interest survey to plan the parental involvement activities for the year. (Leadership Team – Melanie Fox)
- Mountain Springs Elementary will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation. (Mandy Watkins)