

Cabot Public Schools
Mountain Springs Elementary
Parental Involvement Plan
2014-2015

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 administrators, teachers and PTO members will distribute a newsletter to parents that is developed with participation of the parent-school organization, principal, staff, and parent volunteers. It includes school news and a calendar of school activities. (Mandy Watkins, August 2014)

-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. (Amanda Elizandro, August 2014)

-Mountain Springs Elementary teachers, 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. (Jill Geran and classroom teachers, weekly throughout the year)

-Mountain Springs Elementary teachers, will routinely contact parents on an individual basis to communicate about their child's progress. (Stacy Bean and classroom teachers, continually throughout the year)

-Mountain Springs Elementary teachers will provide to parents reports/report cards every nine weeks with information regarding their child's academic progress and upcoming classroom and school events. (Jill Geran and classroom teachers, every nine weeks)

-Mountain Springs Elementary administrators and teachers 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/Amy Vailes, throughout the year)

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 14, 2014): Families have the opportunity to visit classrooms and meet teachers and staff. Parents receive information from faculty members about ways to volunteer, transportation for students, free/reduced lunch, as well as the student handbook regarding school policies and procedures. (Amy Vailes)

-Report to the Public (September 16, 2014): Families will be given information from the principal/assistant principal 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)

-Grandparents Day (September 25-26, 2014): Mountain Springs Elementary administrators, teachers, volunteers and PTO members 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)

-Parent/Teacher Conferences (October 14, 16, 2014) (March 17, 19, 2015): 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. Conferences are scheduled at various times (3:30-7:00) during the day or evening to better accommodate parents. (Stacy Bean and classroom teachers)

-Scholastic Book Fair (September 22-26, 2014): Families have an opportunity to attend the book fair with their children to purchase books and encourage the love of reading among students. The media specialists (Carla Garland) and volunteers help set up/tear down the book fair, as well as assist students/families in purchasing books. (Carla Garland)

-Academic Night (February 2015)-Mountain Springs Elementary administrators and teachers will host a special opportunity for families to participate in engaging activities that are aligned with classroom curriculum. Grade level teachers will present families with content related activities for them to engage with their children. (Jessica Sharp and classroom teachers)

-Mountain Springs Elementary administrators, teachers and PTO members will encourage parents in the following types of roles and activities to increase their involvement and support for student learning: (Mandy Watkins, Amy Vailes and classroom teachers, throughout the year)

- 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-school organization
- Red Ribbon week
- Music/Art performances
- 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 administrators, teachers and PTO members 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, August 2014)

-Mountain Springs Elementary administrators and teachers will work with Magness Creek Elementary (Pre-K) and 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. (Mandy Watkins, May 2015)

-Mountain Springs Elementary administrators and teachers 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. Instruction in regards to developmentally appropriate learning activities will also be provided to parents during our Academic Night in February. (Jessica Sharp and classroom teachers, February 2015)

-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. On August 14, 2014, all Cabot School District teachers and administrators attended a parental involvement training by Jack Berckemeyer at the Cabot High School Fine Arts building. No fewer than three (3) 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, Amy Vailes and classroom teachers, August 2014)

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 administrators and teachers will involve parents on school improvement planning committees, when necessary. 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. (Stacy Bean and classroom teachers when necessary)

-Mountain Springs Elementary administrators and teachers will ask parents to serve on curricular and instructional review committees, when necessary. 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. (Jill Geran and classroom teachers, when necessary)

2014-2015 Parental Involvement Committee

Heather Hardister (parent)
Kristi Moreno (parent)
Tasha Thomas (parent)
Stacy Bean (teacher)
Jessica Sharp (teacher)
Hilary Collier (teacher)

-To take advantage of community resources, Mountain Springs Elementary, when necessary, shall consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement. (Mandy Watkins, when necessary)

-Mountain Springs Elementary administrators and teachers shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school. (Mandy Watkins, Amy Vailes, and classroom teachers, ongoing throughout the year)

2014-2015 PTO OFFICERS

President - Heather Hardister
Vice President - Travis Larison
Secretary - Kristi Moreno
Treasurer - Jessica Ward
Historian - Heather Hartsell
Historian - Ashlee Davis

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 in the Parent Center. A suggestion sheet will also be available for parental input. The school and its administrators will open the Parent Center during regular school hours. (Jill Geran, ongoing throughout the year).

-Mountain Springs Elementary teachers and PTO members 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...). (Jill Geran, August 2014 and October 2014)

-To promote and support responsible parenting, Mountain Springs Elementary administrators, teachers and PTO members 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, when necessary)

-Mountain Springs Elementary administrators and teachers have created a Parent Center, which is located in the "Tub Room" across from the Kindergarten hall. The Parent Center will be open during regular school hours. (Jessica Sharp, ongoing throughout the year)

-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. (Amy Vailes, ongoing throughout the year)

-The principal of Mountain Springs Elementary, Mandy Watkins, shall designate (1) certified staff member who is willing to serve as a parent facilitator. (Jill Geran, 2014-2015 school year)

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

-Mountain Springs Elementary administrators and teachers 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. (Mandy Watkins, ongoing throughout the year)

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 administrators and teachers will ask parents to complete a parent interest survey 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. (Jill Geran, October 2014)

-Mountain Springs Elementary administrators, teachers and parents will use the results of the parent survey to plan the parental involvement activities for the year. (Stacy Bean, ongoing throughout the year)

-Mountain Springs Elementary administrators, teachers and parents 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. (Jill Geran, Stacy Bean and Jessica Sharp along with committee members, May 2015)