

**Cabot Middle School South
Parent and Family Engagement Plan
2018-2019**

1. List various communication strategies used in your school to provide additional information to parents and to increase parent and family engagement in supporting classroom instruction.

- CMSS will distribute a monthly parent newsletter via email in the SMORE format developed with participation of the principal, faculty, staff and parent volunteers. The SMORE newsletter includes school news, a calendar of school activities, and parenting tips related to school achievement such as homework tips, organizational skills, study skills, and age appropriate social skills. Parent newsletters will be archived on the CMSS webpage for parent's reference all throughout the year. (Casey Hanna 501-743-3570)
- CMSS literacy specialists and parent volunteers will develop an informational pamphlet explaining Cabot Middle School South's plan to carry out our school district's reading initiative of Phonics First. This pamphlet will explain how the parents can be involved in supporting the goals of this initiative. It will be distributed at parent orientation at Parent/Teacher Conferences in October. (Hannah Sullivan, Tonya Baldwin 501-743-3570)
- CMSS will update home website to include all communication formats for each Team of teachers. Homework assignments, test dates, and other pertinent classroom information will be available on Team web sites and social media formats. All staff e-mail addresses will be posted on CMSS website for parent use. (Hannah Sullivan, Tonya Baldwin 501-743-3570)
- CMSS will distribute letters to parents containing the PIN information needed to access eSchool giving them 24 hour online access to their child's grades, missing assignments, and attendance records. (Connie Howard 501-743-3570)
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress. (CMSS staff 501-743-3570)
- CMSS will provide midterm academic progress reports at four weeks and report cards every nine weeks with information regarding their child's academic achievement as well as report on work ethics. (Connie Howard 501-743-3570)
- CMSS will send parents a parent-friendly letter explaining their child's spring standardized test scores within the first nine weeks of the following fall semester. (Casey Hanna 501-743-3570)

2. List the proposed parent meeting, conferences and activities regularly throughout this year and the dates providing flexible meeting times that you have planned to increase parent and family engagement and build staff and parent capacity to engage in these types of efforts. (Must include the 2 state mandated parent/teacher conferences each year.)

- CMSS will host parent meetings at various times during day or evening to best accommodate parents' schedules. (Casey Hanna, Amy Morrow, Hannah Sullivan 501-743-3570)
- CMSS will host 4th grade parent night in spring for upcoming fifth graders. CMSS staff will present information about the middle school teaming concept, Essentials classes, grading scale and various educational opportunities. (Casey Hanna, Amy Morrow, Hannah Sullivan, CMSS faculty (501-743-3570)
- CMSS staff will host a Parent Night focusing on family engagement with math and reading skills. Activities will include opportunities for parents and students to

experience the school situation in a positive and helpful manner while school staff may provide any needed assistance or encouragement. (Tonya Baldwin and Parental Involvement Committee –Edward Meharg, Kathy Snider, Renee Meigs, Emily Madar, Teresa Adams, Morgan Gill, and Stephanie Lisk 501-743-3570)

- 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 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. (CMSS faculty, October 2018, March 2019)
- CMSS will encourage parents to increase their involvement and support for student learning by engaging with their child in the following activities:
 - Open House –August
 - REAL Friends Day – September
 - Book Fair Volunteer-September
 - Frontier Festival – October
 - Veterans Day Ceremony-November
 - Rockin’ at the Hop – November
 - Team Awards Assemblies-December, May
 - Reading/Math Parent Night-January
 - Guest Readers for One Book One School Initiative – February
 - Art Show - March
 - Field day – April
 - Charlie May Simon Gallery – April
 - Space Camp in Huntsville, Alabama-May
 - Talent Show – May
 - 4th grade Parent Night/Tours – May

3. How will your school provide information to parents about volunteer opportunities (must include state mandated parent training)?

- STATE REQUIREMENT – Provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer, 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 school district for at-home parental instruction approved by the Department of Education. (Nicole True, Jana Terrell 501-743-3570)
- STATE REQUIREMENT (Staff Development) 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 understand of effective parent and family engagement strategies. No fewer than three (3) hours of professional development for administrators designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation (CPS administration 501-843-3363)
- CMSS administration, faculty and staff will use parent newsletters, Team websites, and other social media to announce volunteer opportunities throughout the school calendar year. (Casey Hanna, Amy Morrow, Hannah Sullivan 501-743-3570)
- CMSS Parent Teacher Organization President will hold monthly meeting and advertise on social media giving parents information regarding volunteer needs for activities throughout school year. (Denise Mays 501-743-3570)

4. How will your school work with parents to create a School-Parent-Compact?

- CMSS staff, parents, and students will develop a school-parent-student compact. This compact 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. (Casey Hanna, Tonya Baldwin 501-743-3570)

5. How will your school provide resources for parents?

- STATE REQUIREMENT - The school will distribute Informational packets each year that includes a copy of the school's parent and family engagement 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, parent and family engagement 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...).(Casey Hanna, 501-743-3570)
- STATE REQUIREMENT - 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.(Casey Hanna, Amy Morrow, Hannah Sullivan 501-743-3570)
- STATE REQUIREMENT – 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. (Tammy Tucker, 501-843-3363)
- STATE REQUIREMENT – The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator.(Casey Hanna 501-743-3570)
- A parent center will be open during regular school hours and other school events. The parent resource center is located in the counseling center. (Tonya Baldwin, 501-743-3570)

6. How will your school engage parents in the evaluation of your parent and family engagement efforts?

- CMSS will engage parents in the annual evaluation of the school's parent and family engagement efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents and school staff. The committee, made up of teachers, parents and school staff, will determine the effectiveness of the parent and family engagement plan and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parent and family engagement will be a part of the evaluation, 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.(Casey Hanna, Tonya Baldwin, Denise Mays 501-743-3570)

7. How will your school use the parent interest surveys to select, plan and implement parent and family engagement activities that will be offered throughout the year?

Cabot Public Schools

- CMSS will ask parents to fill out 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.(Tonya Baldwin 501-743-3570)
- CMSS Parental Involvement Committee will use the results of the parent interest survey to plan the parent and family engagement activities for the year.(Tonya Baldwin 501-743-3570)
- CMSS will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parent and family engagement plan evaluation.(Tonya Baldwin 501-743-3570)