

Middle School South Parent and Family Engagement Plan

School Name:

Cabot Middle School South

Facilitator Name:

Mrs. Tonya Baldwin

Plan Review/Revision Date

September 2019

District Level Reviewer, Title

Mrs. Terena Woodruff, Director of Counseling
Jordan Boris, District Social Worker

District Level Approval Date

September 27, 2019

Leadership Committee Members

Mr. Matt Sheets, Principal
Mrs. Tonya Baldwin, Parent and Family Engagement Coordinator
Mrs. Scharidi Barber, PTO President
Mrs. Carmen Jones, PTO Treasurer
Mrs. Sue Ann Mann, PTO member
Mrs. Laura Hicks, 6-5 Team Leader
Mr. Edward Meharg, 6-4 Team Leader
Mrs. Charlotte Eastham, 6-3 Team Leader
Mrs. Julie Manuel, 6-2 Team Leader
Mrs. Mary West, 6-1 Team Leader
Mrs. Renee Meigs, 5-5 Team Leader
Miss Morgan Gill, 5-4 Team Leader
Mrs. Adana Buttrum, 5-3 Team Leader
Mrs. Teresa Adams, 5-2 Team Leader
Mrs. Pam Bryant, 5-1 Team Leader

1: Jointly Developed

(Describe/List how parents will be involved in the development of the school parent and family engagement plan and how parents will be involved in the planning, review, and improvement of parent and family engagement programs.)

- Cabot Middle School South will assemble a Parent Teacher Organization to involve parents in the development of the school’s Parent and Family Engagement Policy using various forms of communications:
 - 1) Live discussions with parents attending the morning and evening PTO meetings.
 - 2) Written and digital comprehensive needs assessment filled out by parents.
 - 3) Written and digital survey of satisfactions/dissatisfactions of parental engagement events presently offered. (Tonya Baldwin, September 2019)
- These assessments will collect specific information on the (1) specific needs of parents; (2) effectiveness of specific engagement strategies; and (3) engagement of parents in activities to support student academic growth. Data will also be collected to determine the area of growth or decline in number of parents participating in given engagement opportunities. (Tonya Baldwin, 2019)
- A year end evaluation of this collected data will determine the effectiveness of the current Parent and Family Engagement Plan and changes will be made if warranted. (Tonya Baldwin, May 2019)
- Parents will be involved in a variety of roles throughout the Parent and Family Engagement Plan and will be asked to help review, evaluate and update annually. (Tonya Baldwin, ongoing)

2: Annual Title I Meeting

(Describe/List when (provide the month/year or month/day/year) the school will hold the Annual Title I meeting to inform parents of the requirements of Title I and the school’s participation as well as the parents’ rights to be involved. The Annual Title I meeting should not be used to ask for parent input, but provided as an opportunity to disseminate information and distribute copies of the revised parent and family engagement policy.)

Cabot Middle School South is not recognized as a Title I school.

3: Communications

(Describe/List how the parent and family engagement policy will be distributed to parents and how the school is going to communicate with parents including information about how the school will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.)

- The Cabot Middle School South Parent and Family Engagement plan for the 2019-2020 school year will be posted on the CMSS website by Facilitator Mrs. Tonya Baldwin. Tonya.Baldwin@cps.k12.ar.us (Tanya Baldwin, October 2019)
- Informational packets were distributed at Cabot Middle School South Open House, these included a schoolwide calendar of events, various forms of communication offered by each team of teachers, age appropriate parenting tips for middle school students, grading assessments used at middle school level, and a PTO letter explaining volunteer opportunities available for the upcoming year. (Matt Sheets, August 2019)
- A summary of Parent and Family Engagement plan will be available in printed form for all parents at the October student-led Parent/Teacher Conferences for those without internet access. Signatures will be acquired upon receipt of plan information. (Teachers, October 2019)
- Cabot Middle School South will distribute a weekly parent newsletter via email in the SMORE format developed with participation of the principal, faculty, staff and parent volunteers. The Cabot Middle School South newsletter includes school news, a calendar of school activities including PTO morning and evening meeting times, 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 school's webpage for parent's reference all throughout the year. (Matt Sheets, ongoing)
- Cabot Middle School South home website will be updated 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 the website for parent convenience to communicate digitally, request a face to face meeting, phone conference, or home visit. (Matt Sheets, ongoing)
- Cabot Middle School South will distribute letters to parents containing the login and PIN information needed to access eSchool giving them 24-hour online access to their child's grades, missing assignments, and attendance records. (Matt Sheets, August, 2019)
- Cabot Middle School South 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. (Teachers, ongoing)
- Cabot Middle School South 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. (Matt Sheets, Amy Morrow, Kasey Hill, ongoing)

4: School-Parent Compact

(Describe/List the process the schools will follow to jointly develop with parents a school-parent compact.)

Cabot Middle School South is not recognized as a Title I school.

5: Reservation of Funds

(If the district receives more than \$500,000 in Title I allocation, then it must reserve 1 percent for parent and family engagement activities. A minimum of 90% of that 1% must go to the schools, with priority given to high-need schools. If the school is allocated a percentage of the 1 percent, describe/list how the school will share with parents the budget for parent and family engagement activities and programs and how parents will be involved in providing input into how the funds are used.)

Cabot Middle School South is not recognized as a Title I school.

6: Coordination of Services

(Describe/List how the district and/or school will coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families.)

- The current Cabot Middle School South PTO will revise bylaws to allow a team of officers in each grade level in order to promote broader based leadership. Parents of 5th grade students elected to serve in officer positions will serve in those same officer positions the following year as 6th grade parents. The continuity will allow progress of the organization to increase with smoother transitions from year to year. (Scharidi Barber, ongoing)
- Cabot Middle School South Parent and Family Engagement Facilitator will attend PTO meetings and give a monthly report on volunteer needs and opportunities to PTO members. The Facilitator will also initiate discussions for parental input on current parent and family engagement needs. (Tonya Baldwin, monthly)
- Cabot Middle School South Parent and Family Engagement Facilitator will coordinate with PTO members to hold a Life Skills Night in the spring semester of 2020. PTO members and community members will voluntarily demonstrate their specialized skills to students educating them in extracurricular activities which are necessary life skills. (Examples: basic cooking, sewing, mechanical, carpentry) (Tonya Baldwin, Spring 2020)
- Cabot Middle School South PTO Secretary will develop a data base spread sheet of all current parent volunteers listing their interests, skills, and contact information to distribute to faculty as a resource of additional help when needed. (Carmen Jones, 2019)

- Cabot Middle School South administration will contact community businessmen and women to volunteer time and donate resources for student events such as weekly clubs, mentoring program, block parties and field days. (Matt Sheets, Amy Morrow, Kasey Hill, ongoing)
- Cabot Middle School South will encourage parents to increase their involvement and support for student learning by volunteering and engaging with their child in the following CMSS events held throughout the school year:
 - Middle School 101 – held in May for upcoming 5th graders
 - Open House –August
 - CMSS Clubs Sponsor – every Friday -September through April
 - REAL Friends Day – September
 - Book Fair -September
 - Student led Parent/Teacher Conferences- October, March
 - Frontier Festival 5th grade– October
 - Veterans Day Ceremony-November
 - Rockin’ at the Hop 6th grade Musical – November
 - Team Awards Assemblies-December, May
 - REAL Panther Awards each week
 - Family Engagement Night-Life Skills - January
 - Art Show - March
 - Track and Field day – April
 - CMSS Block Parties – Fall/Spring
 - Space Camp in Huntsville, Alabama-May
 - 5th and 6th grade Talent Shows – May
(Tonya Baldwin, Matt Sheets, ongoing)

7: Building Capacity of Parents

(Describe/List activities, such as workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings, and any equipment or other materials that may be necessary to support parents in helping their student’s academic success.)

- The Cabot Middle School South faculty, staff, and selected parents will participate in Capturing Kids’ Hearts continual training in order to consistently show a high level of dedication to each student’s success. Students were involved in the writing and implementation of a Social Contract which outlined their responsibilities for best learning within the classroom. (Matt Sheets, ongoing)
- Cabot Middle School South teachers 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.
- Cabot Middle School South teachers will orchestrate a student-led parent/teacher conference with each student in their advisory class each semester. Parents will be given a summary of the student’s test scores from the

previous year and an explanation of the interventions being used to assist the child in reaching achievement goals. Students will be given an opportunity to present to parents their successful work and work that requires growth.

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 further explanations of homework and grading procedures at the middle school level as needed. (Teachers, Matt Sheets, Jana Terrell, Nicole True, ongoing)

- Cabot Middle School South will distribute letters to parents containing the login and PIN information needed to access eSchool giving them 24-hour online access to their child's grades, missing assignments, and attendance records. (Matt Sheets, Kasey Hill, Amy Morrow, ongoing)
- Cabot Middle School South home website will be updated 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 Cabot Middle School South website for parent convenience to communicate digitally, request a face to face meeting, phone conference, or home visit. (Teachers, ongoing)
- Cabot Middle School South teachers will encourage parents to send healthy snacks with students each day to promote proper nutrition for learning. (Teachers, ongoing)
- Cabot Middle School South will share with parents the website and toolkit for the Division of Elementary and Secondary Education. (Tonya Baldwin, ongoing)
- Parents will have the opportunity to obtain materials and training from the Parent Resource Center to help them support their child's achievement. (Matt Sheets, Nicole True, Jana Terrell, ongoing)
- Cabot Middle School South counselors will provide materials and information on how and where to find help for students' social, emotional, and physical needs in the parent resource center. (Jana Terrell, Nicole True, ongoing)

8: Building Capacity of School Staff

(Describe/List activities such as workshops, conferences, trainings, webinars, online resources, and Academic Parent-Teacher Team meetings that will be used with school staff to build their capacity to work with parents as equal partners.

Describe/List methods of parents' assistance for building staff capacity.

Describe/List actions the school will take to provide other reasonable support for parent and family engagement activities.)

- Cabot Public School District administration will provide all Cabot Middle School South faculty and staff with professional development on how to best partner with parents to benefit students. Online resources provided on the ADE website as well as professional speakers will be utilized to accomplish this training. (Matt Sheets, Amy Morrow, Kasey Hill, August 2019)

- Cabot Middle School South Teachers will be informed of the benefits of PTO volunteers when given the data base spread sheet of current members, their skills, and contact information to use as a resource throughout the year. (Tonya Baldwin, ongoing)
- Cabot Middle School South Parent and Family Engagement Facilitator will gather input of parents at monthly PTO meetings and then report to faculty and staff the current parent and student engagement needs. This input will be used to plan the Spring Parent and Family Engagement Night and other future events. (Tonya Baldwin, ongoing)
- Cabot Middle School South teachers will encourage open two-way communication with parents by using various forms of communication which invites a response. Examples are phone calls, texts, Remind 101, email, social media of Twitter and Team Facebook pages. (Teachers, ongoing)
- Cabot Middle School South Teachers will utilize our school interpreter to translate all forms of communication with parents of English second language students. (Matt Sheets, ongoing)
- Cabot Middle School South will seek parental support and assistance by implementing and incorporating parent programs into the school's culture. With this, strong ties can be built between the home and the school. (Tonya Baldwin, ongoing)
- Cabot Public School District will define in the student handbook the proper procedures for communicating any questions or concerns that may arise regarding resolving conflict. (Michael Byrd, ongoing)