

Middle School South Family and Community Engagement Plan

School Name:

Cabot Middle School South

Facilitator Name:

Mrs. Kendra Colston

Plan Review/Revision Date

May 26, 2020

District Level Reviewer, Title

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

District Level Approval Date

5/26/2020

Leadership Committee Members

Mr. Matt Sheets, Principal
Mrs. Kendra Colston, 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. (Kendra Colston, September 2020)
 - 4) In the event we are not able to meet in person due to COVID 19 restrictions, technology such as email, google forms, zoom, etc. will be utilized to collaborate.
- 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 the number of parents participating in given engagement opportunities. (Kendra Colston, 2020)
- 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. (Kendra Colston, May 2021)
- 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. (Kendra Colston, ongoing)
- Cabot Middle School South will ask parents to complete a parent interest survey at the beginning of the school year to obtain information concerning the activities they feel would be most beneficial to support their child academically, as well as concerning ways that they could volunteer their time. (Kendra Colston; October 2020)
- Cabot Middle School South will use the results from the above-mentioned survey to help plan the parent and family engagement activities for the year. (Kendra Colston; October 2020)

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 will conduct an annual parent meeting in September 2020. At this meeting, the building principal provides parents with a school compact that outlines the steps that parents, school staff, and students will take to ensure academic success as a shared responsibility. Also during this meeting, the building principal updates the parents on the "state of the school." He will go over achievement data, school curriculum, and explanation of Title I and its benefits, and parent and family engagement opportunities. It is also during this time that parents will be given the opportunity to complete a survey. This meeting will be recorded and a link sent to parents so that they will be well informed and the survey will be available electronically. (Matt Sheets, September 2020)

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 2020-2021 school year will be posted on the CMSS website by Facilitator Mrs. Kendra Colston. Kendra.colston@cps.k12.ar.us (Kendra Colston, August 1, 2020) It will also be posted and available for viewing on the district website.
- Informational packets will be distributed at Cabot Middle School South Open House, these will include 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, 2020)
- 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 2020) Signatures will be obtained electronically through Registration Gateway during new student and back to school registration.
- 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 will include 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 web page 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 email 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, 2020)
- 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, Mandy Green, Kasey Hill, ongoing)

4: School-Parent Compact

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

- The Building Family Engagement Facilitator will draft a School- Parent Compact based on the state and federal requirements. (Kendra Colston, August 2020)
- After the development of the School–Parent Compact, members of the Parent and Family Engagement Committee will review and provide feedback for revisions and create the final compact. (Kendra Colston, Admin - ongoing)
- Middle School South understands the importance of regular 2-way, meaningful communication through including Parent Teacher conferences, PTO, parent access to staff email addresses, report cards, opportunities to volunteer and observe (Matt Sheets – ongoing).
- Middle School South will develop a partnership with parents to help students achieve State Standards. (Matt Sheets – ongoing)
- Middle School South will compile volunteer resources for staff to involve parents in a variety of roles (Kendra Colston-ongoing)
- Middle School South will have progress reports provided twice per year for students and parents. (Matt Sheets, October 2020, March 2021)
- Parents, Faculty and Staff share responsibility for student achievement (Matt Sheets, ongoing).

- There will be a minimum of 2 conferences each year (Parent/Teacher Conferences), as well as other parent/family activities to help build a partnership to help students achieve state standards. (Matt Sheets, ongoing)

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.)

All Title I schools conduct an annual parent meeting by August 1st. At this meeting, the building principal provides parents with a school compact that outlines the steps that parents, school staff, and students will take to ensure academic success as a shared responsibility. During this meeting, the building principal updates the parents on the “state of the school.” The building principal will go over achievement data, school curriculum, an explanation of Title I and its benefits, and parent and family engagement opportunities (literacy nights, space camp, one book/one school, etc.). It is also during this time that parents are given the opportunity to complete a survey. (Matt Sheets, Kasey Hill, Kendra Colston September 2020)

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. (Kendra Colston, 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 2021. 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) (Kendra Colston, Spring 2021)

- The school will collaborate with feeder elementary schools to help provide a smooth transition from one grade to the next by raising parent awareness of procedures and related activities. The school will host fourth grade transition night for parents and students to help with the transition from fourth to fifth grade. Students are invited to CMSS during the spring semester of the school year to visit, learn school layout, etc. The fifth-grade counselor will coordinate this event. (Counselors, Administrators-Spring 2021)
- Parents of sixth graders will attend a seventh-grade open house to prepare them for the transition into junior high. Parents will have the opportunity to meet the new teachers and view available courses and electives. Students will visit the Junior High and have the opportunity to talk with CMSS alumni about their experiences at the secondary level. (Counselors, Administrators-Spring 2021)
- The school has enabled the formation of a Parent Teacher Organization that will foster parental and community involvement within the school. (Matt Sheets, Kendra Colston-ongoing).
- CMSS will utilize community resources to assist families. The Family and Community Engagement Plan and School Improvement Plan are aligned with a cohesive focus on community support, involvement, and awareness. CMSS will engage in activities that will use community resources to strengthen school programs like the Back to School Fair, Cabot Christmas Alliance and distribution of food backpacks. (Kendra Colston, Counselors, classroom teachers-ongoing)
- Cabot Middle School South PTO Secretary will develop a database spreadsheet 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, 2020)
- 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 programs, block parties and field days. (Matt Sheets, Mandy Green, 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

- o Track and Field day – April
- o CMSS Block Parties – Fall/Spring
- o Space Camp in Huntsville, Alabama-May
- o 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)
- Parent Center developed for the support of responsible parenting. Parent center located in front hallway, on the 5th grade hall side. It is accessible during school hours: Monday- Friday 7:30 am -4:00pm. Materials available include but are not limited to the following: (Kendra Colston- ongoing)
 - o Math and Literacy resources to assist parents in assisting their child at home; materials on Parenting and Co-Parenting, Addiction, Adult Education, Children with Disabilities, Managing Stress, Hygiene, and other useful information.
 - Counseling brochures and newsletters
 - Team brochures for specific team information and teacher contact info
 - Information on how to access student grades
 - Stakeholder Committee Information
 - Difference Makers Mentoring Information
 - PTO Info
 - Other pamphlets and brochures as counselors and P/F Engagement Facilitator deem appropriate.
 - Counseling Center also has a parent center that is updated by the counselors regularly that includes information on counseling services, parent support, and programs offered by our school (Counselors- ongoing)
 - Counselors are also available to assist parents in accessing websites and helpful information on responsible parenting. (Counselors-ongoing)
 - Counseling Center also provides families with nutritional meal support as needed. Students are able to obtain a backpack full of food to help supplement the food they have available at home. If needed counselors are able to help parents access information regarding nutritional meal planning or direct parents to someone who is able to assist in meeting these needs. (Counselors-ongoing)

- Information about curriculum is shared with parents through Team Newsletters. (Classroom teachers-ongoing)
- Curriculum descriptions and information about the standards by which students are taught are discussed via Parent/Teacher Conferences. Resource sheets for Math curriculum can be obtained at this time or via the Parent Center. (Matt Sheets, Kendra Colston-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.
- 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 made aware of student's reading levels and Phonics First Reading Intervention if required. MAP testing data is also provided at this time. 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, grading procedures, and educational websites that parents can find useful in assisting their child with math and reading. (Classroom teachers-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, Mandy Green, ongoing)
- Cabot Middle School South will assist parents to understand Arkansas Academic Standards, state and local assessments, strategies to support student achievement, use the DESE website and toolkit through demonstration. (Matt Sheets, Kendra Colston-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 email 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. In the event we are not able to meet in person due to COVID 19 restrictions, technology such as email, google forms, zoom, etc. will be utilized to collaborate. (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)

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 Middle School South teachers received two hours of professional development to enhance their understanding of effective parental involvement strategies during the 2018-2019 school year and will receive training every 4th year thereafter. This helps to enhance understanding of effective parental involvement strategies and the importance of setting expectations and creating a climate conducive to parental participation. (Matt Sheets, Mandy Green, Kasey Hill, August 2020)
- Cabot Middle School South Teachers will be informed of the benefits of PTO volunteers when given the database spreadsheet of current members, their skills, and contact information to use as a resource throughout the year. (Kendra Colston, ongoing)
- Teacher professional development will include the vital role parents play in student learning, how to communicate with parents as equal partners, how to strengthen home-school ties, and how to welcome parents to the school community and seek support. (Sherri Jennings-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. (Kendra Colston, ongoing)
- Cabot Middle School South teachers will reach out to parents, communicate with and work with parents as equal partners. There will be open two-way communication with parents by using various forms of communication. Examples are phone calls, texts, Remind 101, email, social media of Twitter and Team Facebook pages. (Teachers, ongoing)

When we are not able to meet in person due to COVID 19 restrictions there will be other ways to include: email, google forms, zoom, and/or google meet. These can also be utilized during the normal school year as deemed necessary by the teacher and/or parent.

- 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)
- Middle School South teachers attend weekly PLC meetings to discuss data, kid talks and group placement. (Administration/staff-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. (Kendra Colston, ongoing)
- Cabot Middle School South will follow district policy in the handbook for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions. The district and each school have a focus on anti-bullying to ensure that students feel safe and valued. (Michael Byrd-ongoing)