

Cabot Middle School South Parent and Family Engagement Plan 2017-2018

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.

- The school 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, a calendar of school activities. (Casey Hanna, Amy Morrow, Hannah Sullivan—August-May; 501-743-3570)
- The school will create a Web site to house parent newsletter, lunch, and school information. (Liz Massey—August-May; 501-743-3570)
- The school will send brochures home during Open House at the beginning of the school year so parents can access their child's grades using the PIN number they received. Parents may use e-mail to communicate with members of the school staff. (Casey Hanna, Amy Morrow, Hannah Sullivan-August; 501-743-3570)
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress. (CMSS Staff--August-May; 501-743-3570)
- The school will provide to parents reports/report cards every four to five weeks with information regarding their child's academic progress and upcoming classroom and school events. (Classroom Teachers--Midterm during the Nine Weeks; 501-743-3570)
- The school will provide to parents reports/report cards every nine weeks with information regarding their child's academic progress and upcoming classroom and school events. (Classroom Teachers; Connie Howard—Every Nine Weeks; 501-743-3570)

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.)

- The meetings will be held at various times during the day or evening to better accommodate parents. (Casey Hanna, Amy Morrow, Hannah Sullivan—Quarterly; 501-743-3570)
- Teachers will hold conferences individually with parents of children in their classrooms and/or conference rooms. Parents will be given 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. (All Teachers and Principals—October and March; 501-743-3570)
- These meetings will include parent training sessions to help parents understand how to enhance their child's education. (Casey Hanna, Amy Morrow, Hannah Sullivan--October; 501-743-3570)
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
 - Library assistant
 - Reading buddy
 - Mentor
 - Special parent lunches
 - Book fair helpers
 - Awards day presentation
 - Field day volunteers
 - Parent education workshops
 - Orientation presentations
 - Open House
 - Parent-school organization
 - P.R.I.D.E. graduation
 - Stakeholders Meetings
 - Club Leaders
 - Men in Middle School

(Casey Hanna, Amy Morrow, Hannah Sullivan, CMSS Staff—August-May; 501-743-3570)

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

- The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientation 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. (Casey Hanna, Amy Morrow, Hannah Sullivan—Quarterly; 501-743-3570)
- The school will work with feeder elementary schools and Junior High 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 and tours 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, during FUNdamental Transition Night. (Casey Hanna, Amy Morrow, Hannah Sullivan, Nicole True, Jana Terrell --- April; 501-743-3570)
- 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. (Casey Hanna, Karen Klein—August-May; 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 understanding of effective parental involvement 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. (Casey Hanna, Amy Morrow, Hannah Sullivan—August-May; 501-743-3570)

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, Amy Morrow, Hannah Sullivan—August; 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—August-May; 501-743-3570)
- A parent resource center is available in the Counseling Center during school hours. (Casey Hanna—August-May; 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. (Dr. Tucker—August-May; 501-743-3570)
- 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; Karen Klein—August-May; 501-743-3570)

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?

- Administration, the Parent and Family Engagement Committee along with PTO members Beverly Pray, Bobbisue Willis, and Regina Beaupre will evaluate the activities that were suggested by the parents through the surveys administered at the end of the year as part of the annual parent and family engagement plan evaluation. (Casey Hanna, Amy Morrow, Hannah Sullivan, Karen Klein, Nicole True, Jana Terrell—May; 501-743-3570)