

**Cabot Middle School North
2018-2019**

Parent and Family Engagement Plan

Cabot Middle School North recognizes that education and student success is a shared responsibility. A united partnership between home and school is an integral component of student achievement. Cabot Middle School North aspires to create a school climate that is warm and welcoming and that encourages and supports parental involvement.

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

Communication strategies used at CMSN include:

- Building website on the district's homepage composed of information regarding the calendar of events, PTO, and faculty and staff contact information.
- Facebook page to provide parents with another means of obtaining information about school events and class activities.
- Twitter is another communication piece connecting the school and home as well as encouraging parents to share in various topics of conversation.
- REMIND 101 used by the various teams to communicate information posted by the building as well as information regarding team events and academics: projects due, rubrics, tests/quizzes, homework, etc.
- Class Dojo and Google Classroom are also other forms of communication used to inform parents about classwork, homework, projects, school/classroom activities, and other pertinent information.
- Middle School North sends out a weekly newsletter that is developed to inform parents and community of opportunities to be involved and explains the various student programs we offer to support student success.
- Team newsletters are sent home periodically as reminders or updates of information parents would need to know.
- Paper reminders of upcoming dates/events are sent to keep parents up to date.
- ROARS Folder is a take home folder containing student papers and work, as well as, upcoming events.
- School Marque is updated to further communicate school events.
- Making phone calls, texting and emailing are used to communicate with parents about student progress or to address concerns parents may have.

Responsible Party: L. Massey; CMSN Administration, Dawn Peeples, Classroom (Lead Teacher-Erica Riddle), and PTO Volunteer Coordinator, Joy Rogers

Contact Number-501-743-3571

- Grade level teams will create and manage team websites in order to post information concerning upcoming events for the school and team events/information to be updated monthly or as necessary to keep information current. Each team is also responsible for sending home a weekly newsletter that includes the focus for each content subject area.
- PTO will send out emails, newsletters, and make available an online sign up post (Sign-Up Genius) for upcoming volunteer opportunities. This information was also handed out at Open House. Parents were also given the opportunity to sign up on Sign-Up Genius and provide their email address to receive reminders of upcoming events in which parents can participate.

Responsible Party: Principal, Dawn Peeples & PTO Volunteer Coordinator, Joy Rogers

Contact Number-501-743-3571

- Parents may access their child's grades online, Home Access Center (HAC), using a PIN number they received at the beginning of the school year. For late enrollees, the counseling center will contact or mail their child's PIN number to them to ensure access to their child's academic progress.
- The school counselors will provide parents a parent-friendly test summary explaining their child's test results and standardized test scores. The counseling center sends out a monthly newsletter which includes parenting tips related to school achievement such as homework tips, organizational skills, and study skills.

Responsible Party: Jerry Garland & Amanda Cross

Testing information is provided upon arrival of testing data, 2018.

- In addition to the district's online grade system (HAC), teachers will routinely contact parents on an individual basis to communicate their child's progress. The purpose for communication is to express positive comments, as well as, noted concerns. Communication between home and school may include but not limited to the following: phone calls, emails, texts, REMIND 101, Google Classroom, Class Dojo, team and building websites, CMSN Facebook page, and/ or hand written notes. The school will also host a Facebook page which provides current information about upcoming events and activities. Yellow ROARS communication folders were issued to every student at the beginning of school in order to establish continuity for sending information home by the school office/administration or classroom teachers (notes regarding school/team pictures, field trips, parent teacher forms, special school events, etc.).

Responsible Party: Administration-Principal, Dawn Peeples & Classroom Teachers, Lead Teacher, Erica Riddle

Contact Number 501-743-3571

- The school will provide parents mid-term reports every four and one-half weeks with information regarding their child's academic progress. Report cards will be sent out every nine weeks.

Responsible Party: Building Administration & Classroom teachers, and registrar-Tammy Schaefer

Contact Number 501-743-3571

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 parental involvement and build staff and parent capacity to engage in these types of efforts. The school will encourage parents/community in the following types of roles and activities to increase their involvement and support for student learning:**

- Stakeholder Meetings-These meetings provide information regarding the following:
 - One Book/One School Initiative involving families
 - CMSN Technology integration into the classrooms (Google Classroom, Edulastic, Moby Max, etc.)
 - Principal's Report
 - Programs and initiatives that support student achievement and growth:
 - WTI program
 - Homework room
 - A Room
 - ICU Mentoring
 - Other support groups for dyslexia, ESL, etc.
 - Data Reports from ACT Aspire Testing

- Based on feedback from the Parent and Family Engagement Committee, stakeholders/parents will also receive specific information on how to assist students with technology used in the core content areas.
- CMSN had a Parent/Teacher Organization which meets the first Wednesday of each month at 8:45 am. There will be an evening meeting available once each semester.
- Officers are as follows:
 - President, Kindanu Fawcett
 - Vice President, Jamie Still
 - Volunteer Coordinator, Joy Rogers
 - Secretary, Pam Jahner
 - Treasurer, Michael Brown
 - Social Media Coordinator, Victoria Herington

Responsible Party: Dawn Peeples (Principal), Stakeholder Luncheon Coordinators (Tonya Choate and Mika Finney), Classroom Teachers, & Rita House (Parent and Family Engagement Facilitator)

Contact Number 501-743-3571

- 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. 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.
- Two Parent Teacher Conferences are conducted each year. One in the Fall (October 16 & 18, 2018) and a second one in the Spring (March 12 & 14, 2019).

Responsible Party: Administration: Dawn Peeples., Teri Duncan, Kasey Hill and classroom teachers

Contact Number 501-743-3571

- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
 - Open House-Information disseminated to parents which includes the following: Space Camp brochure, team brochures, PTO sign up genius and possible volunteer opportunities, Counselors letter, online grade account information, lunch info. and menu, communication avenues with building and district, calendars, parent letter on tips with working with students on homework and how to be involved with students' academics.
 - ROARS Social Bash
 - GT Open House on Thursday
 - CMSN Stakeholder Meetings
 - Book Fair Volunteers
 - Someone Special Day
 - Volunteer Training
 - Parent Teacher Organization
 - Veterans Day Celebration
 - Music Programs
 - PRIDE (PRIDE Celebration)
 - Volunteer Appreciation Breakfast
 - Track and Field Day

- Renaissance Committee (Parent/Alumni Members)
- Parent and Family Engagement Committee
- Other school endeavors- picture days, vision and hearing screenings, etc.

Responsible Party: Principal, Dawn Peeples, Assistant Principal (Teri Duncan) Rita House (Parent and Family Engagement Facilitator), Classroom Teachers (Lead Teacher, Erica Riddle), Stakeholders Coordinators (Tonya Choate and Mika Finney), & Parent Volunteers/Parent-Teacher Organization; 2018-2019 school year
Contact Number-501-743-3571

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

- Volunteer Workshop Training
- Paper reminders sent home by CMSN Office and PTO
- PTO has created Sign -Up Genius which is an online Volunteer sign-up site established by the PTO Volunteer coordinator posting upcoming schools events in which volunteers are needed to include the following:

-ROARS Bash

-Picture Days

-Assisting school nurse with eye and ear exams, scoliosis screenings, etc.

-Someone Special Day

-Boo Grams

-Valentine Grams

-Santa Shop

-Track and Field Day

-Book Fair Volunteers

-Fundraisers, Fall & Spring

-Workroom Volunteers

- During parent meetings the Parent and Family Engagement Facilitator will solicit ideas for other types of volunteer efforts. Teachers will explain the requirements to parents and encourage them to become involved in the school. Brief training sessions by staff and stakeholders meetings will provide parents and community members with the information needed to participate as school volunteers or invest in students' educational progress.

Responsible Party: Administration, Rita House (Parent and Family Engagement Facilitator) & PTO Volunteer Coordinators, Joy Rogers and Megan Kendall

Contact Number-501-743-3571

- 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. 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.

Responsible Party: Building Administration-Principal, Dawn Peeples, Counselors, Jerry Garland and Amanda Cross, Classroom Teachers (Lead Teacher, Erica Riddle)

Contact Number-501-743-3571

- STATE REQUIREMENT – Provide instruction for parents 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.

Responsible Party: Assistant Principal Kasey Hill

Contact Number-501-743-3571

- 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 parental involvement strategies. No fewer than two (2) 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.

Responsible Party: Cabot Public School District

Contact Number-501-743-3571

4.How will your school provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide school improvement plan to engage them in the decision-making processes?

- Cabot Middle School North's ACSIP committee comprises Administrators, teachers, parents, and community members. This committee meets twice per month for planning school improvement and fund distributions.
- Cabot Middle School North will establish a Parent and Family Engagement Committee to develop a 2018-2019 parental involvement plan. This plan 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. It will be made available for viewing on the school/district website and disseminated to parents of students in October, 2018.
- Cabot Middle School North conducts quarterly Stakeholders' meetings that involve parents and community members in discussions of programs that support student achievement and success. This meeting also highlights areas of need, showcases success of our programs, presents test data, and promotes the establishment of a more positive school climate to improve the perception of middle school and its philosophy in our community.

Responsible Party: Administration, Principal, Dawn Peoples, Rita House (Parent and Family Engagement Facilitator), & Parent Volunteers/Members of Parent and Family Engagement Committee.

Contact Number-501-743-3571

- STATE REQUIREMENT – To take advantage of community resources, the school shall consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement. This will be achieved by having alumni members on the school renaissance committee, as well as the development of the parent and family engagement involvement committee.

Responsible Party: Dawn Peoples (Building Principal), Teri Duncan (Assistant Principal) & Rita House (Parent and Family Engagement Facilitator)

Contact Number-501-743-3571

- STATE REQUIREMENT - The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school.

Responsible Party: Dawn Peoples (Building Principal) involving election by Previous PTO Members, Rita House (Parent and Family Engagement Facilitator)

Contact Number-501-743-3571

5. How will your school provide resources for parents?

- STATE REQUIREMENT - The school will distribute information 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, texts, websites, Facebook, twitter, and paper notes for parents who do not have internet access).

Responsible Party: Building Administration-Principal, Dawn Peeples, Rita House (Parent and Family Engagement Facilitator), Counselors, and Classroom Teachers (Lead Teacher, Erica Riddle)

Contact Number-501-743-3571

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, advertise the current selection, and give parents the opportunity to borrow the materials for review.

Responsible Party: Dawn Peeples (Building Administrator) & Rita House (Parent and Family Engagement Facilitator)

Contact Number-501-743-3571

- Create a parent center. The parent center is located in the front hallway across from the school office. It is accessible during school hours: Monday – Friday 7:30-4:00. Materials available include but not limited to the following:
 - 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 are available.
 - Information on how to access students' grades and contact team teachers is also provided.

Responsible Party: Rita House (Parent and Family Engagement Facilitator)

Contact Number-501-743-3571

- 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. The district and each school have a focus on anti-bullying to ensure that students feel safe and valued.

Responsible Party: Cabot Public School District

Contact Number-501-743-3571

- 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. The Parent and Family Engagement Facilitator (Rita House) for the 2018-2019 was designated by Principal, Dawn Peeples.

Responsible Party: Dawn Peeples (Building Administrator)

Contact Number-501-743-3571

6. How will your school use the parent interest surveys to select, plan and implement parental involvement activities that will be offered throughout the year?

- The school 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.

Responsible Party: Rita House (Parent and Family Engagement Facilitator) & PTO President, Kindana Fawcett.

Contact Number-501-743-3571

- The school will use the results of the parent interest survey to plan parent and family engagement activities for the year.

Responsible Party: Dawn Peeples (Principal), Rita House (Parent and Family Engagement Facilitator), PTO & Parent and Family Engagement Committee

Contact Number-501-743-3571

- The school 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.

Responsible Party: Dawn Peeples (Building Principal), Rita House (Parent and Family Engagement Facilitator), & PTO Members/ Parental Involvement Committee Members

Contact Number-501-743-3571

Principal: Dawn Peeples

Parent and Family Engagement Facilitator: Rita House

Parent and Family Engagement Parent Committee Members: Andrea Bowen, Megan Kendal, Courtney Masters