

**Cabot Public Schools
Mountain Springs Elementary
Parental and Family Engagement Plan
2018-2019**

Goal 1: Mountain Springs Elementary will employ various communication strategies to provide additional information to parents and to increase parental engagement in supporting classroom instruction.

- Mountain Springs Elementary will distribute a monthly 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, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills. (Mandy Watkins, Kristin Steelman, 743-3575)
- Mountain Springs Elementary will create a Website to house pertinent information, including school news and upcoming school events. Parents are also able to access their child's grades with their student account number. Parents may use e-mail to communicate with members of the school staff. Parents are also informed of school news and events via the Mountain Springs Twitter and Facebook pages. (Mandy Watkins, 743-3575)
- Each teacher at Mountain Springs Elementary will send home a folder containing student papers and work samples each week. Parents will be asked to sign the folder and send it back to school. (Mandy Watkins, Elizabeth Martin, 743-3575)
- Mountain Springs Elementary teachers, will routinely contact parents on an individual basis to communicate about their child's progress. (Tori Harrison, 743-3575)
- Mountain Springs Elementary will provide to parents reports/report cards every nine weeks with information regarding their child's academic progress and upcoming classroom and school events. (Mandy Watkins, Kristin Steelman, 743-3575)
- Mountain Springs Elementary will send brochures home with students, post notices in school facilities and public buildings, and provide information for local newspapers and radio stations about parent workshops and meetings. (Mandy Watkins, 743-3575)

Goal 2: Mountain Springs Elementary will use the following proposed parent meetings, conferences and activities throughout the year to increase parental involvement and build staff and parent capacity. (Must include the 2 state mandated parent/teacher conferences each year.)

- Open House: Families have the opportunity to visit classrooms and meet faculty members. Parents receive information about ways to volunteer, transportation for students, free/reduced lunch, as well as the student handbook regarding school policies and procedures. (Mandy Watkins, Elizabeth Martin, Kristin Steelman, 743-3575)
- PreK Book Program: Each month, PreK families will meet with the PreK Family Manager to receive a book and coordinating activities that will provide practice with literacy and math skills. (Jordan Boris, 743-3575)
- PreK Quarterly Events: PreK students and families will have the opportunity to attend special sporting events around the district including football tailgate and game, basketball game, baseball game, etc. (Jordan Boris, 743-3575)
- Gifted & Talented Open House: Families of students in the Gifted & Talented Program have the opportunity to visit the Gifted & Talented classroom, meet the Gifted & Talented specialist, and receive an overview of G. T. programming within the district. (Caroline Gairhan, 743-3575)
- Parent/Teacher Conferences: 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 given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures. Parents will engage in discussion of how they can support their child at home. Conferences are scheduled at various times (2:45-7:00) during the day or evening to better accommodate parents. (October 16th and 18th and March 12th and 14th, Mandy Watkins, 743-3575)

- Grandparents Day: Mountain Springs Elementary will host a special day to recognize grandparents. Grandparents are given the opportunity to have lunch with their grandchildren and learn about daily school activities. (Kristin Steelman, 743-3575)
- Muffins for Moms: Mountain Springs Elementary will host a special day to recognize moms or special mother figures. Mothers are given the opportunity to have muffins with their children and learn about daily school activities. (Kristin Steelman, 743-3575)
- Donuts with Dad: Mountain Springs Elementary will host a special day to recognize dads or special father figures. Dads are given the opportunity to have a donut breakfast with their children and learn about daily school activities. (Kristin Steelman, 743-3575)
- Scholastic Book Fair: Families have an opportunity to attend the book fair with their children to purchase books and encourage the love of reading among students. Volunteers are able to help set up/tear down the book fair, as well as assist students/families in purchasing books. (Kim Howey, 743-3575)
- One Book, One School: Every family at Mountain Springs will be provided a book along with coordinating literacy activities to complete together as a family. (Kim Howey, 743-3575)
- Academic Night: Mountain Springs Elementary will host a special opportunity for families to participate in engaging activities that are aligned with classroom curriculum. Each grade level will present families with content related activities for them to engage with their children. (Sarai Martin, 743-3575)
- Mountain Springs Elementary will encourage parents in the following types of roles and activities to increase their involvement and support for student learning: (Kristin Steelman, Mandy Watkins, 743-3575)
 - Library assistant
 - Reading buddy
 - Mentor
 - Teacher assistant
 - Tutor
 - Special parent lunches
 - Book fair helpers
 - Grandparents Day
 - Workroom volunteers
 - Field day volunteers
 - Family nights
 - Parent education workshops
 - Open House
 - Parent-Teacher organization
 - Red Ribbon week
 - Music/Art performances
 - PreK/Kindergarten/Fourth grade graduation
 - Various committees

Goal 3: Mountain Springs Elementary will provide information to parents regarding volunteering (must include state mandated parent training) through a variety of opportunities.

- Mountain Springs Elementary will provide opportunities for parents and community members to support the instructional program through such programs as Reading Buddies, tutoring, and special friends. (Kristin Steelman, Mandy Watkins, 743-3575)
- Mountain Springs Elementary will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientations 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. (Kristin Steelman, Mandy Watkins, 743-3575)
- Mountain Springs Elementary will work Cabot Middle School North/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 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. (May 2018, Melanie Fox, 743-3575)

- Mountain Springs Elementary will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteers, 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 Cabot School District for at-home parental instruction approved by the Department of Education. (Tori Harrison, 743-3575)
- 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 two (2) hours of professional development for administrators designed to enhance understanding of effective parental involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. (Mandy Watkins, 743-3575)

Goal 4: Mountain Springs Elementary will provide opportunities for parents to be involved in the development, implementation and evaluation of the schoolwide school improvement plan.

- Mountain Springs Elementary will involve parents on school improvement planning committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way. (August 2017-May 2018, Mandy Watkins, 743-3575)
- The school will ask parents to serve on curricular and instructional review committees. To support this process, Mountain Springs Elementary will offer both school staff and parents training on how to contribute to this process in a meaningful way. (September 2017 and as needed throughout the year, Sarai Martin, 743-3575)
 - 2017-2018 Parental Involvement Committee
 - Kristin Steelman (parent)
 - Jennifer Cimino (parent)
 - Amber Brown (parent)
 - Christine Benson (parent)
 - Sarai Martin (teacher)
 - Melanie Fox (counselor)
 - Jordan Boris (PreK Family Service Manager)
 - Sarai Martin (teacher and Family Engagement facilitator)
- To take advantage of community resources, Mountain Springs Elementary shall consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement. (Sarai Martin, 743-3575)
- Mountain Springs Elementary shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school. (Mandy Watkins, Kristin Steelman, 743-3575)
 - 2018-2019 PTO Board/Resources
 - Kristin Steelman
 - Christine Benson
 - Jennifer Cimino
 - Andrea Linville
 - Amber Brown
 - Monica Bearden
- Mountain Springs Elementary will coordinate and integrate parental involvement strategies with parental involvement strategies under other programs, such as the Head Start program, Reading First program, Early Reading First program, Parents as Teachers program and, Home Instruction programs for Preschool Youngsters, and state-run pre-school programs. (Tori Harrison, Jordan Boris, 743-3575)

Goal 5: Mountain Springs Elementary will provide resources for parents through a variety of means.

- Parents may check out materials, use the computer to check grades, and visit educational Web sites. A suggestion sheet will also be available for parental input. The school will open the resource center at hours that are convenient to parents. The resource center is located close to the Kindergarten hallway. (Tori Harrison, 743-3575)
- Mountain Springs Elementary will distribute informational packets 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...). (Sarai Martin, Kristin Steelman, 743-3575)
- To promote and support responsible parenting, Mountain Springs Elementary 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. (Mandy Watkins, 743-3575)
- Mountain Springs Elementary has created a Parent Center, which is located in the "Tub Room" across from the Kindergarten hall. This center is open during regular school hours and during special announced events. (Sarai Martin, Mandy Watkins, 743-3575)
- Included in the Mountain Springs Elementary handbook is the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions. (District Handbook)
- The principal of Mountain Springs Elementary, Mandy Watkins, shall designate (1) certified staff member (Sarai Martin) who is willing to serve as a parent and family engagement facilitator.

Goal 6: Mountain Springs Elementary will engage parents in the evaluation of our parental involvement efforts.

- Mountain Springs Elementary will engage parents in the annual evaluation of our parental involvement efforts by collecting evidence through the use of a survey. The survey will question parent's satisfaction with the program and the school's efforts to increase parental involvement. 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. (Sarai Martin, 743-3575)

Goal 7: Mountain Springs Elementary will use the parent interest surveys to select, plan and implement parental involvement activities that will be offered throughout the year.

- Mountain Springs Elementary will ask parents to complete a parent interest survey at the registration or 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. (Sarai Martin, Kristin Steelman, 743-3575)
- Mountain Springs Elementary will use the results of the parent interest survey to plan the parental involvement activities for the year. (Leadership Team – Melanie Fox, 743-3575)
- Mountain Springs Elementary 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. (Mandy Watkins, Sarai Martin, 743-3575)