

Elmwood Middle School

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<https://www.rogersschools.net/elmwood>

Parent and Family Engagement Packet

Administration and Coordination

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The Role of the School

As a school, we know it is our duty to provide a structured education and promote a child's mental and psychological growth, and help them to become good, responsible, and hardworking individuals.

We will:

- Provide a safe, secure, and appropriate learning environment for every child
- Facilitate parent and community participation in educational planning and programming
- Develop a good understanding of our community, including needs, resources, supports and aspirations for student learning and well being
- Communicate with families and community members about activities, achievements, and accomplishments
- Maintain confidentiality
- Comply with all federal and state laws
- Comply with the Arkansas State Board of Education

The Role of the Teacher

I know the importance of the school experience to every student and my role as a teacher and a model. I will do the following to help my students succeed:

- Teach the Curriculum Frameworks adopted by the Arkansas Department of Education
- Maintain high expectations for student learning and appropriate behavior
- Provide “best practice” instruction with high levels of student engagement
- Communicate with parents about achievement, expectations, and progress
- Provide meaningful homework and home practice activities
- Conference with parents & students as needed
- Appreciate and respect each child as an individual
- Encourage and praise students for efforts as well as achievement

The Role of the Parent

I know that my participation in my child's education will help his/her achievement and attitude. I will do the following to help my child succeed:

- Give my child a quiet place to study
- Check my child's homework for completion
- Check my child's school planner every day
- Read to and with my child for at least 15 minutes each day
- Make sure my child gets enough sleep each night
- Make sure my child gets to school on time
- Make sure my child attends school regularly
- Attend Open Houses and Parent Teachers Conferences
- Ask for help when my child needs it
- Provide educational opportunities at home
- Encourage and praise my child's efforts
- Expect appropriate behavior at school
- Know what my child is expected to learn and how he/she is progressing

The Role of the Student

I know my education is important to me. It will help me become a successful person. I know my parents want to help me, but I am the one that has to do the work. I will do the following to succeed:

- Complete and turn in classwork on time
- Make sure my work is neat and accurate
- Complete and return all homework on time
- Practice, read, or study nightly
- Show corrected work to my guardians
- Attend school regularly
- Be at school on time
- Be responsible for my own behavior
- Pay attention in class and do my own work
- Have the necessary school supplies for learning
- Take care of my textbooks and other school property
- Ask for help when I need it

- Follow school rules and procedures

How Parents Can Help

Come to school to assist.

- Share information with a student or class about a hobby.
- Share information with a student or a class about a career.
- Share information with students about a country you visited or lived in.
- Tutor one student or a small group of students in reading, math, or another area.
- Help coach an athletic team.
- Help check a student's written work.
- Help put out a school or classroom newsletter (can also be done at home).
- Help sew or paint a display.
- Help build something (such as a loft in a classroom).
- Help students work on a final exhibition or project (can also be done at home or work place).
- Help answer the schools' phone.
- Help plan a recreational activity for the school.
- Help plan and or present a theme-based presentation for students.
- Demonstrate cooking from a particular country or culture to students.
- Share a particular expertise with faculty (such as use of computers).
- Help students plan and build an outdoor garden or other project to beautify the outside of the school.
- Help coach students to compete in academic competitions such as Odyssey of the Mind.

Help arrange learning opportunities in the community.

- Set up an internship or apprenticeship for a student at your business, organization, or agency.
- Host a one-day 'shadow study' for one student or a small group of students about your career in business or some other organization.
- Go on a local field trip with a teacher and a group of students.
- Contact a particular local business or organization regarding possible cooperation.

Serve on an advisory or decision-making committee.

- Serve on the school-wide PAC (Parent Action Council).
- Serve on a school committee that reports to the site council.
- Serve on a district committee representing the school.
- Serve as an officer in the school's Parent Teacher Organization.
- Help design a parent and or student survey for the school.
- Help conduct and or tabulate results of a parent survey regarding the school.

Share information or advocate for the school.

- Serve as a member of a 'telephone tree' to distribute information quickly.
- Write a letter to legislators about the school.
- Write a letter to school board members about the school.
- Go to a school board meeting to advocate for the school.
- Help design a brochure or booklet about the school.
- Help translate information from the school into a language other than English.
- Help translate at a parent-teacher conference for people who don't speak English well.
- Provide transportation to a Parent Teacher Conference for a parent who needs a ride.

Increase financial resources available to the school.

- Help write a proposal that would bring new resources to the school.
- Donate materials to the school.
- Arrange for a business or other organization to donate materials to the school.
- Help with a fundraiser for the school.

Help other parents develop their parenting skills.

- Help teach a class for parents on ways they can be stronger parents.
- Help produce a videotape for parents on ways they can be more effective parents.
- Help write, publish, and distribute a list of parenting tips.

Elmwood Middle School Volunteer Plan

Needs

- Teachers need assistance with non-teaching chores.
- Students need individual help in various learning and social activities.
- Support and administrative personnel need assistance in clerical and non-professional activities.
- The school needs increased support from the community.

Goals

- To assist teachers with non-teaching chores.
- To give individual help to students needing individual assistance with various learning activities.
- To provide clerical assistance to administrative and support personnel.
- To secure better community support for the schools.

Services to be Provided by Volunteers

- Distribute materials to be used by students.
- Provide special help to individual students.
- Work with a small group of students to reinforce the efforts of the teacher.
- Provide clerical assistance.
- Assist in the school media center.
- Arrange special occasion displays.
- Mount student artwork and prepare a student art exhibit.
- Read stories to a small group.
- Listen to students who need additional oral reading practice.
- Assist with art projects, cutting paper, etc.
- Speak to classes on topics appropriate to instruction.
- Assist with student supervision and/or special events.
- Assist in getting clothing and school supplies for students in need.

Recruitment and Selection of School Volunteers

- One-time volunteers to help in areas of special activities, special topics, career awareness, etc.
- Short-term volunteers to help in materials development, media center, clerical, etc.
- Home volunteers to assist in development of materials, clerical, etc.
- Long-term volunteers to assist with the media center, office, lunchroom, clerical work, tutoring individual students, materials development, etc.

Parent Survey

Elmwood Middle School Volunteer Survey

The following is a list of PTO Committees and volunteer opportunities with brief descriptions about their purpose. Please check where you would like to assist. Please turn in this form to the office at Elmwood or email to tina.wrobel@rpsar.net. Your help is appreciated.

Parent Name:	Phone Number:
Email Address:	Student/s Attending @ Elmwood:
<input type="checkbox"/> Band Activities: Assist with activities such as fundraisers, school trips and concerts	<input type="checkbox"/> Library Book Fair: Assist students at the one week book fairs that take place during the school year
<input type="checkbox"/> Choir Activities: Assist with activities such as fundraisers, school trips and concerts	<input type="checkbox"/> Parents Make a Difference Night (Fall): Assist with distributing informative handouts and encouraging parent involvement in Parent Teacher Organization
<input type="checkbox"/> Athletic Activities: Assist with activities such as fund raisers and school spirit events	<input type="checkbox"/> Career Speakers: Share information with students about a career or profession
<input type="checkbox"/> Parent Teacher Organization (PTO) Committees and Activities: Serve on a committee that plans and implements activities to improve the school experience for students	<input type="checkbox"/> Mentors or Tutors: Encourage a student reader by listening to him/her read or be reading aloud to him/her. Assist a student or small group of students with teacher selected practice activity (Example: practicing math facts)
<input type="checkbox"/> Parent Involvement Committees: Serve on a committee that partners with Elmwood staff to improve student achievement and home/school communication	<input type="checkbox"/> 8th Grade Celebration: Parents coordinate cookout near the end of the school year and assist with the day's activities
<input type="checkbox"/> Hospitality: Provide baked goods or other food items for Teacher Appreciation activities and other school events	<input type="checkbox"/> Posters, Flash Cards, Newsletters, ETC: Examples: Make posters for school events or flash cards for student practice. Type Newsletters for classroom teachers.
<input type="checkbox"/> I would like to be notified of other volunteer positions throughout the year.	

Elmwood Middle School

Parent and Family Engagement Plan

Parenting skills are promoted and supported at Elmwood Middle School.

To promote student learning, the school will offer support to parents by providing resources to improve parenting techniques and skills.

- Parent Center
 - a. Located in the front foyer
 - b. Parents can find parenting books, magazines, and other informative materials regarding responsible parenting.
 - c. Materials may be checked out of the parent resource center.
- Parenting websites and toll free numbers can be provided to parents. This information may be distributed by teams throughout the year.
- Counselors are available to share information about free parenting classes and workshops offered by the Jones Center for Families. They also have information on programs and resources within the community that provide support services to families.

Communication between home and school is regular, two-way and meaningful.

To encourage communication with parents, Elmwood Middle School will:

- Prepare family kits (distributed during fall conferences) in grades 6-8 that include the following:
 - a. The school's parental involvement program.
 - b. The recommended role of the parent, student, teacher, and school.
 - c. Ways for parents to become involved in the school and his or her child's education.

d. Activities planned throughout the school year to encourage parental involvement. (see monthly newsletter)

e. A system to allow parent and teachers to communicate in a regular, two-way, meaningful manner with the child's teacher and the school's administrative staff.

f. Volunteer opportunities for parents.

g. Information regarding PTO that includes events, volunteer opportunities and an application for membership. (see monthly newsletter)

h. School webpage address

i. Anti-bullying policy (see Elmwood Middle School website <http://www.rogersschools.net/>)

- Schedule two parent/teacher conferences per school year. One conference will be held in October and the other in February.

- Establish opportunities for parents and educators to share information such as student strengths and learning preferences.

- Use a variety of communication tools seeking to facilitate two-way interaction between parents, teachers/administration that include but are not limited to conferences, phone calls, emails, and letters.

- Send home report cards and progress reports. Support services and follow-up conferences will take place as needed. Report cards will be sent home quarterly; progress reports will be sent week five of each quarter.

- Send home communication in English and Spanish.

- Send out emails to parents regarding classroom instruction and assignments.

- Encourage parents to visit the school and/or have lunch with their student/s anytime.

- Send a monthly newsletter to keep parents informed of upcoming events and happenings at the school (will be sent by the PTO and teams).

Parents are welcome at Elmwood. Your support and assistance are valuable to the success of the school.

To welcome parents in the school:

· Elmwood does not have any school policies or procedures that would discourage a parent from visiting the school.

a. Parents may visit their child's classroom.

b. Parents are welcome anytime (lunch, volunteer, serve as a mentor and/or tutor)

· Elmwood welcomes community members and senior citizens as guest speakers and student tutors. We host an annual Career Day where many of our guest speakers are parents.

· A parent involvement survey will be sent home during Fall conferences to gather information from a parent's viewpoint.

Parents play an integral role in assisting and promoting student learning at home.

To help parents in assisting students, the school shall:

· Host a parent night where parents are given a report on the state of the school as well as an overview of:

a. What students will be learning;

b. How students will be assessed;

c. What parents should expect for their child's education and;

d. How parents can assist with and make a difference in his or her child's education.

Parents are full partners in the decision making process that affects his or her child and family.

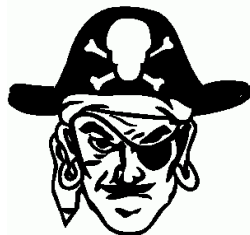
Elmwood encourages parents to participate as full partners in the decisions that affect his or her child and family, the school shall:

- Frequently publish the school's process for resolving parental concerns, including how to define the problem, whom to approach first, and how to develop solutions.
- Conduct seminars hosted by Elmwood Academic Coaches to inform parents on how to interpret Benchmark test data and internet safety.
- Recruit parents to serve on the ACSIP team (share ideas, needs, and desires for the school).

Elmwood recognizes that community resources strengthen school programs, family practices and student learning.

To take advantage of community resources, the school shall:

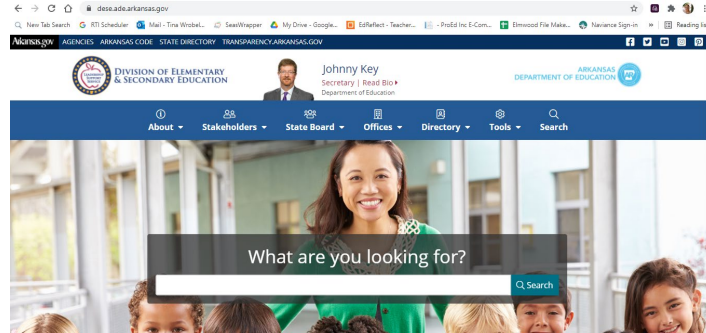
- Engage in other activities that the school determines will use community resources to strengthen school programs, family practices, and student learning.
 - a. Elmwood will seek support for students and parents by contacting the local businesses for coupons and prizes for activities and events.
 - b. Student organizations with the assistance of parents and teachers will provide service to non-profit agencies in the community.
 - c. Develop partnerships with local businesses and service groups.



Tina M. Wrobel: Parent and Family Engagement Facilitator
tina.wrobel@rpsar.net

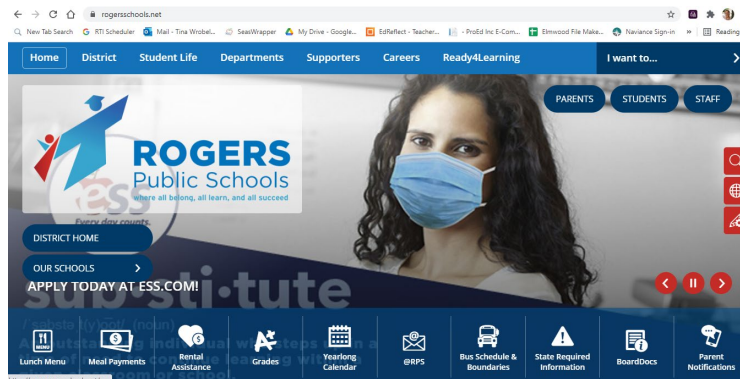
Arkansas Department of Education

<https://dese.ade.arkansas.gov/>



Rogers Public Schools

<https://www.rogersschools.net/>



Elmwood Middle School

<https://www.rogersschools.net/elmwood>





Rogers Public Schools

where all **belong**, all **learn**, and all **succeed**

500 West Walnut Street • Rogers, AR 72756 • www.rogersschools.net • (479) 636-3910

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Dr. Marlin Berry, Superintendent

Dear Parent:

In December 2015, former President Barack Obama signed the Every Student Succeeds Act into law. Parents continue to have the same rights as they did under “No Child Left Behind”.

Under ESSA, parents have a right to know the professional qualifications of their children’s teachers(s). This letter is to inform you of your right to ask for the following information about each of your child’s classroom teachers:

- Whether the state of Arkansas has licensed or qualified the teacher for the grades and subjects he or she teaches (Note: We are also required to send a notice to parents affected if the teacher is not fully licensed, so if you haven’t received such notice, your child’s teacher(s) is/are fully licensed.)
- Whether the teacher is teaching under an emergency permit or other provisional status through which state licensing criteria have been waived.
- The teacher’s college major, whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- If any time your student has been taught for four (4) or more consecutive weeks by a teacher(s) that is not highly qualified, then you will be notified by the school.

You also have the right to request information regarding the qualifications of the paraprofessional(s) assisting your child’s teacher(s). If your child is receiving Title I, Part A services from a paraprofessional, then our district or school is able to provide you with the following information:

1. Whether the paraprofessional has completed at least two years of study at an institution of higher education.
2. Whether the paraprofessional has completed an associate’s degree (or higher).
3. Whether the paraprofessional has met a rigorous standard of quality through our state’s certification procedure for determining the quality of paraprofessional staff.
4. Whether the paraprofessional has: (a) the knowledge of and ability to assist in instructing reading, writing, and mathematics or (b) the knowledge of and the ability to assist in learning activities, such as homework, reading readiness, writing, mathematics, and other support as appropriate.

If you would like to receive specific information about your child’s teacher or paraprofessional, please visit our office at 500 West Walnut Street to fill out a Parent Request Form. A response will be mailed to you within ten working days from the date of the request. Our office is open from 7:30 a.m. to 4:30 p.m. Monday through Friday.

Our district is fully committed to the success of your child. We appreciate your partnership in our efforts.

Sincerely,
Dr. Roger Hill
Assistant Superintendent for Human Resources