

## **Elmwood Middle School**

1600 S. 13th Street, Rogers, AR 72756 • Phone: 479.631.3600 • Fax: 479.631.3603  
<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](mailto:tina.wrobel@rpsar.net). Your help is appreciated.*

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

## **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 parents 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.**

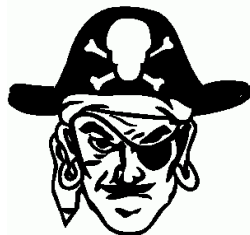
**Elmwood encourages parents to participate as full partners in the decisions that affect his or her child and family, the school shall:**

- 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:

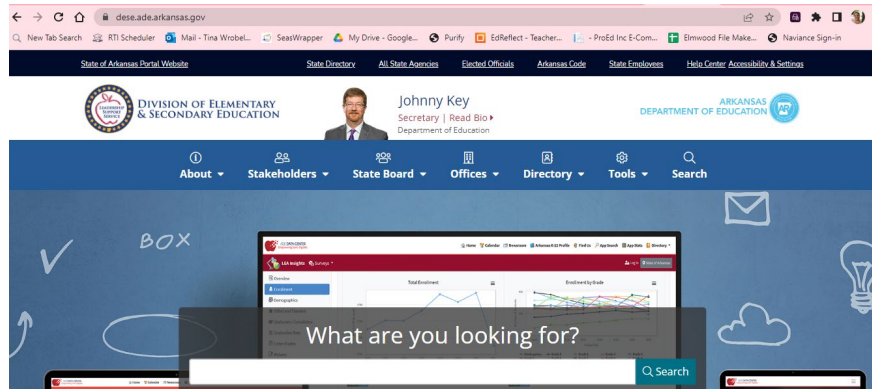
- Engage in other activities that the school determines will use community resources to strengthen school programs, family practices, and student learning.
  - a. Elmwood will seek support for students and parents by contacting the local businesses for coupons and prizes for activities and events.
  - 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](mailto:tina.wrobel@rpsar.net)**

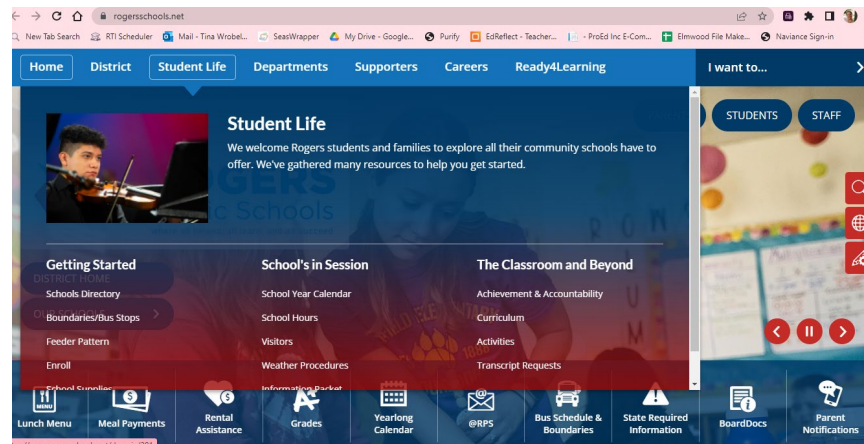
**Arkansas Department of Education**

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



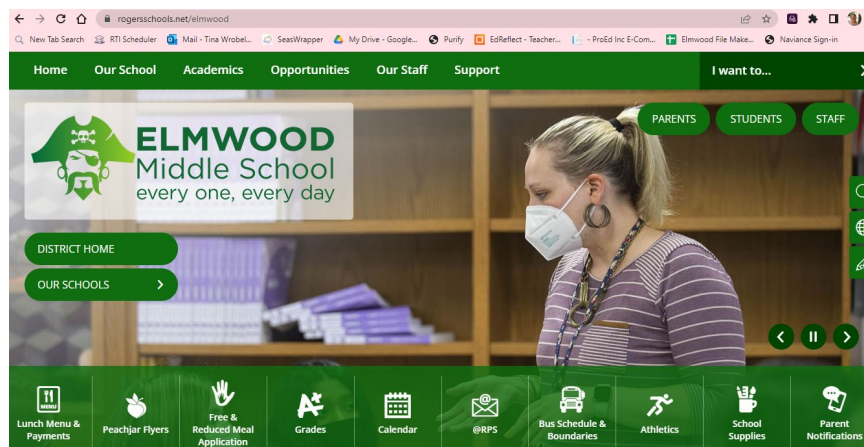
## Rogers Public Schools

<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](http://www.rogersschools.net) • (479) 636-3910

• Fax (479) 631-3504

Dr. Jeff Perry, 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

# Elmwood Middle School School Engagement Plan 2022-2023

## **1: Jointly Developed**

Describe how the School works with parents and families to develop and review relevant plans, policies, and strategies related to engagement.

### *Guiding Questions*

- **1.1:** *How does the School - in collaboration with parents - establish an engagement plan that reflects the specific academic improvement needs of the School, and that includes programs and practices that enhance engagement and address the specific engagement needs of students and their families?*  
[A.C.A. § 6-15-1702(a)]
- **1.2:** *What efforts have been made to ensure adequate representation of parents and families of participating children in the process (Title I families)?*  
[ESSA § 1116(c)(3)]

The parent and family engagement (PFE) committee will convene a minimum of twice yearly to develop and review the parent and family engagement plan. The committee will review the existing plan, make recommendations for improvement, and initiate additional changes or alterations based on the Elmwood PFE committee member feedback, requirements of the Arkansas Department of Education, and requirements of the Rogers School District.

Prior to these meetings the engagement plan will be discussed with the Parent Teacher Organization (PTO). Parent communication through the PTO will be utilized to issue invitations for participation in the parent and family engagement committee. We will ensure adequate representation of parents in the process (to the extent possible), and parent concerns and requests for additional meetings will be addressed by the PFE facilitator.

## **2: Communication**

Describe how the School will communicate with and distribute information to parents and families.

### *Guiding Questions*

- **2.1:** *How does the School distribute an informational packet appropriate for the age and grade of each child annually, ensuring to include:*
  - *description of the engagement program*
  - *recommended roles for parents, students, teacher, and the School*
  - *ways for a family to get involved*
  - *survey regarding volunteer interests*

- *schedule of activities planned throughout the school year*
- *regular, two-way, and meaningful system for parents/teachers to communicate*  
[A.C.A. § 6-15-1702(b)(3)(B)(1)]
- **2.2:** *How will the School ensure information related to school and parent programs, meetings, and other activities is provided to parents in a format and in a language that parents can understand (to the extent practicable)?*
  - *How is relevant information provided in a variety of ways? (For example, paper copies made available, as well as social media posts, website links, parent apps, etc.?)*  
[ESSA § 1116(e)(5)]
- **2.3:** *How does the School offer flexible opportunities for meetings with families?*  
[ESSA § 1116(c)(2)]

The parent and family engagement plan, along with the contact information for our parent facilitator, will be published on the Elmwood Middle School website in both English and Spanish. Additionally, a link to the parent and family engagement plan and a summary of the plan will be provided through school social media formats.

To encourage regular, two-way, and meaningful communication with parents, Elmwood Middle School will:

· Prepare family kits (available on our school website and in hard copy, as needed) 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 are planned throughout the school year to encourage parental involvement at multiple times throughout the school day, before school, and after school to promote flexibility and choices for parents (see monthly newsletters for schedules & opportunities).
- e. A list of teacher contact information to allow parents and teachers to communicate in a regular, two-way, meaningful manner with their 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, student growth areas and opportunities, 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, website links, REMIND 101, digital billboard displays, social media posts {twitter, facebook & instagram}, emails, and newsletters or bulletins.
- Send home report cards and progress reports. Support services and follow-up conferences will take place as needed. Report cards will be sent home each semester; progress reports will be sent at 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, administrators, and house teams).

### **3: Building Staff Capacity**

Describe activities that will be used with School staff to build their capacity to work with parents as equal partners.

#### *Guiding Questions*

- **3.1:** *How does the School build staff capacity to work with parents as equal partners? This may include workshops, conferences, trainings, webinars, and online resources that will be used to ensure ALL School staff (including teachers, specialized instructional personnel, principals, and other School leaders) are aware of:*
  - *the value and utility of contributions of parents [Title I schools]*
  - *how to reach out to, communicate with, and work with parents as equal partners [Title I schools]*
  - *how to implement and coordinate parent programs and build ties between home and the School [Title I schools]*
  - *how to respond to parent requests for parent and family engagement activities [Title I schools]*
  - *that parents play an integral role in assisting student learning [all schools]*
  - *how to welcome parents into the School and seek parental support and assistance [all*



*schools]*

- *the School's process for resolving parent concerns as outlined in the School handbook, including how to define a problem, whom to approach first, and how to develop solutions [all schools]*  
[ESSA § 1116(e)(3;14); A.C.A. § 6-15-1702(b)(5-7)]

All Elmwood Middle School staff members must complete professional development and training on parental engagement and involvement with the school. This training involves all staff levels and advocates for family involvement being a vital aspect of student learning. Plans are put into place to include parents and their contributions to maximize instructional impacts for students.

Staff expectations for parent contact are shared . These include the expectation of outreach occurring regularly for both positive interactions and for reinforcements, as needed. The partnership between school personnel and families is encouraged through ongoing training to encourage positive interaction. Additionally, a protocol is in place for handling parent concerns which includes a pyramid of supports and escalation. These procedures are published in the student handbook. The handbook is available in both English and Spanish formats to make information more readily accessible.

#### **4: Building Parent Capacity**

Describe how the School provides opportunities to build parents' capacity to play a role in their children's academic success. This may include conducting workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings or providing equipment or other materials.

##### *Guiding Questions*

- **4.1:** *How does the School provide timely information about the following:*
  - *a description and explanation of the curriculum in use at the School*
  - *the forms of State and Local academic assessments used to measure student progress, including alternate assessments*
  - *the achievement levels of the challenging State academic standards students are expected to meet*  
[ESSA § 1116(c)(4)(B)]
- **4.2:** *How does the School provide assistance to parents in understanding the following:*
  - *the requirements of Title I, Part A*
  - *how to monitor their child's progress*
  - *how to work with educators to improve the achievement of their children.*  
[ESSA § 1116(e)(1)]
- **4.3:** *What types of materials and training does the School provide to help parents work with their children to improve their children's achievement? This may include:*
  - *literacy training*
  - *technology training, including education about copyright piracy and safe practices*
  - *resources that describe or assist with the child's curriculum*

- *other activities such as workshops, conferences, online resources like tutorials or webinars, and any equipment or other materials, including parent resource centers [ESSA § 1116(e)(2)]*
- **4.4:** *Involve parents of students at all grade levels in a variety of roles, including without limitation:*
  - *involvement in the education of their children*
  - *volunteer activities*
  - *learning activities and support classroom instruction*
  - *participation in School decisions*
  - *collaboration with the community*
  - *development of School goals and priorities*
  - *evaluating the effectiveness of the School-level Improvement Plan [A.C.A. § 6-15-1702(b)(1); ADE Rules Governing Parental Involvement Section 3.03]*
- **4.5:** *How does the School promote and support responsible parenting? The School shall, as funds are available:*
  - *purchase parenting books, magazines, and other informative material regarding responsible parenting through the School library, advertise the current selection, and give parents an opportunity to borrow the materials for review*
  - *Create parent centers [A.C.A. § 6-15-1702(b)(4)(A)]*
- **4.6:** *How does the School 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 Department of Education website tools for parents [ <http://www.arkansased.gov> ]*
  - *assistance with nutritional meal planning [A.C.A. § 6-15-1702(b)(5)(B)(ii)(a-d)]*

Elmwood Middle School believes that parents play an integral role in assisting and promoting student learning at home. As such, Elmwood staff members work diligently to ensure that parents feel welcome at school, and we display welcoming signs in a variety of languages. Further, provided they check in with our front office first, Elmwood parents are welcome and encouraged to visit their child's classrooms at any time. They are welcome to come to school for lunch with their child/ren, to serve as office and/or classroom volunteers, to have meetings with teachers, coaches, administrators, counselors, or staff members, to volunteer services for activities before, during or after school, or to serve as mentors and/or tutors for students.

Orientation meetings at the beginning of school, as well as conferences, and other informational sessions are provided to assist parents in understanding what their children will be learning, how they will be assessed both locally and by the State, and to provide information regarding how to understand where their children are and what we are doing to provide assistance and support, as well as what parents can do at home to provide assistance and support growth and learning. Orientation

meetings, student handbooks, and informational packets will also provide information about how to partner with and/or how to resolve conflicts with teachers or other staff members.

Elmwood Middle School brings outside resources to the school throughout the school year to help connect parents with necessary resources including HARK, outside counseling agencies, area camps, laundry loads of love, training teams for Google Classroom and Home Access Center, etc. are all provided to help parents who need them. This is generally done during parent/teacher conferences, but may be done at other times, as available. Information will be provided regarding these opportunities through social media or school newsletters, REMIND 101s, and through school announcements.

In addition, Elmwood staff members welcome 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, as well as our Amazing Raider competition where parents may serve as volunteers and/or judges for the various levels of competition.

To help connect parents with school, a parent involvement survey will be sent home during Fall conferences to gather information from a parent's viewpoint regarding school practices, participation in school decisions, activities, events, and to provide them with an opportunity to make any suggestions they have for developing school goals and for improving our school.

To promote student learning, the school will offer support to parents by providing resources to improve parenting techniques and skills. A Parent Center is located in the Elmwood Middle School office. Here, parents can find parenting books, magazines, and/or other informative materials regarding responsible parenting. These materials may be checked out and/or taken from the parent resource center, as available.

Access and information regarding parenting websites, parenting demonstrations and/or role plays, the Department of Education website, meal planning websites, nutritional information websites, and toll free numbers can be provided to parents upon request. This information may also be distributed by administrators, counselors, social workers or house teams throughout the year. Counselors are available to share information about free parenting classes and workshops offered by the Jones Center for Families, when available. They also have information on programs and resources within the community that provide support services to families.

## **5: Coordination**

Describe how the School will coordinate with other organizations, businesses, and community partners, including alumni, to provide additional supports, services, and resources to families.

### *Guiding Questions*

- **5.1:** *How does the School investigate and utilize community resources in the instructional program?*

[ADE Rules Governing Parental Involvement Section 5.06]

- **5.2:** *How does the School coordinate and integrate programs and activities with other Federal, State, and local programs? Some examples include:*
  - *public preschool programs such as Head Start*
  - *organizations/activities to help students transition to elementary, middle, high, and postsecondary schools or careers*
  - *wraparound services that allow families to send their children to school ready and able to focus on learning*  
[ESSA §1116(e)(4)]
- **5.3:** *In what ways does the School enable the formation of a Parent Teacher Association or organization and ensure leaders of said organization will be included in appropriate decisions?*  
[A.C.A. § 6-15-1702(b)(8)(B)(ii)]

Elmwood Middle School will work to engage organizations within the community to strengthen school programs, family practices, and student learning in order to maximize the partnership between the school and the community.

The parent facilitator and administration will support staff members in the development of productive relationships with community stakeholders in order to enhance curriculum and instruction. These include ongoing partnerships with Walmart, Outside Counseling Agencies (Ozark Guidance, Eason & Associates, and Burrell Counseling and Associates), the Rogers Police Department, our School Social Workers, our established Parent Teacher Organization (PTO), Samaritan House and many others.

Community partners and parents are invited to participate in the school-wide Amazing Raider competition. Business partners, parents, and community partners engage with students to help them learn communication skills, social skills, and soft skills that will ultimately promote success in students' lives.

Community partners and parents are invited to participate in the school-wide Career Day Celebration/Event. Business partners, parents, and community partners engage with students to help them make important connections between work and school, to provide them with a realistic picture of the world of work, to help inform career planning ideas, to help develop interests in multiple career opportunities, to inform students about earning potentials for a variety of careers, and to inform students of the pathways necessary to multiple careers.

Our 8th grade parents are invited to participate in developing Student Success Plans (SSPs). The SSP is a planned course/activity progression designed to help students be successful in high school and with post secondary education. In middle school, the SSP will be the students' 4 year plan and it will be created in Google using students' RPS30 accounts. At the high school level, students will use Naviance to support their SSPs.

Counselors and Social workers will provide information, resources, and referrals to community resources, as needed. Additionally, a parent resource center is available for parents and students in the Elmwood Middle School office to encourage responsible parenting. Our established PTO will also serve as a liaison for matching community services with needs based on input from counselors and administrators.

### **6: Annual Title I Meeting** (*Title I schools*)

Describe the details regarding the Annual Title I meeting used to inform parents of the requirements of Title I, the School's participation, and the parents' rights to be involved.

#### *Guiding Questions*

- **6.1:** *How and when (month/year) does the School conduct the Annual Title I meeting, ensuring that parents are informed of the following? (\*Include a link to the detailed agenda, meeting minutes, and/or slide deck for this year's Annual Title I Meeting, if available.)*
  - *the requirements of Title I and the School's participation*
  - *the parents' rights under Title I (The Right to Know Teacher Qualifications, Right to Request Meetings)*  
[ESSA § 1116(c)(1)]

**Elmwood Middle School is not a Title 1 School**

### **7: School-Parent Compact** (*Title I schools*)

Describe the process School will follow to jointly develop with parents a School-Parent Compact as required under Title I, Part A.

#### *Guiding Questions*

- **7.1:** *How does the School jointly develop a School-Parent Compact which does the following:*
  - *Outlines how parents, the entire School staff, and students will share the responsibility for improved student academic achievement*
  - *Addresses the importance of regular two-way, meaningful communication through:*
    - *conferences (no fewer than 2 each year)*
    - *frequent reports on progress*
    - *reasonable access to staff*
    - *opportunities to volunteer*
    - *observation of classroom activities*  
[ESSA § 1116(d)]
- **7.2:** *How do families access the compact in order to understand the shared responsibility for improved student academic achievement?*
  - *including parent-teacher conferences in elementary Schools, at least annually*
  - *Include a link or insert the language of the compact to demonstrate this requirement has been met.*  
[ESSA § 1116(d)(2)(A)]

**Elmwood Middle School is not a Title 1 School**

## **8: Reservation of Funds** (*Title I schools*)

Describe how the School uses Title I, Part A funds set-aside for parent and family engagement programs and activities.

### *Guiding Questions*

- **5.1:** *If the School is a recipient of set aside funds for parent and family engagement (as part of receiving a Title I, Part A allocation greater than \$500,000):*
  - *How is the School spending those funds?*
  - *How does the School determine the priority of how funds are spent?*
  - *Who is involved in determining that?*  
[ESSA § 1116(a)(3)(A)]
- **5.2:** *How does the School provide opportunities for parents and family members to be involved in providing input into how the funds are used?*  
[ESSA § 1116(a)(3)(B); ESSA § 1116(a)(3)(C); ESSA § 1116(a)(3)(D)(i-v)]

## **Elmwood Middle School is not a Title 1 School**

### **Assurances**

*Please read the following statements closely. By checking these boxes, the School understands the legal requirements and will meet them accordingly.*

- **A.1:** The School understands that annually by August 1, the public School's Engagement Plan shall be developed, or reviewed and updated.  
[ADE Rules Governing Parental Involvement Section 3.02.3]
- **A.2:** The School understands that the following must be made available to families and the local community on the School or District website no later than August 1st:
  - The School Engagement Plan
  - A parent-friendly explanation of the School and District's Engagement Plan
  - The informational packet
  - Contact information for the parent facilitator designated by the School.[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02.4]
- **A.3:** The School understands that a parent-friendly summary/explanation of the Engagement Plan should be included in the current student handbook.  
[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02]
- **A.4:** The School understands its obligation for ensuring professional development requirements related to parent and family engagement are met and that records are maintained accordingly. (2 hours every 4 years with 2022 being a required year)  
[A.C.A. § 6-15-1703(a); A.C.A. § 6-17-709; Standards for Accreditation of Arkansas Public Schools and School Districts July 2020 Standard 4-G.1 Professional Development (D/C)]
- **A.5:** The School understands its obligation to obtain signatures for each parent acknowledging receipt of the District's Engagement Plan summary/explanation.  
[A.C.A. § 6-15-1704(a)(3)(B)]

- **A.6:** The School Principal understands their obligation to designate and pay a licensed staff member to serve as Parent Facilitator:
  - to help organize meaningful training for staff and parents,
  - to promote and encourage a welcoming atmosphere, and
  - to undertake efforts to ensure that engagement is recognized as an asset to the School.

[A.C.A. § 6-15-1702(c)(1)]
- **A.7:** The School understands its obligation to incorporate the Engagement Plan into the School Improvement Plan.
 

[ADE Rules Governing Parental Involvement Section 3.02.2]
- **A.8:** The School understands its obligation to schedule regular parent involvement meetings at which parents are given a report on the state of the School and an overview of:
  - What students will be learning
  - How students will be assessed
  - What a parent should expect for his or her child’s education
  - How a parent can assist and make a difference in his or her child’s education.

[A.C.A. § 6-15-1702(b)(5)(B)(i)(a-d)]
- **A.9:** Any School serving high school students understands its obligation to educate parents about their role in decisions affecting course selection, career planning, and preparation for postsecondary opportunities.
 

[A.C.A. § 6-15-1702(b)(7)(B)(ii)]
- **A.10:** The School understands its obligation to welcome parents into the School, and more specifically, not have any school policies or procedures that would discourage a parent from visiting the School or from visiting a child’s classrooms.
 

[A.C.A. § 6-15-1702(b)(6)(B)]
- **A.11:** The School understands its obligation to reserve at least 1 percent of its Title I, Part A allocation for engagement purposes should such total allocation amount to \$500,000 or more. Nothing limits LEAs from reserving more than 1 percent of its allocation for engagement purposes.
 

[ESSA § 1116(a)(3)(A)]
- **A.12:** The School understands that all Title I, Part A funded engagement activities and strategies should remain consistent with all information set forth in this parent and family engagement plan.
 

[ESSA § 1116(a)(3)(D)]
- **A.13:** The School understands its obligation to submit to the State any comments from parents who deem the Title I Schoolwide Plan unsatisfactory. These comments can be sent to [ade.engagementmatters@ade.arkansas.gov](mailto:ade.engagementmatters@ade.arkansas.gov)

[ESSA § 1116(b)(4)]
- **A.14:** The School understands its obligation, if requested by parents, to provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
 

[ESSA § 1116(c)(4)(C)]

## References

### State

- [Ark. Code Ann. § 6-15-1701 et seq.](#)
- [Arkansas Department of Education Rules Governing Parental Involvement Plans and Family and Community Engagement](#)

### Federal

- [Elementary and Secondary Education Act, as amended by Every Student Succeeds Act, 114 P.L. 95, 20 U.S.C. §§ 6312, 6318, 6320](#)

<b>School Name:</b>	Elmwood Middle School
<b>School Engagement Facilitator Name:</b>	Tina M. Wrobel
<b>Plan Revision/Submission Date:</b>	5/13/22 - 5/16/22
<b>District Level Reviewer Name, Title:</b>	Melody Sebastian, Executive Director of Federal Programs & State Aid
<b>District Level Approval Date:</b>	5/20/22

**Committee Members, Role**

*(Select "Repeat" to open more entry fields to add additional team members)*

<b>First Name</b>	<b>Last Name</b>	<b>Role</b> <i>(Teacher, Staff, Parent, Student, or Community Member)</i>
Tina	Wrobel	Facilitator
Molly	Davis	Principal
Chris	Cochran	Assistant Principal
Judy	Patterson	Counselor
Julie	Delucchi	Parent
Heather	Wilson	Parent
Clara	Smith	Library Staff/PTO Member

(Find additional guidance on the [DESE Parent and Family Engagement Requirements](#) webpage. For any questions about completing this form or meeting legal compliance, please contact the DESE Engagement Unit at [ade.engagementmatters@ade.arkansas.gov](mailto:ade.engagementmatters@ade.arkansas.gov) or 501-371-8051.)



## District Reviewer Responses

### **Section 1 - Jointly Developed**

- Changes Required
- Compliance is Met

[Text box for responses]

### **Section 2 - Communication**

- Changes Required
- Compliance is Met

[Text box for responses]

### **Section 3 - Building Staff Capacity**

- Changes Required
- Compliance is Met

[Text box for responses]

### **Section 4 - Building Parent Capacity**

- Changes Required
- Compliance is Met

[Text box for responses]

### **Section 5 - Coordination**

- Changes Required
- Compliance is Met

[Text box for responses]

### **Section 6 - Annual Title I Meeting**

- Changes Required
- Compliance is Met

[Text box for responses]

### **Section 7 - School-Parent Compact**

- Changes Required
- Compliance is Met

[Text box for responses]

**Section 8 - Reservation of Funds**

- Changes Required
- Compliance is Met

[Text box for responses]