

# Lowell Elementary

## Home of the Braves

### Parent and Family Engagement Packet

#### 2023-2024



#### Calendar of Events

School Begins (First Day for Student)	August 16
Labor Day Holiday	September 4
Teacher Professional Development (No School)	September 22
Conference Days	October 2-6
End of 1 <sup>st</sup> Quarter	October 12
Teacher Work Day (No School)	October 20
Thanksgiving Holiday	November 20-24
2 <sup>nd</sup> Quarter Ends	December 15
Teacher Work Day (No School)	December 18
Winter Vacation	December 19-January 1
Teacher Professional Development (No School)	January 2
Vacation Day	January 15
Conference Days	February 12-16
Teacher Professional Development (No School)	February 19
3 <sup>rd</sup> Quarter Ends	March 13
Spring Break	March 18-22
Teacher Professional Development (No School)	March 25
Memorial Day (No School)	May 27
4 <sup>th</sup> Quarter Ends/Last Student Day	May 30

# Lowell Elementary

Rogers Public Schools

*202 McClure*

*Lowell, AR 72745*

*(479) 631-3610*

*Fax: (479) 631-3611*

Dear Parents,

Welcome to Lowell Elementary School! We are happy to have you as a partner in the education of your child. The teachers and staff at Lowell Elementary recognize how important your involvement is in making this a successful year. Our goal is to increase student achievement by communicating with parents regarding curriculum, student expectations and progress, and making it possible for parents to be actively involved in our school. We want Lowell Elementary to be known as a school with a culture of care and academic excellence.

This Informational Packet has been developed to describe our parental involvement plan and activities for the year. A copy of the Parental Involvement Plan is included in this packet. Our plan details the expected roles of the school, teachers, parents, and students. This information can also be found on the Parent Compact. The plan also covers the information that is provided at meetings held through-out the year, opportunities for involvement, and a system for two-way communication.

Meaningful communication is an important part of our partnership. We encourage our teachers to maintain an open line of communication with parents. This would include student progress and any concerns they may have. If you have an email address or cell phone number, please provide that information to your child's teacher. We welcome your comments and concerns, as well.

Once again, welcome to Lowell!

Stephen Bowman, Principal

Stephen.Bowman@rpsar.net

Shawn Johnston, Assistant Principal

Shawn.Johnston@rpsar.net

Visit <http://www.rogersschools.net> for detailed and updated information throughout the school year.

**EQUAL OPPORTUNITY:** The Rogers Public School District does not discriminate in its policies and programs on the basis of race, color, creed, religion, age, sex, handicap, national origin, or ancestry. Inquiries concerning the application of Title IX or Title VI, may be referred to the Equity Coordinator; 212 S. 3rd Street, 636-3910.

# Daily Schedule

7:15 A.M.....	Doors Open/Breakfast In the Classroom
7:45 A.M.....	Breakfast Ends
7:45 A.M.....	Pledge/Minute of Silence/Instruction Begins
10:25 .....	Kindergarten Lunch Period*
11:20 .....	First Grade Lunch Period*
12:35 .....	Second Grade Lunch Period*
10:50 .....	Third Grade Lunch Period*
11:45 .....	Fourth Grade Lunch Period*
12:10 .....	Fifth Grade Lunch Period*
2:45 .....	Dismissal

\*Lunch times are approximate; please check with your child's teacher.

## Arrival at School

**Doors will open at 7:15 a.m.** All students will report to the gym. Students will be dismissed for breakfast in the classroom (free to all students) at **7:30 a.m.** This will ensure that the student has enough time to eat and before the tardy bell rings at 7:45. **Please do not drop your child off before 7:15 each morning.**

## Attendance

Arriving late or leaving early will be charged with absences as follows:

- 1 tardy anytime a student is **not in their room by the 7:45 a.m.** bell or is checked-out prior to the dismissal bell at **2:45 p.m.**
- 2-4 hours of missed time: 1/2 of an absence
- More than 4 hours of missed time: 1 absence

Excessive Absences:

- After the 5th absence during a semester, parents will be notified by phone or letter.
- After 10 absences in a semester, parents will again be notified by phone or letter.
- On the 11<sup>th</sup> absence in a semester, Arkansas law requires that parents be notified that students may be retained and that a report may be filed with the Arkansas Department of Human Services (DHS).

Leaving School Early:

- A request to have a child excused from classes early should be sent on the morning of the dismissal. The time and reason for leaving should be included.
- When possible, medical and dental appointments should be made outside of school hours.
- A child will be released only to parents unless the school has been notified by the parent that they have granted permission for someone else to pick up their child. Please sign the child out in the office. For your child's safety, identification may be requested.
- A student's attendance record will indicate absences according to the attendance policy when checked out of school for appointments.

## Cafeteria

**Students need to arrive by 7:30 a.m. if they want to eat breakfast.**

	<b>Price</b>	<b>Reduced Price*</b>	<b>Adult</b>
<b>Breakfast</b> (7:15-7:40)	Free to ALL students		
<b>Lunch</b> (See daily schedule)	Please check the Rogers Public Schools website for the most up to date pricing	Please check the Rogers Public Schools website for the most up to date pricing	\$4.00 (Subject to change)

*\*Applications for free or reduced priced meals are available in the office.*

- Parents may pay for more than one week at a time with cash or checks made out to Lowell Elementary. **All payments should be sent in a sealed envelope labeled with the student's name, grade, and teacher's name.** Payments may also be made online through our school website.
- Parents having lunch in the cafeteria with their child should eat the school lunch or a prepared sack lunch from home. This will encourage participation in the nutritious school lunch program.

## Car Rider Procedures

Before and after school are times to be especially cautious when driving around the school.

Procedures are in place to ensure the safety of our students. There are safety patrols to help with opening car doors each morning and afternoon. These 5th grade students are supervised by a staff member.

Parents are asked **not** to park in the lot and walk in the building to pick-up their child unless they are taking care of other school business (i.e. meeting with a teacher, business in the office, etc.). **Please do not park or drive in the fire lane. No students are ever to be picked-up or dropped-off in the bus lot.** This lot is for the loading and unloading of school buses and approved shuttles only. It is against Arkansas State Law for a vehicle to pass a school bus that is loading or unloading.

## Counselor

We have a school counselor on staff each day and access to a social worker. These two ladies can provide assistance with accessing services within the school system and the community. The school counselor also forms groups to provide support for students. Our school district has partnerships with local mental health agencies to provide more intensive support. If you have any needs or concerns, please contact the counselor, Mrs. Bentley. (Stephanie.Bentley@rpsar.net)

## Discipline Policy/General Rules

No student will be allowed to interfere with or disrupt repeatedly the educational process of others. Teachers are the authority figure in the classroom and will recognize and reinforce students who choose to behave appropriately.

Consequences for breaking a rule include reprimand, time-out, loss of privilege, parent notification, conference with parent, in-school suspension, and out-of-school suspension. A detailed Rogers School District discipline policy will be sent home with each student at the beginning of school.

General Rules are listed in each student's Tuesday folder. **A reminder that toys are not allowed at school. The use of any personal electronic communication and entertainment device is not allowed during school hours. Devices must be turned off and kept in a backpack at all times.**

\*For all students in grades K-12, the school, school district, and school district personnel assume no responsibility for any cell phone, personal communication device, or personal entertainment device that is lost, damaged, or stolen in a school building, on school property, or during travel to and from school.

## Homework/Make-up Work

**Homework:** Homework should be an extension of clearly defined learning goals and should be appropriate to the age, ability, and independent level of the student. The assignment is primarily to be completed by the student for independent practice outside of school time. **It is the responsibility of each student to complete all class and homework assignments on time.** School papers are usually sent home each Tuesday, but please check with your child daily for any math and reading assignments.

**Make-up work:** Make-up work for students who are absent may be supplied by the teacher and picked up by the parent in the office. Please call the office by noon to request work that may be picked up no earlier than 2:00 p.m. Make-up work will not be supplied for a one-day absence.

## Inclement Weather/Alternate Method of Instruction

In the early morning hours, during the winter, radio and television stations will begin carrying announcements by 6:00 a.m. of any school closing. Worsening weather conditions may force the early closing of schools. Should this happen, radio and television stations will carry this information. **Please do not call the school.** This interferes with our obtaining information and instructions from the district office.

Please devise a parent-child contingency plan so that your child will know what they should do in the event that school is forced to dismiss early.

If we should miss school for a snow day, an Alternate Method of Instruction will be sent home. Completed student work will be the documentation for attendance. All work must be returned to the teacher by the end of the 3rd day following an AMI day! Students not turning in work will receive an unexcused absence. \*During the AMI day, teachers will be available to students (or parents) through their messaging app or email.

## Legal Custody

If there are any custody arrangements existing regarding your child, the school must have a copy of the official court documents. These documents must be updated yearly or as specifics change.

## Medication

School personnel cannot give any medication to students without written permission from parents. Permission forms are available in the nurse's office. Forms should contain the name of the medication, the amount to be given, and the time it is to be given. Medication must be brought to the office in a prescription container. **Medicine may not be transported on the bus.**

## Notes from Parents

Notes are needed when:

- 1. A student has been absent. (Please state the reason for the absence.)**
2. You will be picking your child up early for an appointment. This allows the classroom teacher to prepare any necessary homework.
3. You wish your child to go home in a different way than usual, or if a different person is picking him/her up at school. Children without notes or a phone call to the office will be sent home their customary way. **Phone calls to the office to make changes must be made before 2:00 p.m.**
4. A student is going home with another student. **Both children must bring a note.**

A note from a physician is needed if your child has food allergies or if your child is to be excused from recess or PE due to illness or injury.

## School Supplies

Teachers of each grade request special supplies needed for their activities. A supply list is given to each student at enrollment. Backpacks on wheels are not permitted. Students are expected to take good care of all books, equipment, and their own personal property. Parents will be assessed payment for damage done to books or to school or bus property.

## Specialized Instruction and Services

Every student has library, physical education (P.E.), music, and art. **For student safety, appropriate clothing and shoes should be worn on P.E. days.** The school counselor provides classroom guidance lessons and is also available to students and parents.

## Student Dress & Grooming

A student's appearance should not disrupt the educational environment by disturbing or distracting other students. This includes:

- Excessive make-up, jewelry for an elementary student
- Spaghetti straps, halter-tops, see-through clothing, shirts that do not cover the midriff
- Clothing inappropriately too tight or too loose
- T-shirts that advertise alcohol, tobacco, or have inappropriate pictures/language
- Footwear that is unsafe or shoes with cleats, high heels, tap shoes, or skates on the bottom (cowboy boots, sandals, and "flip-flops" provide very little traction and make it both difficult and dangerous to run during P.E. and recess)

Students inappropriately dressed will need to have suitable attire brought to them or will be given clothing from the school's clothes closet.

## Transportation (Bus)

Several buses transport students to school within a very short distance. It is important that students show appreciation for this privilege by obeying rules for bus riders and extending courtesy and showing respect to bus drivers. Problems could lead to discontinued bus service. Parents are responsible for any misconduct at bus stops. The bus driver may refer any student to transportation authorities and the school principal for misbehavior, and the following consequences will be enforced:

- |                 |   |
|-----------------|---|
| First offense:  | Parent contact by letter or telephone   |
| Second offense: | 1-day bus suspension and parent contact |

Third offense:	3-day bus suspension and parent contact
Fourth offense:	10-day bus suspension and parent contact
Fifth offense:	30-day bus suspension and parent contact
Sixth Offense:	BUS SUSPENSION FOR THE REMAINDER OF THE SCHOOL YEAR

## Visitors to the Building

**All visitors are asked to check-in at the office and obtain a visitor's pass.** To help facilitate this, we ask that you enter the building through the front door. As an added safety measure, the front door is kept locked during the school day. There is a buzzer you can use to gain admittance. We have instructed staff members to stop anyone in the hallways without a visitor's pass. Many parents are in the school frequently. We ask that you also stop to get a visitor's pass. If you are visiting Lowell Elementary for the first time, you will need a photo identification to get in.

## Volunteers

Volunteers play an important and valuable role in the Rogers Public Schools. Students, teachers, staff, parents, and the community all benefit from the work of individuals who volunteer their talents and resources. Volunteers are always welcome! Parents, other family members, and community volunteers are often seen mentoring or working with students. Research has shown that parental involvement is a very important factor in determining a child's success in school. Please check with teachers and administrators on ways you can volunteer. Joining our PTA is also a great way to get involved and to learn about opportunities to volunteer.

## Lowell Parent and Family Engagement Plan

Can be found using the following link or by requesting a copy from the school:

[https://docs.google.com/document/d/1-](https://docs.google.com/document/d/1-ZiSkAct2s8fz_oBRfJhR91MwQLCqhk_/edit?usp=sharing&oid=110149506658265143742&rtpof=true&sd=true)

[ZiSkAct2s8fz\\_oBRfJhR91MwQLCqhk\\_/edit?usp=sharing&oid=110149506658265143742&rtpof=true&sd=true](https://docs.google.com/document/d/1-ZiSkAct2s8fz_oBRfJhR91MwQLCqhk_/edit?usp=sharing&oid=110149506658265143742&rtpof=true&sd=true)

At Lowell Elementary, we believe in *One Team, One Dream*. We recognize that parents play a crucial role in the success of our students. We encourage parents to be full partners in the education of their children. A child's education is a team effort, and every team member must do their part.



**Parent Role:**

- Insist on prompt and regular school attendance
- Read and respond to communications from the school
- Help children be prepared to learn by:
  - Ensuring adequate rest
  - Establishing a study routine and ensuring homework is completed
  - Reading to/with your child and setting an example of reading in the home
  - Having conversations with your child about what is being learned in school
- Volunteer or participate in school activities

**Teacher Role:**

- Teach the curriculum adopted by the ADE
- Maintain high expectations for student learning and behavior
- Appreciate and respect each child as an individual
- Encourage and praise students for effort as well as achievement
- Provide “best practice” instruction with high levels of student engagement
- Communicate with parents about achievement expectations and progress
- Conference with parents and students as

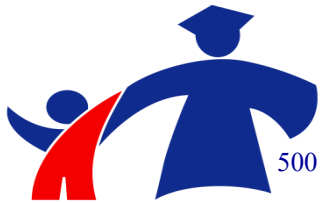
**Student Role:**

- Complete and turn in class work on time
- Make sure work is neat and accurate
- Ask for help when I need it
- Pay attention in class
- Read every night

**School Role:**

- Provide a high quality curriculum and instruction in a supportive and effective learning environment that will enable participating children, with the involvement of parents/guardians, to meet student performance standards set forth by the State of Arkansas for all students
- Hold an annual meeting for parents/guardians of eligible children to notify them of their child’s eligibility to participate in the program, explain the Title I program, this Compact and inform them of the importance of their involvement with their child
- Offer a flexible number of meetings (a.m. and p.m.) to provide timely information and training for parents/guardians in order to help them become effective partners in their child’s learning
- Provide frequent reports to parents/guardians on proficiency levels children are expected to meet and their child’s progress toward meeting state standards and parents will be notified if students require assistance to meet the standard.
- Provide parents reasonable access to staff by school email, opportunities to meet during teacher planning time, during parent/teacher conferences, or by appointment as requested by parents/guardians
- Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities as requested by parent and/or teacher
- Provide timely responses to parents’/guardians’ recommendations





**Rogers Public Schools**  
where all belong, all learn, all succeed

# 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:

Whether the paraprofessional has completed at least two years of study at an institution of higher education.

Whether the paraprofessional has completed an associate’s degree (or higher).

Whether the paraprofessional has met a rigorous standard of quality through our state’s certification procedure for determining the quality of paraprofessional staff.

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

## **PARENT INVOLVEMENT SURVEY - Please fill out and return to school**

In this survey, we are interested in learning more about your thoughts, feelings, and attitudes towards your child's school.

When answering these questions, please consider your child's current experience at school.

This survey is to help us understand different aspects of the parent/school relationship. Your answers will be used in aggregate, and we will not be evaluating individual responses. As such, please be as honest as possible - there are no right or wrong answers.

Because different children often have different experiences in the same school, please complete this survey once per child.

### **1. I feel welcome when I enter the school.**

- Always
- Most of the time
- Some of the time
- Never
- No opinion
- Other (please specify)

### **2. The school schedules parent/teacher conferences in a flexible way.**

- Always
- Most of the time
- Some of the time
- Never
- No opinion
- Other (please specify)

### **3. I received and signed a copy of the School-Parent Compact in the fall (Example: Parent-Teacher Conferences). The compact is the document that explains the responsibilities of the school, the student, and the parent.**

- Yes
- No

### **4. Teachers communicate with me regarding my student's academic progress. (Example: Progress Reports)**

- Yes
- Sometimes
- No

### **5. My calls, emails, or notes to school staff are answered promptly.**

Yes

Sometimes

No

**6. I prefer regular school information such as newsletters, calendars etc. to be communicated by:**

Phone Call

Email

Weekly Take Home Folder

Text

Social Media -Web Site

**7. I prefer that information specifically regarding my student be communicated by:**

Phone call

Email

Text

Weekly Take Home Folder

**8. I am knowledgeable about the school's academic expectation for my child.**

Yes

Somewhat

No

**9. I assist my child with his/her homework as needed.**

Yes

Sometimes

No

Only when asked

**10. My child receives additional academic help at school when needed.**

Yes

Sometimes

No

**11. Do you use the parenting resources that are found on the school website and/or resources that are available for check out?**

**Example: website links, parenting dvds, books, etc,**

Yes

Sometimes

No

**12. The school seeks parent input when planning family involvement events.**

Yes

- Sometimes
- No

**13. I have been encouraged to volunteer at school.**

- Yes
- Sometimes
- No

**14. I feel that parents are involved in decision making at our school.**

- Yes
- Sometimes
- No

**15. I have been invited to participate in school planning such as the School Improvement Plan, Title I Plan, Parent Involvement Plan, etc.**

- Yes
- No

**16. I am knowledgeable about the Title I program and the additional support services that are offered. Example: Literacy Facilitator, Math Facilitator, Reading Recovery teacher, or Instructional Assistant(s).**

- Yes
- No

**17. My child made adequate academic progress over the course of last school year.**

- Yes
- Somewhat
- No

**18. Please identify any obstacles that are preventing your parental involvement:**

**19. Would you like to be contacted regarding volunteering at school? If so, what are specific areas you would like to be involved in?**