



WESTSIDE WARRIORS

"Westside is the Best Side"

2022-2023

Westside Elementary School

Information Packet

Parent & Family Engagement Plan



Westside Elementary School
2200 West Oak
Rogers, Arkansas 72758
479-631-3640

Dear Westside Families,

Welcome to Westside! We are happy to have you as a partner in the education of your child. The teachers and staff at Westside 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 Westside 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 parent and family engagement 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 RPS website. 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 families. 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 Westside!

Kristy Brown, Principal
kristy.brown@rpsar.net

Michelle Wright, Assistant Principal
michelle.wright@rpsar.net

Westside Creed

“Today is a brand-new day with wonderful possibilities. Success begins with me. I have the courage to be a better person today than I was yesterday. I am responsible for my actions and accomplishments; I will choose to do the right thing, even when no one is looking. I will respect myself and others by cooperating with all school people. I am here to LEARN and will do everything I can to keep the teacher teaching and everyone, including myself, learning. I am a proud Westside Warrior, and I ACCEPT THE CHALLENGE!”

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.

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

TABLE OF CONTENTS

Schedules

- School Calendar Page 1
- Daily Schedule Page 1

Instruction

- Academic Standards Page 2
- Intensive Reading Intervention (IRI) Page 2
- Individualized Education Plan (IEP) Page 2
- Homework/Make Up Work Page 2
- Parent-Teacher Conferences Page 2
- Report Cards and 5-Week Progress Reports Page 3
- Specialized Instruction (Music, PE, Library, Art etc.) Page 3
- State Testing Page 3
- Title I Services Page 3

School Procedures

- Arrival Page 3
- Tardy Bell Page 3
- Dismissal Page 3
 - Dismissal Change for a Student Page 4
 - Bus Riders Page 4
 - Car Riders Page 4
 - Walkers Page 5
 - Leaving School Early Page 5
- Breakfast/Lunch Money Page 5
- Medication/Illness Page 5
- Visitors Page 6
- Safety & Security Page 6

School Rules/Policies

- Attendance Page 6
- Birthdays Page 6
- Cell Phones/Handheld Technology Page 7
- Child Custody Page 7
- Contact Information Page 7
- Discipline Page 7
- Dress Code Page 7
- Inclement Weather Page 8
- Lost and Found Page 8
- Field Trips Page 8
- Notes from Parents Page 8
- Parties Page 8
- Recess Page 8
- School Safety Page 8
- School Supplies Page 8
- Toys and Personal Items Page 9
- Use of School Phone Page 9

Schedules

2022-2023 Calendar

School Opens (First Day For Students)	August 15
Labor Day Holiday	September 5
Elem Parent/teacher Conference (after school)	September 12-23
First Quarter Ends	October 13
Vacation (No School)	October 14
Vacation (No School)	October 15
Second Quarter Begins	October 17
Thanksgiving Holiday	November 21-25
Second Quarter Ends	December 20
Winter Break (No School)	Dec. 21-Jan 4
Teacher Work Day (No School)	January 3
Teacher Professional Development (No School)	January 4
Third Quarter Begins	January 5
Vacation (No School)	January 16
Teacher Professional Development (No School)	January 30
Parent Conference Day (after school)	February 13-17
Teacher Professional Development (No School)	February 20
Third Quarter Ends	March 17
Spring Break (No School)	March 20-24
Fourth Quarter Begins	March 27
4 th Quarter Ends-Last day for students	May 26
Memorial Day (No School)	May 29
Teacher Work Day	May 30

SNOW DAYS ARE TYPICALLY ADDED TO THE END OF THE SCHOOL YEAR.
 However, please note that inclement weather days will be made up in this order:
 May 30, May 31, June 1, June 2

Alternative Method of Instruction (AMI) Day(s) may be utilized instead of adding days to the end of the school year (based on ADE approval).
 (Please plan vacation trips after the first week of June in case we have make-up days!)

Daily Schedule

7:45 A.M.....	Tardy-bell; classes begin
10:30-11:00 (approximate).....	Kindergarten Lunch Period
10:50-11:20 (approximate).....	First Grade Lunch Period
11:10-11:40 (approximate).....	Second Grade Lunch Period
11:30-12:00 (approximate).....	Third Grade Lunch Period
11:50-12:20 (approximate).....	Fourth Grade Lunch Period
12:10-12:40 (approximate).....	Fifth Grade Lunch Period
2:45 P.M.....	DISMISSAL

Visit www.rogersschools.net for detailed and updated information throughout the school year. A monthly school calendar and other school specific information are posted on the Westside link or can be obtained from the school office.

Instruction

Academic Standards: Quarterly expectations are available for literacy and math and will be placed in your student's Westside Daily Folder each quarter. Those academic standards are also addressed in both 5-week progress reports and the report card.

Intensive Reading Intervention (IRI):

The requirements for an Intensive Reading Intervention (IRI) as described in Ark. Code Ann. 6-15-2004(a)(2):

Any student who exhibits a substantial deficiency in reading, based upon statewide assessments in grades Kindergarten-2nd grade, or teacher observations, shall be given intensive reading instruction based on the science of reading as soon as practicable following the identification of the reading deficiency. The parent or guardian of any student who exhibits a substantial deficiency in reading, as described above, shall be notified in writing of the following:

- That his or her child has been identified as having a substantial deficiency in reading,
- A description of the current services that are provided to the child, and
- A description of the proposed supplemental instruction services and supports that will be provided to the child that are designed to remedy the identified area of reading deficiency.

Individualized Education Plans and 504 services: Students receiving special education services (resource room, speech language services and self-contained classrooms) will have an Individualized Education Plan (IEP) to guide their instructional services. Parents are included in all decisions regarding these plans and will be invited to attend IEP meetings. Students who are eligible can receive services under a 504 plan.

Homework: Homework is 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 pupil to complete all class and homework assignments on time.** School papers may be sent home daily. Please check with your child each afternoon for math and reading assignments. All students should read or be read to at least 15 minutes every day at home.

Make-up work: Make-up work for absent students may be supplied by the teacher and picked up by the parent in the office. **Please do not interrupt a teacher's class to ask for work.** Please call the office by 9:00 a.m. to request work that may be picked up no earlier than 2:00 p.m.

Parent-Teacher Conferences: Parent/Teacher conferences are held midway through the 1st quarter and again in the middle of the 3rd Quarter to discuss pupil performance. However, feel free to schedule an appointment with your child's teacher at any time you feel is necessary.

Report Cards and 5-Week Progress Reports: All students will receive a 5-week progress report midway through each quarter. Student progress is recorded on report cards at the end of each quarter. Report card conferences will be held in September and February.

Specialized Instruction: All students receive instruction in Music, Physical Education (PE), and in the Library/Media Center. Students in grades 1-5 also attend art classes weekly. The school counselor schedules classroom guidance sessions with all grades, and is available for individual or small group counseling. A social worker is on campus throughout the week. A nurse or nursing paraprofessional is also on duty in the office daily. Gifted/Talented students are served through the REACH program. Special Education, Speech Therapy, and related services are available to qualifying students.

State Testing: Rogers School District pupils in kindergarten through fifth grades take State standardized tests each year. The dates of testing periods will be announced throughout the year. Because these test results are used in various aspects of your child's educational program, **please do not plan any trips or absences during the testing dates.** The tests and dates for the 2022-2023 year are as follows:

- **State testing, for grades K-2:** iReady Test Window Fall: Sept 6-Sept 30, Winter: Jan 2-Jan 31, Spring: April 17-May 12
- **ACT Aspire, for grades 3-5:** ACT Aspire Test Window April 17-May 19, 2023

Title I Services: Westside is eligible to receive Title I services which benefits all students. Programs such as the reading teacher, academic coaches, Title I assistants and supplemental materials are all paid for in part by Title I funding. Please refer to the parent and family engagement plan at the end of this book for more information.

School Procedures

Arrival: **Doors will open at 7:15 a.m.** All students will report to the cafeteria as they enter school each morning. A teacher will be on duty in the cafeteria. Each Monday we will start the day with a Westside Warrior Monday Family Meeting. It is important that students arrive on-time. Other options throughout the year may include: going to the library for silent reading, or as weather permits, may also participate in run/walk from 7:15 to 7:35. At 7:30, students in the cafeteria and library will be dismissed to the classrooms. We provide breakfast in the classroom for all students. Breakfast will be served from 7:30 – 7:45. **Students arriving to school before 7:15 a.m. are not supervised and parents are responsible for their behavior.**

Tardy Bell: The tardy bell rings at 7:45 a.m. Students arriving at 7:45 a.m. or after need to stop in the office to obtain a tardy slip.

Dismissal: There are three options for student dismissal at the end of the school day.

Option 1: Bus Rider

Option 2: Walker

Option 3: Car Rider

For the safety of your child, we ask that parents do not enter the building during dismissal unless you are taking care of other school business.

- **Dismissal Change for a Student:** Parents must call **before 2:00 p.m.** if the way home for their child is changing.
- **Bus Riders** - Please be advised that the neighborhood south of the school (between Oak and Olrich, and between Dixieland and 24th Street) became a Parent Responsibility Area (PRA), and no longer receive street by street bus service. Designated stops will be available on Dixieland, Olrich and 24th, but no buses will run within those boundaries. We encourage parents to teach children how to walk to school safely and even better, to plan to walk with them. You may direct questions to the Transportation Department at 636-5421. Bus numbers serving Westside this year (2022-2023) are 45, 46 and 47. (Subject to change)

For those students that do ride the bus, it is imperative that students show appreciation for this privilege by obeying rules for bus riders, and extending sincere courtesy 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/or the school principal for misbehavior. The following consequences will be enforced:

First offense:	Parent contact by letter or telephone
Second offense:	One-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

Parents please also remember to check your student out in the office. Teachers will not release the students directly from the bus line.

- **Walkers:** Students that choose to walk home may do so in 1 of 4 lines. The line your students will be in is determined by their address. Please check with the office before school to see which line your child will walk in.
- **Car Riders:** Please be especially cautious when driving around the school. There are two crosswalks from the parking lot to the front entrance of the building, please be mindful of people using the crosswalks. The main front door entry is to be used for dropping off and picking up car riders. In the morning, parents must pull up to the farthest available orange cone, in a single file line so the cars behind you may also unload. A Car Patrol student or adult on duty will be waiting by the cone to assist your child with the car door. Students should never cross the parking lot unattended. At dismissal, car riders are to wait inside the front door until their names are called. Cars again form one line and pull up to a designated cone. Students are instructed to walk to a specific numbered cone on the sidewalk where they will meet their vehicle and load. Please observe these specific procedures, which are in place to ensure the safety of your child, as well as the safety of others:
 1. Each car picking up a student must display the student name on a placard supplied by the school. (Get one for others who have permission to pick up your child. If you do not have a school provided name card, you will have to park and come to the office and show your ID to get one.)
 2. **Do not park in the lot and then take students back to your car from either the Walker or Bus lines as they leave the building.**
 3. Avoid coming into the school at dismissal to pick up your child unless you are taking care of other school business.
 4. **No students are ever to be dropped off or picked up in the bus loop south of the building.** This lot is for staff parking and the loading and unloading of school buses, approved shuttle buses, students with special needs and kitchen deliveries. *It is against Arkansas State Law to pass a school bus that is loading or unloading.*

- **Leaving School Early:** A request to have a child excused from classes early should be sent with the child 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.

Early dismissal results in a "tardy" or partial absence on the student's attendance record.

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. Office personnel will call the classroom to have your child dismissed. ***Please do not go directly to the classroom to get your child.***

Breakfast/Lunch Money: Breakfast is served daily from 7:30 to 7:45 in each classroom. All students may eat breakfast for free. Lunch is served each day. Cost of a full-priced lunch is available on the RPS website. Reduced price is \$.40 (\$2.00 per week). Extra milk is \$.50 per day. (Parents may pay for more than a week of lunches at a time.) Cash or check may be used to pay for lunches. Checks must be made out to Westside Elementary. All money should always be sealed in an envelope labeled with the student's name, grade, teacher's name, and amount. **Students are not to charge lunches. Notes will be sent home to parents by the cafeteria manager when a balance becomes negative.** Follow-up phone calls will be made until the balance is paid. There is a payment option that is available online. It can be accessed from the Rogers Public Schools homepage (www.rogersschools.net) under parents then MyPaymentsPlus. (Prices subject to change)

Free/Reduced Lunch: Applications for free or reduced priced lunches are available in the office. Only one application for all school aged children in the household will be needed. All household members (not just students) must be listed. **Students will be charged full price until applications have been approved.** It is important to fill out the application as soon as possible.

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. Parents and their child may be seated at a space reserved for this purpose. **Parents may not provide lunch for other students. (*Parents may not eat lunch with their child until the 3rd week of school.)**

Medication: *Medication must be brought to the office in a prescription container, by the parent.* Students should not transport medication. School personnel must have written permission from parents in order to give medication (prescription or nonprescription), including use of inhalers. Permission forms are available in the nurse's office. Forms contain the name of the medication, the amount to be given, and the time it is to be given. Please send a measuring spoon with liquid medicines. Even though cough drops are not a prescribed medication, we do ask that you check them with the nurse just as you would a prescribed medication.

Visitors to the building: Parents are always welcome at Westside. Once you enter the building, you'll be directed to the office where you will receive a visitor's badge. However, for the safety of our students if you need to see your child for any reason during school hours, we will call the student to the office. Please do not go directly to the classroom. We ask that students from other schools or friends of students do not visit during school hours. Classroom interruptions during instructional times are discouraged because of the time on task necessary for successful learning.

Safety & Security: To ensure the safety of everyone at Westside, the doors are all locked and you must press the buzzer to enter the building. EVERYONE MUST check in at the office to get a visitor sticker.

School Rules and Guidelines

Attendance: All absences from class, except those caused by approved school activities or in-school suspension, will be recorded on the permanent record for each student. Students need to bring an excuse note/doctor note when they are absent. For any absence, parents have the responsibility to see that make-up work occurs. A student arriving after 7:45 is counted TARDY; parents are responsible for student attendance.

Upon the fifth day of student absence during a semester, the school will contact the parent via letter. At this time, the school will notify the parent of the consequences of continued poor attendance by the student.

Students whose absences exceed ten, in one semester, may be required to attend make-up sessions outside the school day. (There will be a charge to parents.) Extenuating circumstances will be dealt with on a case-by-case basis (with administrative approval). Truancy should be treated as a disciplinary matter. Any absence due to truancy will be counted in the student's total number of absences.

On the eleventh day of student absence during the semester (not including short-term and long term absences as outlined in the District Attendance Policy that may be excused), the school will notify the parent that the student could possibly be retained at the current grade level for the following year and/or that the parent will be reported to the Arkansas Department of Human Services (DHS). A detailed Rogers Public School attendance policy will be sent home with each student at the beginning of school.

Birthdays: **Happy Birthday! We are so glad your child was born! Please DO NOT send birthday treats to school with your child.** State laws now regulate and restrict foods in schools, and parents may not provide food for any student other than their own child. (The law does allow a limited number of exceptions for school-wide events that the principal may approve.) Parents are also discouraged from sending flowers or balloons to school for their children. Deliveries of this sort disrupt the learning process in the classroom. Flowers or balloons that do arrive at school will be kept in the office for the student to pick up at the end of the day. **Flowers or balloons are not allowed on school buses.** Birthday party invitations may not be passed out at school unless every student in the class receives one.

Cell Phones/Handheld Technology: Cell phones are allowed on school property. **However, making calls, receiving calls, and texting are not allowed during school hours.** Cell phones should remain off and in the child's backpack. Use of a cell phone or electronic devices during the school day is not allowed unless such use has been specifically approved by administration. Once the student has left school for the day, he/she may resume cell phone/handheld technology usage as directed by the parent or guardian. Westside Elementary is not responsible for lost or stolen devices. Please note that if the student is caught using his/her phone/handheld device during the school day, it will be given to the office and a parent will be notified.

Child 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. Non-custodial parents have rights to access student academic records and may request information about school events.

Contact Information: Change of residence, telephone number, or employment - It is extremely important that every student maintain an up to date address and working phone number on file in the school office. Please contact the school immediately when information changes. It is imperative that we know how to reach you in case an emergency arises. Therefore, please provide an emergency contact other than the student's parents.

Discipline: Westside Elementary promotes a multi-tiered system of support for classroom management and behavior. We believe in promoting social and emotional development that empowers both teachers & students. We believe in a relationship-based, community model. The "school family" is the core of the program.

The school family is held together through communication skills. The skills are taught during conflict moments in the classroom & through active learning lessons. The goal of the school family is to create problem solvers. We celebrate good choices at all times and in all places (classrooms, hallways, cafeteria, playground, school buses, etc.)

Westside follows all Rogers Public School policies. All behavior has potential consequences. We believe strongly in first seeking the natural consequence, however, there are times when other consequences may be appropriate and could include teaching and/or re-teaching problem solving/conflict resolution skills, parent notification, conference with parent, in-school suspension, and in rare instances, out of school suspension. No student will be allowed to interfere with or repeatedly disrupt the educational process of others.

Dress Code: The home and school need to cooperate in the matter of dress. Please look at your child before he/she leaves your home. School is the child's place of business, and children who are dressed in appropriate school clothing tend to do a better job. Current fashion trends are not always appropriate for school. A student's appearance (clothing, cleanliness, accessories) will not be permitted to disrupt the educational environment by distracting or disturbing others. *Excessive jewelry, excessive make-up, or distracting hairstyles are not appropriate for elementary school. Short shorts, spaghetti straps, halter-tops, see-through clothing, shirts that do not cover the midriff, hats and non-religious headscarves, clothing inappropriately too tight or too loose, and T-shirts that advertise alcohol, tobacco, or have inappropriate pictures/language are not allowed.* **Please avoid shoes with high heels, cleats or skates on the bottom. Cowboy boots and sandals provide very little traction and make it both difficult and dangerous to run during P.E. and recess. Please avoid wearing any unsafe footwear to school. Pupils inappropriately dressed will need to have suitable attire brought to them or be given clothing from the school's clothes closet. Students are encouraged to wear their Westside T-shirts or sweatshirts on Fridays.**

Inclement weather: 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 or AMI day. Worsening weather conditions may force the early closing of schools. If this should happen, radio and television stations will carry this information. The information will also be posted on our district web page www.rogersschools.net. On such a day, our phone lines become jammed. **Please do not call the school.** This interferes with our obtaining information and instructions from the District Office.

Lost and Found: Articles found in and around the school should be turned in to the office where the owners may claim their property by properly identifying the lost item. Unclaimed items will be donated to local charities. Please remember to put student names on coats, jackets, sweatshirts, lunch boxes and backpacks.

Field Trips: Parents are always welcome & encouraged to attend field trips. However, only one parent per class is allowed to ride the bus.

Notes from Parents are needed in the following instances:

1. A student is going home with someone or taking a visitor home. **Both children must bring a note for the office & for the bus driver.**
2. 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 will be sent home their customary way—no exceptions!**
3. **Note from a physician**-If your child is to be excused from recess or PE, due to illness or injury.
4. You will be picking your child up early for an appointment. This allows the classroom teacher to prepare any necessary homework.
5. A student has been absent. (please state the reason)

Parties: Classroom parties for Winter Holiday and Valentine's Day will be organized by homeroom mothers. Halloween/Fall parties are not held at school. **In compliance with new health and nutrition regulations, food provided for these parties should be commercially produced and packaged rather than home-baked.** Please also avoid all products containing nuts.

Recess: We expect all children to go out for recess (when weather permits), unless we have a note from a medical doctor ordering the student to "sit-out". In extreme heat or cold, we will only be out long enough to stretch and get fresh air. By law, unstructured physical activity will be provided daily for 40 min.

School Safety: To provide our students, faculty, & staff practice in the event of an emergency, Westside will conduct monthly fire drills, tornado drills, & an annual lock down drill. To ensure the safety of everyone at Westside, the doors are all locked during the school day. EVERYONE MUST check in at the office to get a visitor sticker.

School Supplies: The Rogers School District will mail school supply lists to all enrolled students in early July. 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, school or bus property.

Toys and Personal Items: Children are not to bring toys, pets, electronic games, or other personal items to school, unless they have special permission from their teachers. No Pokemon cards, or other trading cards, skateboards, or laser pointers will be permitted on school grounds. **No toy weapons of any kind are allowed!** 4th & 5th grade students may bring balls for recess equipment at the teacher's discretion. Students will assume responsibility for any items brought to school. Please do not send party invitations to be passed out unless every child in the class receives one.

Use of school phone: Children are asked not to use the phone unless the teacher or the office approves an urgent need. Messages are relayed to students.

Westside Daily Folder: Parents can once again expect daily to see the Westside Daily Folder. It is our hope that the folder will increase parent-teacher communication and give parents vital information at their fingertips. The folder will contain the classroom schedule, lunch menus, quarterly progress goals, monthly calendar and a section for parents to write a note to the teacher if needed. The folder is provided for each Westside student. Please remember that the students will bring this folder home each night and need to return it the following morning.



Rogers Public Schools

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

500 West Walnut Street • Rogers, AR 72756 • 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

Join the PTO
Volunteer Opportunities 2022-2023

The following committees have been set up to carry out the duties of the PTO this year. Please check the committee(s) on which you would like to serve.

<u>COMMITTEE</u>	<u>DESCRIPTION</u>
<input type="checkbox"/> Homecoming Float	For 5 th grade parents/help build float
<input type="checkbox"/> Warrior Watchdogs	Spend time at school/car duty greeter
<input type="checkbox"/> Program Sets	Help Create sets for school program
<input type="checkbox"/> Field Day	Assist Coach Bunch with field day activities
<input type="checkbox"/> Staff Appreciation	Bring Food for staff and throughout the year
<input type="checkbox"/> Volunteer as needed	Help with school events throughout the year
<input type="checkbox"/> Yearbook	Contribute photos from events/design pages
<input type="checkbox"/> Fund-raising	Help with fund-raising events
<input type="checkbox"/> Popcorn Fridays	Work once per month before school

Name:

Email:

Phone:

Child/Teacher:

Westside Elementary



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)]

Westside Elementary School's written parental involvement plan is made available to parents and the local community. Each year, the advisory committee will review and update the Parental Involvement Plan, develop school goals and address specific student needs, reflecting the commitment to facilitating parental involvement.

A child's education is a responsibility shared by Westside Elementary School and family during the entire time a child attends. The faculty, staff, parents/guardians, and community members must work together as knowledgeable partners to support educating all students effectively. We are a diverse school in culture, language, and needs, and they are important pieces of the school's ability to provide for the social, emotional, and academic needs of the children.

Westside invites parents to provide feedback at the end of each school year to help staff make improvements and/or adjustments for the following school year. The results of the survey are shared by the principal with staff in an August professional development meeting.

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)]

In order to promote student learning and encourage parents to participate as full partners in the decisions that affect their children and our families, Westside Elementary will offer support to parents/guardians with meaningful, two-way communication.

In order for parents/guardians and families to feel welcome and to provide support and assistance, Westside Elementary School will ensure that:

1. Westside will provide students and parents a school handbook in the form of the Parent & Family Engagement Packet at the beginning of each school year. This packet includes the necessary information for parents to get involved at Westside, as well as, school calendar, school procedures, the process for addressing and resolving concerns, and ways to get involved in the PTO. This packet is provided in English and Spanish.
2. Regularly update the school's website and other forms of social media to inform parents of upcoming events.
3. A weekly folder will be sent home on Tuesdays. This folder serves as a communication tool between parents and school. Weekly work samples and/or information from school are sent home in the Tuesday folder.
8. Teachers will develop and use distribution lists to communicate with parents daily and/or weekly by email.
9. The school website will be utilized to allow partners and parents to be kept aware of special events occurring at Bellview ([Westside Elementary Website](#))

10. Westside utilizes Facebook and Instagram to share information with partners and parents to be aware of special events occurring at Westside.

11. Rogers Public School District has a Board of Education approved Statement of Commitment to Parental Involvement, August 2004. The Statement of Commitment is published in the yearly information packet that is sent home with each child upon enrollment. The Rogers Public School District recognizes that parents play a crucial role in the success of their children in school and commits to encouraging parents to be full partners in the education of their children.

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)]

Professional development opportunities for teachers and school administrators will be offered annually. The professional development will include community engagement and opportunities to enhance understanding of effective Parent and Family strategies.

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)]

Parents play an integral role in assisting and promoting student learning. The staff at Westside Elementary recognizes that parents are the first and most influential teachers.

To help parents in assisting students, the school will:

1. Provide a paper copy of grade level learning expectations at the beginning of each quarter. Both English and Spanish versions are available for parents.
2. Hold a parent/teacher conference in the fall and in the spring annually. 100% participation is expected. When necessary, additional conferences are scheduled throughout the school year in order to meet the students' needs. A translator is provided during the conferences when needed.
3. Hold a parent involvement meeting/Title I report meeting in the fall to report on the state of the school and give an overview of what students will be learning, school test results, school goals, and how parents can assist and make a difference in their child's education.
4. Share classroom information and grade level expectations with parents during Open House at the beginning of the school year.
5. Provide strategies for parents to use at home based on the specific needs of the child.
6. Provide assistance to parents of children served by the school, as appropriate, in understanding topics such as state and local assessments and how to monitor a child's progress and work with educators to improve the achievement of the child.
7. Work with the families of homeless children to ensure that adequate nighttime shelter,

food, clothing, and medication are accessible through various community resources.

8. Provide parents with the opportunity to express feedback on an end of the year survey.

9. Make parents aware of our parent resource center that contains books, videos, etc. for checkout.

10. Participate in monthly PTO meetings. The purpose of these meetings is to collaborate on meeting the common needs of students, parents, and the community.

11. Encourage feedback from parents either through emails or phone calls regarding issues that directly affect their child.

12. Encourage parents to contact their child's teacher first, if they have concerns about their child's academics and/or behavior to discuss the concerns and possible next steps.

13. Train staff annually on effective parental involvement strategies and the importance of creating a climate of parent and community involvement within each classroom.

14. Provide parents with the Family Engagement Packet (school handbook) at the beginning of the school year. There is a section in the packet that informs parents of different volunteering opportunities through PTO.

15. Provide parents with the contact information for Westside's 504 and IEP liaison. Michelle Wright, the assistant principal, is the 504 and IEP liaison. She can be reached either by email (michelle.wright@rpsar.net) or phone (479-631-3640) during school hours.

5: Coordination

Describe how the School will coordinate with other organizations, businesses, and community partners, including alumni, to provide additional support, 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)]

Westside believes in coordinating with other organizations, businesses, and community partners, including alumni, to provide additional support, services, and resources to families. In order to promote connections with the community, Westside promote the following:

1. The building principal will attend monthly meetings with the PTO. Other teachers and staff may attend as the need arises. The purpose of these meetings are to collaborate on achieving common needs of the students, parents, and the community.
2. The building principal has designated one certified staff member (Mrs. Griffin) to serve as a parent facilitator. This individual will organize meaningful trainings for staff and parents and emphasizes that parental and community participation is recognized as an asset to the school.
3. Ensuring that information related to school and parent programs, meetings, and other activities is sent to the parents of participant children in a format and, to the extent practicable, in a language the parents can understand.
- 4.. Engaging in other activities determined by the school to help parents/guardians assist in their child's learning.
5. Hold a parent orientation meeting for incoming kindergarteners the week before school starts.
6. Work with the feeder middle school (Oakdale) to set up a field trip for 5th graders in the spring.
7. Hold an assembly recognizing previous Westside students who are graduating from high school in the spring.
8. Determine the students who would benefit from the Samaritan Snack Pack program annually.
9. The Rogers Public School District encourages the development of and participation in family-oriented community based physical activity programs.
10. Work with local churches and organizations who sponsor school-wide events such as open house and family fun nights.

11. Share contact information of the school counselor and social worker for parents to use a resource for community services.

12. Announce yearly registration for RPS Pre-K services.

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)]

We hold a yearly Title 1 meeting each year in the fall. Invitations are sent home in Tuesday Folders and also sent electronically via text. The meeting is also advertised on social media.

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)]

A committee made up of an administrator, parents, and staff members meet yearly to develop our School-Parent Compact.

The student will:

- Give my best effort in all that I do.
- Read every day.
- Be respectful and cooperative with my parents, peers, teachers, and principal.
- Be responsible for my own work and behavior.
- Ask for help when I need it.

The parent will:

- Get my child to school before 7:45 daily.
- Read and talk with my child daily and monitor time spent on electronics.
- Communicate with and support the school, teachers, and principal.
- Make sure my child has proper nutrition and rest for learning.
- Make sure my child follows rules and completes homework.

The teacher will:

- Provide a safe, positive learning environment.
- Recognize strengths and growth areas of each child.
- Make lessons engaging and have high expectations.
- Communicate regularly with parents.

The principal will:

- Hold high expectations for all my teachers and students.
- Be available to parents, teachers, and students.
- Plan parent involvement and education opportunities.
- Ensure a high-quality curriculum and instruction in a supportive and safe learning environment.

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)]

Parent Involvement money is spent on resources to help parents access their students' education needs.

- Literacy, math, and STEM family night educational resources and food for families.
- Tuesday folders are also purchased yearly.

Parents are asked at PTO meetings, Parents Make a Difference Night, and at the yearly Title 1 meeting on suggestions on how the monies should be spent.

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

[*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](#)

School Name:	Westside Elementary
School Engagement Facilitator Name:	Betsy Griffin
Plan Revision/Submission Date:	
District Level Reviewer Name, Title:	
District Level Approval Date:	

Committee Members, Role

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

First Name	Last Name	Role <i>(Teacher, Staff, Parent, Student, or Community Member)</i>
Kristy	Brown	Principal
Michelle	Wright	Assistant Principal
Betsy	Griffin	School Counselor
Julie	Phillips	Teacher
Megan	Garrison	Teacher
Emily	McCuen	Teacher

Breana	Jones	Teacher
Sarah	Hill	Parent
Diana	Jones	Parent
Misty	Minor	Parent

(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 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]