

# Westside Elementary



## Parent & Family Engagement Plan 2023-2024

### **1: Jointly Developed**

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**

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 Westside Elementary. ([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.
12. Westside offers flexible opportunities for meetings with families.

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

Professional development opportunities for all school staff will be offered annually. The professional development will include but not limited to, community engagement, the value and utility of the contribution of parents, how to communicate with and work with parents, how to respond to parent requests, how to resolve parent concerns, and opportunities to enhance understanding of effective Parent and Family strategies.

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

**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](mailto:michelle.wright@rpsar.net)) or phone (479-631-3640) during school hours.

## **5: Coordination**

**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)*

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**

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)*

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 encourage school staff to use volunteer surveys to compile a volunteer resource book.  
[A.C.A. § 6-15-1702(b)(6)(B)(ii)]
- ✓ **A.8:** The School understands its obligation to conduct no fewer than two parent-teacher conferences per school year.  
[A.C.A. § 6-15-1702(b)(3)(B)(ii)]
- ✓ **A.9:** 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.10:** 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.11:** 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.12:** 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.13:** 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.14:** 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.15:** 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>	Westside Elementary
<b>School Engagement Facilitator Name:</b>	Betsy Griffin
<b>Plan Revision/Submission Date:</b>	May 10, 1023
<b>District Level Reviewer Name, Title:</b>	Melody Sebastian, Federal Programs Director
<b>District Level Approval Date:</b>	5/18/23

**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>
Kristy	Brown	Principal
Michelle	Wright	Assistant Principal
Betsy	Griffin	School Counselor
Julie	Phillips	Teacher
Megan	Garrison	Teacher
Emily	McCuen	Teacher
Breana	Jones	Teacher
Sarah	Kinnamon	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](mailto:ade.engagementmatters@ade.arkansas.gov) or 501-371-8051.)