

Eastside Elementary

Parent and Family Engagement Packet

Welcome Parents and Guardians,

Your child's success and safety are important to us in the Rogers Public Schools and at Eastside Elementary. Please read this packet and the *Parent Involvement Plan & Procedure Booklet (Calendar)* so that you are familiar with school and district procedures which ensure your child's safety and success at school. Please sign and return this cover letter page to your child's teacher.



Thank you. We look forward to a terrific school year with you and your child.

Carla Gonzalez, Principal

Melissa Lohmeier, Assistant Principal

I acknowledge that I have received and reviewed a copy of the following:

Parent Involvement Plan & Procedure Booklet (Calendar) Parent Involvement Plan Summary

Parent-School Compact

Rogers Public Schools 2023-24 Information Packet ESSA Parent Letter

Parent/Guardian Signature

Date

Student Name

Teacher

Eastside Elementary Parent and Family Engagement Plan Summary
2023-2024

Eastside's mission is to provide necessary foundations for students to reach their potential and become successful, productive citizens in our ever-changing world. Staff, parents, and students share the common goal of creating the positive environment in which students develop academically, emotionally, and socially.

It is our goal to engage schools and parents as full-time partners in the education of young people in a meaningful and productive way. We want to work with you in supporting your child's educational growth and success.

Eastside Elementary School is committed to provide a high quality curriculum and instruction in a supportive and effective learning environment that will enable participating children, with the involvement of parent/guardians, to meet student performance standards set forth by the State of Arkansas for all students.

Eastside sets yearly goals based on data to grow our leadership behavior and achievement. We determine those goals after analyzing the prior year's state testing, student leadership surveys, and behavior referrals. Progress towards these goals are tracked by students, class, grade level, and as a school each quarter. These yearly goals are shared with all stakeholders during the Principal's Report to the Public each fall. Positive Behavioral Interventions and Supports (PBIS) begin in the classrooms of Eastside. The core principles include the understanding that we can and should:

- Effectively teach appropriate behavior to all children
- Intervene early before unwanted behaviors escalate
- Use research-based, scientifically validated interventions whenever possible
- Monitor student progress
- Use data to make decisions

Throughout the year, we will offer instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment. Topics may include but are not limited to: reading with their child, math, science, technology, health and wellness including nutritional facts, allergies, attendance, how to prepare for state testing, safety, etc. Additional resources are available at the Parent Center located in the front office and the media center. Parents are encouraged to recommend additional resources or suggested parental topics for the Parent Center.

Eastside will provide frequent progress reports on state academic standards to parents/guardians. We will also provide parents reasonable access to staff by email, opportunities to meet during teacher planning time, during parent/ teacher conferences, or by appointment as requested by parents/ guardians. Parents are encouraged to volunteer in one or more of the opportunities made available throughout the year. Please feel free to participate in your child's class, and/or to observe classroom activities as requested by a parent and/or teacher.

Eastside will provide opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. This includes providing information and school reports in a format and, to the extent practicable, in a language parents understand.

Parents will be involved in the planning, review and improvement of Title I programs including the school parental involvement plan. A school-wide survey will be conducted annually and the information gathered will be considered in any changes for the new school year.

Eastside Elementary School is a **Title I school**. Title I is the largest federal assistance program for our nation's schools. The Title I program supports a high-quality education for EVERY child, and in so doing, provides extra help to students that need it the most. The Title I federal money is used to provide a Reading Recovery teacher, Instructional Facilitators, instructional assistants, staff development, school-related activities for parents, and supplemental instructional materials. Also through the Title I Parent Involvement funding, we purchase the Tuesday Folders, the Parent Involvement Procedure/Calendar Manual, and Student Planners based on the recommendation of parents.

Eastside will hold an annual meeting at flexible times to inform parents of the school's participation in Title I, Part A programs. At that time, an explanation will be given concerning the Title I, Part A requirements and the rights of parents to be involved in those programs. The principal will also provide information on district and building goals, progress toward meeting those goals, and opportunities for parents to be involved. Teachers will also present on the following Act 307 of 2007:

- Ø What students will be learning (Quarterly Expectations, Standards-based Report Card)
- Ø How the students will be assessed (state and local)
- Ø What the parents should expect for their child's education
- Ø Ways the parent can assist and make a difference in their child's education
- Ø Advise parents of times during the day the teacher is available for conferences and two way communication.

PARENT-SCHOOL COMPACT

The Title 1 Parental/Guardian Involvement Compact will be reviewed with parents at the beginning of every school year. It is our goal to engage schools and parents as full-time partners in the education of young people in a meaningful and productive way. You will receive the compact at the beginning of the year which you need to review with your child, sign and return to your child's teacher. There is a copy of the compact within this packet so that you can refer to it throughout the year. Feel free to conference with your child's teacher or the school principal concerning the compact. We want to work with you in supporting your child's educational growth and success. Each year a committee of parents will review the compact to determine if any changes are necessary.

TITLE I PARENT/GUARDIAN INVOLVEMENT COMPACT

THE SCHOOL and the TEACHERS WILL:

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;
- _____ Provide parents reasonable access to staff by 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 and guardians.

THE PARENTS/GUARDIANS WILL:

- _____ Make sure each student arrives to school on time daily;
- _____ Monitor TV programs and limit time spent watching television; monitor time spent on computers and other electronic devices;
- _____ Read and respond to communications from the school;
- _____ Ensure that homework is completed in a neat and acceptable way;
- _____ Observe, volunteer, and participate in school activities;
- _____ Attend twice a year Parent/Teacher conferences;
- _____ Ensure that my child gets 8-10 hours of sleep nightly;

STUDENTS WILL:

- _____ Attend school regularly and be ready to learn;
- _____ Respect the rights of others to learn;
- _____ Have great expectations and an "I can" attitude;
- _____ Will complete and return homework in a timely manner.
- _____ Show kindness to others.

Student: _____	Date: _____
Parent: _____	Date: _____
Principal: _____	Date: _____
Teacher: _____	Date: _____

Welcome to Eastside Elementary School.

The objective of the Eastside P.T.O shall be

- * to enrich and enhance the education of the students,
- * to strengthen communication between parents and staff,
- * to host Eastside School activities.

The P.T.O strives to provide a structure where parents can have a voice in support of their school system. We are able to accomplish many exciting things that help promote and enrich the learning environment, but this could not be possible without the help of dedicated volunteers. Please Take a moment to fill out this sheet and send it back to your child's teacher. We will be contacting you soon to let you know of upcoming opportunities.

Thank you for all your help.

Jennifer Plumley, jennifer.plumley@rpsar.net
Parent and Family Engagement Coordinator

Name: _____ E-mail: _____

Student's Name: _____ Phone: _____ Teacher: _____

PTO Volunteer Opportunities

Fundraising: Help with fundraising activities. Activities might include Chocolate Bar Sales, T-shirt sales, and Carnival. Other ideas welcome. (Times: varies throughout the year) Contact: ptoeastsideelementary@gmail.com

Teacher Appreciation: Help organize Teacher Appreciation Week. Sign up to bring food items for Teacher Appreciation Week and Parent/Teacher conferences. (Contact: Samantha or Brandy), ptoeastsideelementary@gmail.com Times: September, February, and May)

Buddy Reader: Read with students during the school day. Times: varies, Monday – Friday 8-2 depending on teacher needs, contact Jennifer Plumley, counselor, jennifer.plumley@rpsar.net)

Morning Car Rider Greeter: Help students out of their car in the morning and welcome them to school. Times: Monday-Friday 7:15-7:45)

Homeroom Parent: Coordinate Holiday parties twice a year (December and February). May be opportunities to help in the classroom throughout the year. Times: vary Contact: ptoeastsideelementary@gmail.com

Homecoming Parade: Design a float and recruit volunteers to help build it and drive it in the parade. Times: will need a couple of weeks to plan and build. Days and times flexible for planning and building Contact: ptoeastsideelementary@gmail.com

Library: Help with book fair (up to 3 times a year), shelve books, help students find books, and help students check in and out. (Contact: Theresa Thompson theresa.thompson@rpsar.net Times: Book Fairs during P/T conferences in the fall and spring. Other duties are flexible

Music Decoration Committee: Decorate class for music programs (dates and times vary) Contact: Jeremy Doss, music teacher jeremy.doss@rpsar.net

Reading Garden: Help maintain the garden, weeding, watering, planting as needed, etc. Times vary Contact: ptoeastsideelementary@gmail.com

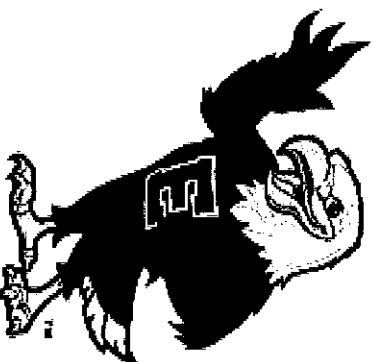
Playground Volunteer: Volunteer to play games with students during recess.

Please indicate hobbies and work experience that you could share with students, school or PTO.

Please tell us other ways that you would be willing to volunteer (inside and/or outside the classroom).

**Eastside Elementary 2023-2024
Parent Involvement Plan & Procedure Booklet**

**Eastside Elementary is dedicated to
...Being our Best
...Doing our Best
...Learning and Leading Together!**



Eastside sets yearly goals based on data to grow our leadership behavior and achievement. We determine those goals after analyzing the prior year's state testing, student leadership surveys, and behavior referrals. Progress towards these goals are tracked by students, class, grade level, and as a school each quarter. These yearly goals are shared with all stakeholders during the Principal's Report to the Public each fall.

Positive Behavioral Interventions and Supports (PBIS) begin in the classrooms of Eastside. The core principles include the understanding that we can and should:

- Effectively teach appropriate behavior to all children
- Intervene early before unwanted behaviors escalate
- Use research-based, scientifically validated interventions whenever possible
- Monitor student progress
- Use data to make decisions

Follow us on Facebook at *Eastside Elementary School of Rogers* or on Twitter or Instagram at *EastsideRogers*

Eastside faculty, staff and administration look for ways to promote leadership opportunities for students such as:

- | | | |
|-----------------------|----------------------------|---------------------|
| ETV News Broadcasting | Recycling Team | Odyssey of the Mind |
| Fire Marshalls | Physical Fitness Classroom | Quiz Bowl |
| Academic Coaches | Library Helpers | Art Competitions |
| | Rise and Shine Assemblies | Amazing Shake |

LUNCH AND RECESS SCHEDULE

	LUNCH	RECESS
First Grade	10:30-11:00	11:00-11:25
Kindergarten	11:00-11:30	11:30-11:55
Second Grade	11:35-12:05	12:05-12:30
Third Grade	12:00-12:30	12:30-12:55
Fourth Grade	12:25-12:55	12:55-1:20
Fifth Grade	12:50-1:20	1:20-1:40

Arkansas Act 1220 of 2003 and ADE Rules

Governing Nutrition (2016)

Schools may provide any snack or beverage deemed appropriate by school officials on nine (9) days during the school year.

- | |
|---------------------|
| September 15 |
| October 27 |
| November 17 |
| December 15 |
| January 12 |
| February 14 |
| March 29 |
| May 10 |
| May 24 |
| (Subject to change) |



PARENTAL INVOLVEMENT POLICY

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An annual meeting will be held at flexible times to inform parents of the school's participation in Title I, Part A programs. At that time, an explanation will be given concerning the Title I, Part A requirements and the rights of parents to be involved in those programs. The principal will also provide information on district and building goals, progress toward meeting those goals, and opportunities for parents to be involved. Teachers will also present on the following (ACT 307 of 2007):

- What students will be learning (Quarterly Expectations, Standards-based Report Card)
- How students will be assessed (state and local)
- What parents should expect for their child's education
- Ways parents can assist and make a difference in their child's education
- Times during the day teachers are available for conferences and two-way communication.

Throughout the year, instruction will be provided to parents on how to incorporate developmentally appropriate learning activities in the home environment. Topics may include, but are not limited to: reading with their child, math, science, technology, attendance, how to prepare for state testing, safety, and health and wellness, which includes nutritional facts, allergies etc. Parents are encouraged to recommend additional resources or suggest topics for the Parent Center.

In order to carry out Title I, Part A parental involvement requirements, Eastside will provide opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. This includes providing information and school reports in a format and, to the extent practicable, in a language parents understand.

Parents will be involved in the planning, review and improvement of Title I programs including the school parental involvement plan. A school-wide survey will be conducted annually and the information gathered will be considered in any changes for the new school year.

The Center for Effective Parenting serves as the Arkansas State Parent Information & Resource Center (PIRC), and was established to provide training, information, and support to parents and individuals who work with parents, LEAs, and schools receiving Title I assistance.

- **Information for the Arkansas State PIRC**
 - <http://www.parenting-ed.org>
- **Information for the National Common Core Standards**
 - <http://www.pta.org/4446.html>
- **Parental Involvement Title I, Part A Non-Regulatory Guidance**
 - <http://www.ed.gov/programs/titleiparta/parentinvguid>
- **Toolkit for Parental Involvement**
 - <http://www.seidl.org/connections/toolkit>
- **Eastside Facebook page**
 - <http://www.facebook.com/eastsideeagles>

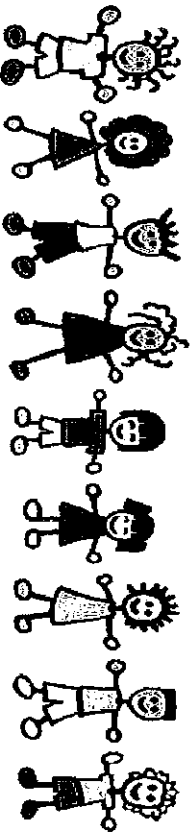
CONTACT

Jennifer Plumley

Parent Facilitator & School Counselor

479-631-3630

jennifer.plumley@rpsar.net



PARENT-SCHOOL COMPACT

The Title I Parental/Guardian Involvement Compact will be reviewed with parents at the beginning of every school year. It is our goal to engage schools and parents as full-time partners in the education of young people in a meaningful and productive way. You will receive the compact at the beginning of the year. You will need to review it with your child, sign it, and return it to your child's teacher. There is a copy of the compact within this packet so that you can refer to it throughout the year. Feel free to conference with your child's teacher or the school principal concerning the compact. We want to work with you in supporting your child's educational growth and success. Each year a committee of parents will review the compact to determine if any changes are necessary.

TITLE I PARENT/GUARDIAN INVOLVEMENT COMPACT

THE SCHOOL & TEACHERS WILL

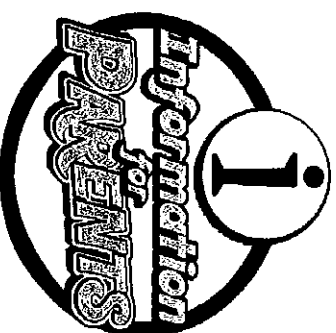
- Provide a high quality curriculum and instruction in a supportive and effective learning environment that will enable children to participate, and with the involvement of parents/guardians, to meet student performance standards set forth by the State of Arkansas for all students;
- Hold an annual meeting for parents/guardians of eligible children to notify them of their child's eligibility to participate in the program, explain the Title I program and this Compact, and to 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 parents reasonable access to staff by 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 parent/guardians.

THE PARENTS/GUARDIANS WILL

- Make sure each student arrives to school on time daily;
- Monitor TV programs and limit time spent watching television. Monitor time spent on computers and other electronic devices;
- Read and respond to communications from the school;
- Ensure that homework is completed in a neat and acceptable way;
- Observe, volunteer, and participate in school activities;
- Attend Parent Teacher Conferences twice a year.
- Ensure that my child gets 8-10 hours of sleep nightly.

THE STUDENTS WILL

- Attend school regularly and be ready to learn;
- Respect the rights of others to learn;
- Have great expectations and an "I can" attitude;
- Show kindness to others
- Complete and return homework in a timely manner.



“We accept the challenge to be the change we want to see.”

SOAR WITH US TO CREATE A SUCCESSFUL AND THRIVING SCHOOL!

Eastside Elementary has an active Parent Teacher Organization. We need YOU! The purpose of the organization is for parents, teachers, & administration to work together to make our school the best it can be each year. Contact them at: ptoc@eastsideelementary@gmail.com

2022-23 PTO Board:

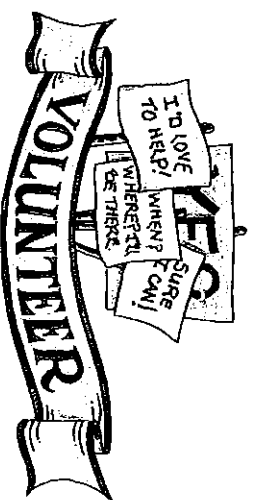
President: Sam McLelland
Vice President: Zara Boaz
Treasurer: Brandi Tuft
Secretary: Katy Buck

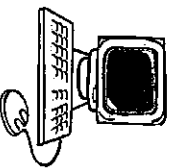
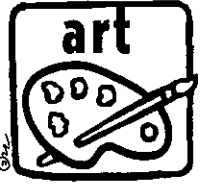
The PTO executive board will **meet monthly** throughout the year. Parents, family members are encouraged to be involved in our school community. Some ways to volunteer:

- **Fundraising** –Develop and implement fundraising activities throughout the year.
- **Teacher appreciation** – Show teachers how much they are appreciated.
- **T-shirt Sales**
- **Buddy Reader** – Listen to a student read.
- **Green Thumb/Beautification** – Help with greenhouse and Reading Garden.
- **Homeroom Parent** – Coordinate holiday parties and special events in the classroom.
- **Yearbook** – Help with sales and assembly of yearbook.
- **Popcorn** – Fill bags and distribute popcorn.
- **Special Events** – Provide support for special events such as Family Fun Night and Homecoming Float.
- **Teacher Helper** – Help teachers with projects, etc.

“When schools, families, and community groups work together to support learning, children tend to do better in school, stay in school longer, and like school more” (National Education Association). Your PTO officers and Eastside staff have been hard at work planning fun activities for the year. We need your help to carry the out!

When volunteering to help (even if it involves doing things outside of the building), please sign the PTO Volunteer Notebook located in the office. Together we can be our best and do our best to build a bright future for our students and our community.





PHYSICAL EDUCATION * LIBRARY * MUSIC * COMPUTER LAB * ART

Every student has P.E., computer lab, music, and library at least once a week. For the students' safety, appropriate clothing and shoes (no sandals, flip-flops, etc.) should be worn on P.E. and Music days. Every student is expected to participate unless prohibited by a doctor. Every student in grades 1-5 will receive art instruction as mandated by state legislation.

In library, students develop computer science skills, do reference work, research on the internet, and read to develop an appreciation of good literature. Students may check out library books as often as they need. Students are responsible for paying for lost books. Our computer lab instruction includes keyboarding starting in second grade, along with individualized programs in coding, reading, and math.



STUDENT DRESS

The policy of the Rogers Board of Education is that good grooming and personal appearance are essential, if not critical, elements in the teaching and learning process. School is the child's place of business, and children who are dressed in appropriate school clothing tend to do a better job.

Student dress should not interfere with the orderly conduct of the school's activities. A student's appearance or mode of dress or cleanliness will not disrupt the educational process or constitute a threat to health or safety. Short shorts, tank tops, spaghetti straps, halter tops, gang related attire, and t-shirts that advertise alcohol, tobacco, or have inappropriate pictures/language are not allowed. Students inappropriately dressed will need to have suitable attire brought to them.



SCHOOL MEALS

Each student has a lunch account. The cost of lunch in elementary schools is \$2.45 for the 2023-2024 School Year. Rogers Public Schools is offering SchoolCafe as a safe and secure method to make online payments to your children's cafeteria accounts, view your child's account balance, review purchases and receive low balance reminders. You will find SchoolCafe on the rogersschools.net website under the PARENTS button on the top right. You will also find applications for Free & Reduced meals there. **Families MUST fill out an application and be qualified to receive free or reduced meals.**



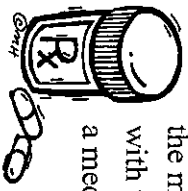
Eastside participates in the Breakfast in the Classroom program, which provides a free breakfast for all students in the classroom starting at 7:30 a.m. and ending no later than 8:00 a.m.

Parents having lunch in the cafeteria with their child should eat the school lunch or a sack lunch from home.

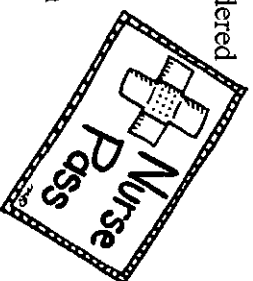
This will encourage participation in the nutritious school lunch program. Studies show that children tend to break bones more easily when cola drinks are consumed rather than milk. We discourage parents from bringing food in bags or wrappings from fast-food restaurants. Food purchased on the way to school should be eaten before arrival at school.

STUDENT MEDICATION

A written medical form from a student's parent must be on file in the school office before school personnel are permitted to administer medication. Parents will need to come see the school nurse to obtain the form and bring the medication. Medication will not be given unless it is in a prescription container, which is clearly marked with the child's name, dosage, when it is to be given, and the name of the medication. Inhalers are considered a medication. Students will not be allowed to transport medication on the bus.



Students who become ill during school hours should report to the office. The office personnel will make the necessary arrangements for pick up. Please make sure you provide the office with an emergency contact in case we are unable to reach you when your child is sick. If your child is complaining of not feeling well in the morning or running a temperature, please keep them at home. Children who come to school after being told, "if you feel worse, call me," usually call parents within the first hour of school. Please note that if a child is sent home with a fever, the child will need to be **symptom and fever-free for 24 hours** before returning to school. (Covid guidelines are different and will be shared when needed.)



NOTES FROM PARENTS

Please send a note if:

- ✓ Method of transportation is different. Please **DO NOT CALL the school to change transportation** as this causes confusion for students and staff.
 - **Children without notes will be sent home in their customary way – NO EXCEPTIONS!**
- ✓ Your child has been absent and you need to provide a reason.
 - Doctor notes are needed if multiple days are missed.
- ✓ Your child needs to be excused from P.E. or recess.
 - Doctor notes are required to excuse students from P.E. and recess due to illness or injury.
- ✓ Your child is going home with someone else or is bringing someone home with him/her.
 - **FOR THIS, BOTH CHILDREN MUST HAVE A NOTE SIGNED BY PARENTS.**

LATE CHECK-IN & EARLY CHECK-OUT PROCEDURES

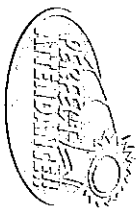
If a student arrives late to school, **a parent needs to come in to the office to sign in the child.** If a student must leave during the day, a parent must sign out the child in the office. The student will be called to the office. A student will be released only to the parent unless the parent has notified the school that he/she has granted permission for someone else to pick up his/her child. Identification will be required from persons checking students out early. If a student leaves school to attend a doctor's appointment and then returns to school, **we ask that the parent come to the office to sign the child back into school.**



OTHER PROCEDURES

- **Change of residence, telephone number, or employment**
 - Please notify the office at once- 479-631-3630. It is imperative that we know how to reach you in case an emergency arises.
- **Concerns**
 - If you have concerns about something in the classroom, please bring them to your child's teacher. Work together to resolve the issue or develop a plan of action to address it. If the concern persists after those steps have been taken, please make an appointment with Eastside administration.
- **Use of school phone**
 - Children are asked not to use the phone unless the teacher of the office approves an urgent need. Messages are gladly given to students when there is an emergency.
- **Retention**
 - Parents will be notified at least three times throughout the year that their child may need to be retained. The teacher will share how she is working with the child to help him/her improve and will provide parents/guardians with some suggestions as well. The final decision for promotion or retention rests with the principal in consultation with the assistant superintendent for elementary curriculum and instruction.
- **Withdrawal from school**
 - The school office and classroom teacher should be notified in advance of the pending withdrawal of a student. Any books belonging to the school must be returned. Any lost books will need to be paid for before the student is withdrawn. Copies of the permanent records will be sent to the new school upon written request by the parents or new school.





ATTENDANCE

See district policy book for more information on attendance.

The school day begins at 7:45 a.m. Any student arriving after that will be tardy and will need a note from the office to enter the classroom. The Easaside day ends at 2:45 p.m. All absences from class, except those caused by approved school activities will be recorded for each student. For any absence, parents have the responsibility to see that make-up work is completed by the student.

TARDINESS

Students who are late to school (after 7:45), and those who leave early (before 2:45), missing up to 2 hours in one day, will be charged with a tardy. Excessive tardiness is a serious issue and will result in building-level interventions. One way you can help your child be successful is to have him/her to school on time! Instruction starts at 7:45 a.m. each morning! See the box to the right for ways to help your child.

ABSENCES

Half-day absence: Students who miss from 2 to 4 hours in one day will be charged with a half-day absence.

One absence: Students who miss more than 4 hours in one day will be charged with one absence.

Tuancy: Tuancy should be treated as a disciplinary matter. Any absence due to tuancy will be counted in the student's total number of absences. Removing a child for extended periods of time is considered tuancy.

Parents/guardians will receive an automatic notification when their child has 5 absences and 10 absences during a semester. On the eleventh day of a student's absence during a semester, the school will notify the parent that their student may be retained at the current grade during the following school year and/or that the parent may be reported to the Arkansas Department of Human Services (DHS). School officials are authorized to contact the prosecuting authority, juvenile authorities, or social service agencies at any time during this process, if they feel that parents are not making reasonable efforts to encourage regular attendance by students.

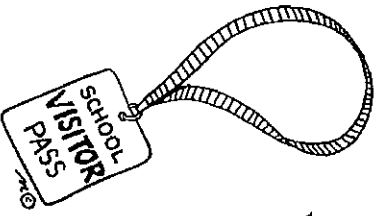
We encourage parents to help us maintain a good attendance record. **Please look over the enclosed school calendar and plan vacations, long trips, annual doctor appointments, and other events so that they occur during professional development days or vacation times.**

<p>Be Proactive!</p> <ul style="list-style-type: none">• Lay clothes out the night before.• Have homework in backpack and backpack by the door.• Determine how much time is needed to get to school on time!• Students need to be in their classrooms by 7:45 a.m.
--

SAFETY PROCEDURES

Visitors should always come to the front office.

- You will be asked to show picture ID and will be given a visitor tag. You will need to apply the visitor tag so that it can be easily seen at all times. Before you leave the building, you need bring the tag back to the office to check out.
- Anyone who has your permission to check out your child must be listed on the registration paperwork. That person will need to check in, show picture ID and sign the child out as well.
- If you need to see your child during the school day, please check into the office and we will call your child to come to the office. **Please do not go to the classroom.**
- If you wish to have a conference with your child's teacher, please call ahead to make an appointment. Teacher's schedules do not allow time for drop-in conferences.

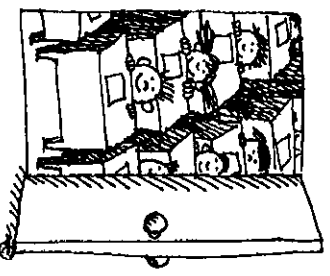


We understand, especially with Kindergarteners and first graders, parents are put at ease by walking their children to the classroom. **We ask that this only take place the first 2 days of school.** This assists students and teachers to begin instruction on time, and develop a set routine. We do have staff on duty in every hall to help students find their way.

Eastside has periodic drills which include fire, tornado, earthquake and lockdown so that your child will know what to do in the event of an emergency.

CONFERENCES - Students as leaders of their learning!

Official Parent/Teacher conferences or Student-Led Conferences will be held with every student's parent/guardian in September and again in February in order to discuss student instructional plan and performance. 100% attendance is expected as we work together to support your child's educational plan. We encourage parents to schedule an appointment with your child's teacher any time you feel it is necessary. **You can call the office to schedule an appointment at 479-631-3630.** Other means of communication between parents and teachers include Class Dojo, email, teacher newsletters, Tuesday Folders, Daily Planners, Progress Reports, school webpage, notes home, school-wide phone messages, and student report cards.



If parents have a concern, they are asked to speak with the teacher. Work together to resolve the issue or a plan of action to deal with the concern. If the concern continues after those steps have been taken, please make an appointment with Eastside administration.

Eastside staff has worked together to create a Behavior Matrix for Eastside. This will help all teachers share and teach the same expectations with all students. See the next page for the matrix.

Eastside Eagles follow school expectations.

	Be Safe	Be Respectful	Be Responsible
Playground	<ul style="list-style-type: none"> Be in control of your body Stay within the boundaries Be aware of signals from the duty teacher 	<ul style="list-style-type: none"> Be kind with your words and actions Use "I statements" to express feelings 	<ul style="list-style-type: none"> Use equipment as it is meant to be used Line up quickly when signaled
Cafeteria	<ul style="list-style-type: none"> Stay seated on your bottom until dismissed Watch where you are going as you walk with food 	<ul style="list-style-type: none"> Use good manners- Say "please" and "thank you" Use an inside, quiet voice 	<ul style="list-style-type: none"> Eat your food only (do not share or touch others' food) Clean up after yourself
Assemblies	<ul style="list-style-type: none"> Enter/exit quietly, while following your teacher's directions Be in control of your body and voice 	<ul style="list-style-type: none"> Be a whole body listener Participate when requested 	<ul style="list-style-type: none"> Seek to understand the presentation Be on time
Hallways	<ul style="list-style-type: none"> Stay with your class Keep your hands to yourself 	<ul style="list-style-type: none"> Walk quietly on the blue line Care for student work hanging up and other displays 	<ul style="list-style-type: none"> Have your items you need with you when you leave your classroom
Restrooms	<ul style="list-style-type: none"> Keep soap and water in the sink Keep your feet on the floor 	<ul style="list-style-type: none"> Respect the privacy of others Use restroom quickly and quietly 	<ul style="list-style-type: none"> Wash hands and throw paper towels in the trash can Flush the toilet when finished

Rogers Public Schools Discipline policy is followed. Locate this at www.Rogersschools.net.

Please ensure students do not bring personal electronics including cell phones, toys, laser pointers, guns, bullets, baseball bats, knives alcohol, tobacco, drugs and/or any other items that can could endanger others or interfere with learning.



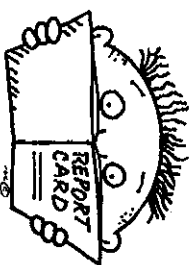
BULLYING Bullying a public school student or public school employee is prohibited when a student or employee is in school, on school equipment or property, in school buses and vehicles, at designated bus stops, at school-sponsored activities, and at school sanctioned events. **IT'S THE LAW.**

Definition: Any act intended to cause emotional or physical harm or to threaten, intimidate, or damage reputations or friendships. Bullying includes teasing, taunting, name-calling, rumor-spreading, tripping, pushing, hitting, excluding other people extorting money or other things of value, damaging property, or any other act intended to belittle or intimidate.

Penalties: Bullies may be suspended or expelled from school. Additional training may be provided to help students gain understanding.

Reporting: If you have been bullied, or if you have seen other students bullied, you should report this to the administration, teacher, or a counselor.

GRADING Rogers Public Schools uses standards-based reporting of student achievement in elementary school. Around the sixth week of each quarter, you will see a progress report specific to the skills that are appropriate for the grade level at that time of the year. Standards-based report cards will come home at the end of each quarter.

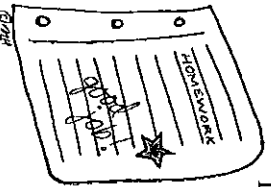


HOMEWORK – The more you practice, the better you do!

Homework should be an extension of clearly defined learning goals and should be appropriate to the age, ability, and independent level of the student. Homework is designed for students to practice the learning that has taken place previously in the week or day.

The expectation is that all students will have Reading (K/1st = 15 minutes at home, 2nd – 5th = 30 minutes at home),

Spelling and Math practice. Fourth & fifth grades will have planners for students to write homework down in and communicate to parents what homework there is for the evening. Kinder-3rd grade will have a one page homework communication page for parents. 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. Additional school papers are sent home each Tuesday.



MAKE-UP WORK

When a student is absent, he/she will have one day for each day's absence to complete make-up work. Make-up work for absent students may be supplied by the teacher and picked up by the parents in the office for extended absences. Parents should call by 9:00 a.m. to request work to be supplied at 2:30 p.m.

TESTING: ALL STUDENTS

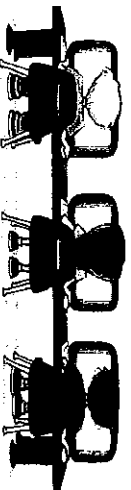
Please read the following carefully: The state of Arkansas utilizes the ATLAS State testing for all third, fourth, and fifth graders. Students in grades Kindergarten, First and Second graders take IReady math and reading to determine growth and areas of need.



All students will take IReady three times a year - fall, winter, and spring. Data analysis of each child's results help teachers determine small group and whole group instructional needs.

All English Language Learners will also take the ELPa21 in February/March to determine their levels of progress in meeting English Language Proficiency.

Teachers use the results of these tests to determine next steps in instruction. Please refer to the school calendar for the exact dates of assessments.



CREATING A WIN-WIN!

Academic Improvement Plans (AIP's)

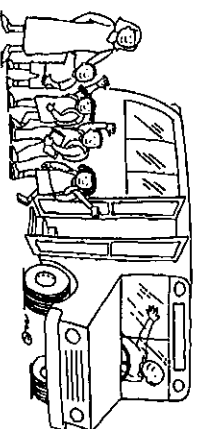
GRADES 3-4-5: An Academic Improvement Plan (AIP) will be developed for any student failing to achieve at the proficient level in any area of the state test. Teachers and parents will work together to create this plan to assist the student in achieving the expected standard in subject area(s) where performance is deficient.

GRADES K-1-2: Students in first and second grade who score below proficient on the Literacy portion of the state test will have an Intensive Reading Intervention Plan (IRI) as required by the Arkansas State Department. If they are below proficient in Math, the student will have an Academic Improvement Plan (AIP).

Professional Learning Communities (PLC)

Teachers meet weekly as a grade level with math and literacy facilitators to ensure alignment of instructional practices and curriculum pacing. Classroom teachers collect and analyze assessment data, and collaborate to brainstorm ways to meet a child's academic needs or ways to address behavioral concerns. All interventions suggested are research-based. The team will also review all available information provided by parents and support staff to determine the best course of action for the child. If further intervention is needed, parents are invited to a conference to share data, collaborate with staff and develop next steps to help their child academically, emotionally, and/or socially.

ARRIVAL AND DISMISSAL: *Please read carefully and follow these procedures for the safety of all!*



Student Arrival to School in the Morning: (Doors open at 7:15 a.m.)

Walkers: Students should walk up from the neighborhood behind the school.

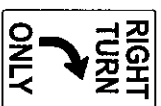
Students walking from the west side of the school, must stay in the grass around by the gym to the sidewalk by the building and then to the front doors. ****No students should be crossing the parking lot or driveways of the parking lot!****

Bus Riders: ONLY Buses and Eastside staff will be entering the parking lot west of the school. No students should be dropped off in this parking lot.

Car Riders: Enter the car rider line using the Eastside Driveway off of Monte Ne Road which is east of our school. **When you get to the building** move as far down as possible so as many cars as possible can be unloaded at one time. We ask that all car riders be ready to get out on the right side of the car so they can immediately move to the sidewalk.

Having students ready to exit with coats on and backpacks and lunch boxes within reach, enables our car rider line to move smoothly so that parents can be off as quickly as possible.

When exiting the school driveway, please **turn right onto New Hope Road to keep traffic moving.**



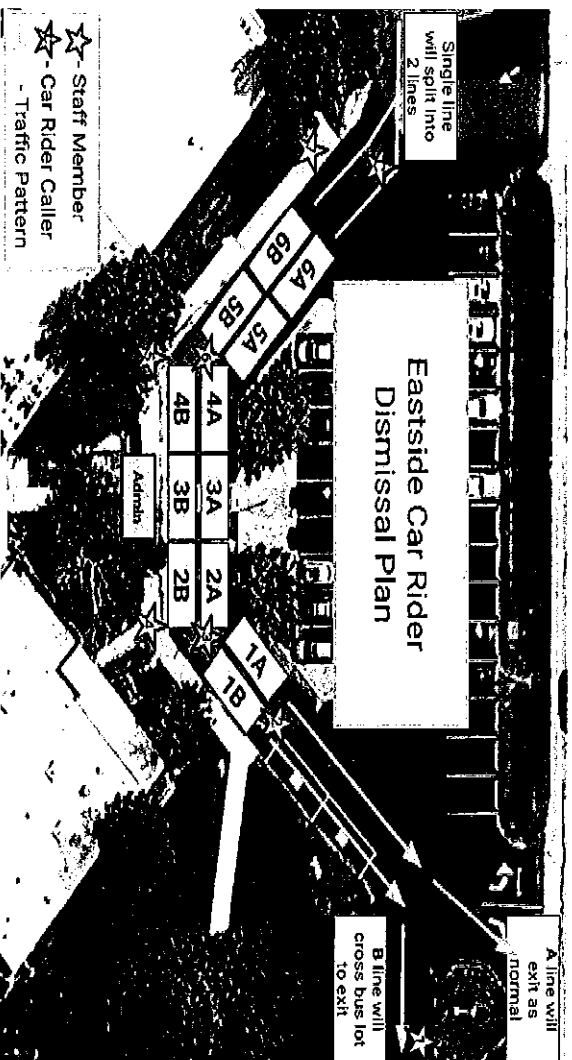
Student Dismissal from School in the Afternoon: (School is dismissed at 2:45 p.m.)

Walkers: Students are dismissed to the playground to walk through the back gate to the neighborhood behind the school. Parents of kindergarten students should meet the duty teacher to check out their child.

Bus Riders: Buses & Boys and Girls' Club vehicles are loaded by Eastside staff in a single line by bus order. Parents cannot take a child out of the bus line during dismissal. If your child needs to go home a different way, please send a note with your child that morning!

Car Riders: Cars enter the car rider line off of Monte Ne Road. Place the **car rider sign in your windshield** so your children's names can be read. Cars will remain in a single line until directed into the pickup area and to a cone at the front of the building. (see diagram below.)

A few safety reminders: Use of cell phones is prohibited. Car seats for Eastside students must be on the right side of the car to ensure safe loading and unloading. Please ensure that your vehicle's door is working on the right side of your car.



Communication:

Teachers will communicate with parents through Dojo, phone calls, emails, or texts. Please be sure your contact information is up to date with the office and your child's teacher.

Administration will communicate announcements, events, and other important information through a Parent Link phone call, email, or text; as well as through this procedure booklet and calendar and a monthly newsletter on the Eastside Elementary of Rogers Facebook page.

We thank you in advance for working with us to provide a safe and welcoming environment for all students and families.

We have high expectations for all students and our goal is always to help them be their best and do their best so they can soar high in their leadership behavior and academics! Let's make it another great year at Eastside!

◀ Jul 2023

August 2023

Sep 2023 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Back to School Night/Ice Cream Social 5:30-7:00 PM	15	16 1 st Day of School 1 st Quarter Begins	17	18	19
20	21 One Book One School Begins	22	23	24	25 Rise and Shine: Specials Teachers Tee-Shirt orders due	26
27	28	29 Fall Picture Day	30	31	School Theme: Our Adventure Awaits	

September 2023

Aug 2023

Oct 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Rise and Shine Terrell class	2
3	4 NO SCHOOL	5	6	7 Family Nite for One Book- One School	8 Rise and Shine Gifford class	9
10	11	12	13	14	15 Rise and Shine Patterson class	16
17	18	19	20	21	22 Professional Development NO SCHOOL	23
24	25	26	27	28	29 Rise and Shine Watterson class Book Fair	30

◀ Sep 2023 **October 2023** Nov 2023 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2 Book Fair	3 Book Fair	4 Book Fair	5 Book Fair	6 Rise and Shine: Henehan Class	7	
8	9	10 4 th Grade Music Program	11	12 1 st Quarter Ends	13 2 nd Quarter Begins Rise and Shine: Ahern Class	14	
15	16	17	18	19	20 Teacher Work Day NO SCHOOL	21	
22	23	24 3 rd Grade Music Program	25	26 Celebration Assemblies 8-9AM 4 th and 5 th	27 Celebration Assemblies 8-9 AM K & 1 st 9-10 AM 2 nd & 3 rd	28	
29	30	31	Our Adventure Awaits				

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 Rise and Shine Sanchez class	4
5	6	7 Makeup Picture Day	8	9	10 Veteran's Day Program (5 th Grade)	11
12	13	14	15	16	17 Rise and Shine Adams Class	18
19	20	21	22	23	24	25
26	27	28	29	30	Thanksgiving!	

December 2023							Jan 2024 ▶
◀ Nov 2023	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Rise and Shine DeMarea class	2
3	4		5	6	7	8 Rise and Shine Black class	9
10	11		12 2 nd Grade Music Program	13	14	15 Rise and Shine Butcher class 2 nd Quarter Ends	16
17	18 Teacher Work Day NO SCHOOL		19	20	21	22	23
24	25		26	27	28	29	30
31							

nts

Winter Brea

January 2024

Feb 2024 ▶

◀ Dec 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	
	Professional Development NO SCHOOL	3rd Quarter Begins				
7	8	9	10	11	12	13
				Celebration Assemblies 8-9AM 4 th and 5 th	Celebration Assemblies 8-9 AM K & 1 st 9-10 AM 2 nd & 3 rd	
14	15	16	17	18	19	20
	NO SCHOOL				Rise and Shine Zabinski class	
21	22	23	24	25	26	27
	Spring/Classroom Picture Day				Rise and Shine McGraw class	
28	29	30	31	Our Adventure Awaits		

February 2024

◀ Jan 2024	February 2024						Mar 2024 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
4	5	6	7	8	9	10	
		1 st Grade Music Program			Rise and Shine Johnson class Book Fair		
11	12	13	14	15	16	17	
	Book Fair	Book Fair	Book Fair	Book Fair	Rise and Shine Goessens class		
18	19	20	21	22	23	24	
	Professional Development NO SCHOOL				Rise and Shine Spaeth class		
25	26	27	28	29	Valentine's Day Party Wednesday February 14		

March 2024							Apr 2024 ▶
◀ Feb 2024	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Rise and Shine Brent class	2
3	4		5 Kinder Music Program	6	7	8 Rise and Shine Rojas class/ Meeks class	9
10	11		12	13 3 rd Quarter Ends	14 4 th Quarter Begins	15 Rise and Shine Specials teachers Genre Challenge Celebration	16
17	18		19	20	21	22	23
24	25		26	27	28	29 Rise and Shine Walsh class/ Porter class	30
31							

Spring Break

April 2024

◀ Mar 2024

May 2024 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 Celebration Assemblies 8-9AM 4 th and 5 th	5 Celebration Assemblies 8-9 AM K & 1 st 9-10 AM 2 nd & 3 rd	6
7	8	9	10	11	12 Rise and Shine Teacher Led:	13
14	15	16	17	18	19	20
21	22	23	24	25	26 Rise and Shine Teacher Led:	27
28	29 K	30	Our Adventure Awaits			
	Kinder - 2 nd grade State Testing					
			3 rd - 5 th grades State Testing Window			
			3 rd - 5 th grades State Testing Window			

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
			Kinder- 2 nd grade State Testing Window	Kinder- 2 nd grade State Testing Window	Rise and Shine Specials	
5	6	7	8	9	10	11
	Kinder- 2 nd grade State Testing Window					
12	13	14	15	16	17	18
19	20	21	22	23	24	25
		5 th Grade Music Program			FIELD DAY	
26	27	28	29	30	31	
	NO SCHOOL		Celebration Assemblies 8-9AM 4 th and 5 th	4 th Quarter Ends Celebration Assemblies 8-9 AM K & 1 st 9-10 AM 2 nd & 3 rd	Teacher Work Day	

**Eastside Elementary
School Engagement Plan
23-24**

Jointly Developed

Instruction is provided to parents on how to incorporate developmentally appropriate learning activities in the home environment. Topics may include, but are not limited to: reading with their child, math, science, technology, attendance, how to prepare for state testing, safety, and health and wellness, which includes nutritional facts, allergies etc. Parents are encouraged to recommend additional resources or suggest topics for the Parent Center.

Eastside provides opportunities for all parents including parents with limited English proficiency, parents with disabilities, and parents of migratory children. This includes providing information and school reports in a format and in a language parents understand. A school-wide survey is conducted annually.

Communication

Parent and Family Engagement Packet, which includes yearly calendars, parent school compact, list of volunteer/PTO opportunities, policies and procedures, events, and ways for parents to get connected is sent home at the beginning of each school year.

Information is provided to parents via paper copies, parent apps(Dojo), social media, Parent Link, and monthly newsletters. Information is provided to parents in English and Spanish.

Eastside provides parents reasonable access to staff by email, opportunities to meet during teacher planning time, during parent/ teacher conferences, or by appointment as requested by parents/ guardians. Parents are also encouraged to volunteer at various opportunities or in their child's classroom.

Building Staff Capacity

Teachers and staff are required to complete certain trainings and workshops each year. Every 4 years, teachers are required to complete 2 hours of training for Parental Involvement. Arkansas IDEAS Portal is used by school staff to build their capacity to work with parents as equal partners. Back to school training includes working with parents as equal partners in their child's education.

Building Parent Capacity

The principal's annual report the public includes description of curriculum, state and local assessments, and achievement levels.

A Title 1 meeting is held each year to help parents understand the requirements of Title 1 A, how to monitor their child's progress, and how to work with educators to improve their child's achievements. Each year, Eastside provides training to parents to help them partner with the school to improve their child's achievement. This year we will initiate a one book one school program to engage families in reading with their child. Technology opportunities (Coding) is held yearly. A STEM night is planned to engage parents in Science, Technology, Engineering, and Math and other events. Parent/Teacher Conferences are held twice a year and students are encouraged to lead the conferences. Monthly PTO meetings are held. Yearly, parents receive a list of volunteer opportunities and learning activities. Parents can participate through PTO, Title 1 meetings, Parents Make a Difference Night. Each year, parents will the opportunity to evaluate the effectiveness of the School-level Improvement Plan.

Eastside has a parent center in our library. Books and materials are highlighted in the monthly counselor newsletter. Parents are free to borrow materials as needed.

During conferences, teachers demonstrate learning activities for the home and the use of the Department of Education website is shared with families. Nutritional meal planning is shared with parents/families during the annual Health and Wellness Night.

Coordination

Eastside investigates and utilizes community resources through field trips, attending special events, and trainings. Our district provides Head Start/PreK transition into public schools and transitions from elementary to middle school. Wraparound services are also provided to families in need. Eastside has a Parent/Teacher Organization that is included appropriate decision making.

Annual Title I Meeting *(Title I schools)*

Eastside will hold an annual meeting (August/September 2022) at flexible times to inform parents of the school's participation in Title 1, Part A programs. At that time, an explanation will be given concerning the Title 1, Part A requirements and the rights of parents to be involved in those programs. The principal will also provide information on district and building goals, progress toward meeting those goals, and opportunities for parents to be involved.

School-Parent Compact *(Title I schools)*

Each spring, parents, students, and teachers review the compact to determine if revisions are needed. The Parent School Compact is sent home with students at the beginning of the school year. The Compact is also available on our district website and in the yearly Parent and Family Engagement Packet. Parent Teacher conferences are held two times per year (Fall and Spring).

Reservation of Funds *(Title I schools)*

At the annual PTO meeting, stakeholders (parents/teachers) determine how to spend Title 1 funds. Most years, parents have chosen weekly communication folders, student planners, and/or school-wide calendars.

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:	Eastside Elementary
School Engagement Facilitator Name:	Jennifer Plumley, counselor
Plan Revision/Submission Date:	April 11, 2023
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>
Zarah	Boaz	Parent
Alex	Boaz	Student
Izzy	Boaz	Student
Brandy	Tuft	Parent
Katy	Buck	Parent
Rachel	Watterson	Parent/Teacher
Robin	Walsh	Parent/Teacher
Samantha	McLelland	Parent
Carrie	Gifford	Teacher
Diana	Rojas	Teacher
Kristine	Porter	Teacher
Molly	Buck	Student
Jennifer	Plumley	Counselor
Jessica	Marshall	Parent
Eden	Tubbs	Student
Robin	Wilkerson	Principal

(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.)

Rogers Public School's Meal Charging and Collection Procedures

2023-2024 SY

As provided in SP 46-2016, all school food authorities (SFAs) operating the federal school meal programs (National School Lunch Program and/or School Breakfast Program) must have a written and clearly communicated meal charge administrative procedure in place.

All SFAs must have an administrative procedure in place for children participating at the full paid meal rate who either do not have money in their account or in hand to cover the cost of the meal at the time of service. SFAs are required to communicate this administrative procedure to families and school and/or district-level staff members as appropriate. SFAs should ensure the administrative procedure is communicated on an annual basis.

Families will have access to the meal charge administrative procedure via a written copy of the district-wide "Meal Charging and Collection" procedures each school year. Families of transfer students (during the year) will receive a written copy of the district-wide procedure when enrolled.

NEW THIS YEAR: Students who have qualified for "reduced priced" meals will not be charged a co-pay and will have no obligation to pay the co-pay of .40 cents for lunch.

Local Charge Administrative Procedure Considerations

General

Students who are categorized as "full paid status" and are unable to pay for their meals at the time of the meal service are allowed to charge per Arkansas State law. Meals will not be denied to any student. Students charging breakfast and/or lunch will receive the same reimbursable meals available to all other students. Students will not be approached regarding a delinquent account or the need to bring money. Students may request the status of their account on their own but must do so as a private encounter with the cafeteria manager. Account balances will not be published or made known publically to anyone except the student and his/her parent or guardian.

Notification

The number of charges allowed for all students is not limited. Alternative meals will not be provided as a deterrent to charging. The parent or guardian will be contacted by letter, email, automated payment system notification or phone call when the account has remained delinquent without a payment plan in place. Families will be made aware of the opportunity to apply for free or reduced price meal benefits and assisted as needed in filling out the application. Families may not be "required" to apply for benefits.

Delinquent Debt

Delinquent debt is defined as overdue unpaid meal charges that are considered collectable, with efforts being made to collect them. The debt may remain on the accounting documents until it is either collected or determined to be uncollectable. The debt may be carried over in the student's account at the end of the school year (beyond June 30).

Repayment plans

Each household may request a repayment plan that will include payment levels and due dates appropriate to a household's particular circumstances. Please contact the cafeteria manager or program administrator for establishing a repayment plan.

Ala Carte' Purchases

Ala carte' purchases are items available to all students for purchase by exchange of cash or via the student's meal Account. They are not a reimbursable meal and are not subject to charging.

Contact Information

Families may contact their school's cafeteria manager for information or may call 479-631-3539 to speak to a Child Nutrition Program Administrator for further help or information.

Rogers Schools is an equal opportunity provider.