

**Lingle Middle School  
Parent & Family Engagement Plan  
2023-2024**

**1: Jointly Developed**

Lingle Middle School has prepared a written parent involvement plan in conjunction with administrators, teachers, parents, students, and community members. Please contact the school at 479-631-3590 for any needs or concerns.

To help parents in assisting students, the school shall:

Schedule regular "PARENT INVOLVEMENT MEETINGS" where parents are given a report on the state of the school as well as an overview of:

- What students will be learning
- How students will be assessed
- What parents should expect for their child's education
- How parents can assist with and make a difference in his or her child's education
- Discuss school's process for resolving parental concerns.

Provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment.

Allocate certain resources that will assist with this process at the Parent Resource Center located in the front office waiting area.

Provide periodic newsletters and social media posts with ongoing and relevant information for parents and families to engage with their students and the school.

At the end of the school year, the Lingle Parental Advisory Council will meet to reflect about the actions in the Parental and Family Engagement Plan and make recommendations to the school leadership team for possible changes and improvements to the plan.

**2: Communication**

Lingle does not have any school policies or procedures that would discourage a parent from visiting the school, specifically including:

- Policies requiring parents to pick-up his or her child outside the school building each day.
- Policies prohibiting parents from visiting a child's classroom during school events.
- Ensuring that office staff greetings, signage near the entrances and any other interaction with the parents create a climate in which parents feel valued and welcome.
- Educating and assisting staff members in creating an inviting climate and effectively utilizing volunteer resources.

Publish a volunteer resource book, listing the interests and availability of volunteers for school staff members' use, specifically including:

- Surveys for parents regarding their interests, talents and availability so volunteer work will be

meaningful.

- Guidelines determining how frequently a volunteer would like to participate including options of just one time per school year.
- Options for those who are available to help at home.

Print statements attesting to the school's commitment to parental involvement and distribute statements to the parents of students.

Engage in other activities determined by the school to welcome parents into the school.

- Volunteer and visitor name tags are prominently displayed in the main office and are easily accessible to parents entering the building.
- A volunteer/parent workroom provided to parents.
- The school marquee will be used to welcome, inform and show appreciation to parents during the school year

Provide multiple annual opportunities related to parents coming to the school to learn about resources and engage with school staff, including but not limited to:

- Rising 6th Grader Parent Information Night
- Open Houses
- Parent Teacher Conferences
- Parent Teacher Organization Meetings
- Athletic, Arts, and Student Organization Events

Provide periodic newsletters and social media posts with ongoing and relevant information for parents and families to engage with their students and the school.

As much as possible/relevant all school-wide communications will be distributed in both English and Spanish.

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

Strong customer service is a core belief for our Lingle Middle School team.

The Lingle Middle School Leadership Team provides professional development on a yearly basis to help staff members effectively communicate and collaborate with the parents of our students.

- Staff members learn about ways to share and receive feedback from parents so that our communication is two-way.
- Additionally, staff members learn effective two-way communication strategies to utilize during our bi-annual parent teacher conferences.
- Finally, we seek to build our professional capacity in learning how to use various communication methods including newsletters, emails, phone calls, social media resources, etc.

We know that parents play a valuable role in the learning process, and we want to provide support that will help students be successful.

Our staff collaborates regarding ways to welcome parents into the school and make sure that we are meeting their needs for coming in. We also want to make sure that we have clear procedures for resolving parent

concerns so that we can efficiently take care of any concerns.

We are also very cognizant we have multiple staff members that are bilingual to help ensure that all parents feel comfortable asking and answering questions in whichever language they prefer.

Finally, we have a certified staff member dedicated to serve as a parent facilitator to ensure that we are consistently improving on meeting the needs of our stakeholders.

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

To encourage communication with parents, the school will:

- Have available various information appropriate for students in grades 6-8 that include the following:
  - The school's Parental Involvement Plan
  - The recommended role of the parent, student, teacher, and school
  - Various ways for parents to become involved in the school and his/her child's education
  - Activities planned throughout the year to encourage parental involvement
  - A survey concerning volunteering at the school
  - A calendar of activities planned at the school to encourage parental involvement
  - A system to allow parents and teacher to communicate in a regular, two-way, meaningful manner with the child's teacher and the school administrative staff
  - Opportunities to community with Lingle staff members at any time throughout the school year
  - Communicate the development and operations of the PTO
  - Information regarding PTO events, volunteer opportunities and an application for membership
  - Provide ongoing resources and information via the school website and various social media accounts
- In person communication via bi-annual parent teacher conferences.
- Provide clear information regarding curriculum frameworks, student placement, school activities, student services, and optional opportunities/programs.
- Send report cards and/or progress reports to parents after each learning cycle. Provide support services to teach parents how to check their students grades in real time via the Home Access Center and any follow up conferences, as needed.
- Disseminate information on school policies, discipline procedures, assessment tools and school goals. Include parents in relevant decision-making processes.
- Encourage immediate contact between parents, teachers, administrators when concerns arise.
- Translate communication to assist non-English speaking parents when relevant.
- Communicate with parents regarding positive student behavior and achievement, not just regarding misbehavior or failure. Various communication methods will be encouraged including: email, phone calls, postcards, notes, and in person conferences
- Teachers are encouraged to send out mass communication to parents regarding classroom instruction and assignments so that parents may take an active role in their child's education.
- Provide various opportunities for parental input to communicate with administrative staff.
- Update the school website and various social media accounts with staff email addresses, calendar dates, and information parents can use to contact teachers, administrators, and staff to ask/answer any questions that may arise throughout the school year.
- Provide staff development (see above) regarding effective communication techniques and the importance of regular two-way communication efforts.
- Send emails and regular newsletters to keep parents informed of upcoming events happening at the

school.

- Host various meetings with our high school and elementary schools in our feeder patterns to inform students and parents about roles, responsibilities, and opportunities as they transition between schools.
- Host various orientation n
- Provide multiple annual opportunities related to parents coming to the school to learn and engage with school staff, including but not limited to:
  - Rising 6th Grader Parent Information Night
  - Open Houses
  - Parent Teacher Conferences
  - Parent Teacher Organization Meetings
  - Athletic, Arts, and Student Organization Events

To promote student learning, the school will offer support to parents by providing resources to improve parenting techniques and skills:

- Create a “Parent Resource Center” located in the front office lobby
  - Offer informative materials regarding responsible parenting
  - Resources include tips on how to incorporate developmentally appropriate learning activities in the home environment.
  - Information about the school, forms that parents may need, quiet place for parents to complete paperwork needed.
- Plan and engage in other activities determined by the school to be beneficial to promoting and supporting responsible parenting.
- School employees will recognize that there are a variety of parenting traditions and practices within the community’s cultural and religious diversity.
- Staff members will be encouraged to demonstrate respect for families and the family’s primary role in the rearing of children to become responsible adults.

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

- Publish the school’s process for resolving parental concerns, including how to define the problem, whom to approach first, and how to develop solutions.
- Form a Parent Involvement Advisory Committee to gain parental input, share ideas, needs and desires for the school. Suggestions shared with the administrative team will allow for full circle communication.
- Treat parent concerns with respect and demonstrate genuine interest in developing solutions.
- Engage in other activities that the school determines will encourage parents to participate as full partners in the decisions that affect his or her child and family.

## **5: Coordination**

To take advantage of community resources, the school shall:

- Engage in activities that the school determines will use community resources to strengthen school programs, family practices, and student learning.
  - The school will seek support for students and parents by contacting the local businesses for coupons, prizes, services, etc. for activities and events.
  - Student organizations with the assistance of parents and teachers will provide service to non-profit agencies in the community. Develop partnerships with local businesses and service groups.

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

N/A

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

N/A

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

N/A

**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:
  - o to help organize meaningful training for staff and parents,
  - o to promote and encourage a welcoming atmosphere, and
  - o to undertake efforts to ensure that engagement is recognized as an asset to the School.
 [A.C.A. § 6-15-1702(c)(1-2)]
- ✓ **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:
  - o what students will be learning
  - o how students will be assessed
  - o what a parent should expect for his or her child's education
  - o 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>	Lingle Middle School
<b>School Engagement Facilitator Name:</b>	Chip Greenwell
<b>Plan Revision/Submission Date:</b>	April 1, 2023
<b>District Level Reviewer Name, Title:</b>	Melody Sebastian, Federal Programs Director
<b>District Level Approval Date:</b>	May 17, 2023

**Committee Members**

<b>First Name</b>	<b>Last Name</b>	<b>Role</b>
Megan	Graber	Parent
Brooke	Price	Parent
Jessica	Nieves	Parent
Kim	Phillips	Teacher
Traci	Sickels	Teacher
Erik	Sokol	Assistant Principal
Chip	Greenwell	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.engagemntmatters@ade.arkansas.gov](mailto:ade.engagemntmatters@ade.arkansas.gov) or 501-371-8051.)