



# Birch Kirksey Middle School

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<http://www.bkrogersschools.net/>

## Parent and Family Engagement Packet

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Students thrive, succeed, and reach their goals when families are respected, empowered, and engaged participants in the school culture. Kirksey Middle School is committed to creating meaningful partnerships between the school, families, and community. This cohesive collaboration will lead to significant academic, social, and emotional development for KMS students.

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# **The Role of the Family**

## **Build a Foundation of Success, Support, and Involvement**

Strive for perfect attendance for your student. Students learn best when they are present for lessons and instruction. • Get to know your student's team of teachers. As a parent your role is vital to the team concept and success. • Utilize the school counselors. They are there to help. • Read all information on school policies and curriculum carefully. Look for this on the school website. • Review your students' school records each year. It is a parental right to know what information is in the file. • Stay informed of students' grades and test results. Ask for help if it is needed. • Request periodic meetings with the teachers if necessary. If you don't speak or understand English, ask for a translator. • Get to know other parents and form support groups to work on problems and issues of mutual interest. • Always answer emails, phone calls, and other correspondence from the school. Please let us know if you need a note written in your familiar language. • Join PTO • Attend concerts, sporting events, and other activities your child participates in • Read school newsletters, emails, and correspondence

## **Support Education at Home**

Talk with your child about what happens at school every day. Ask often if there are messages from the school. • Spend relaxed time with your child. Do an activity you both enjoy together. • Tell them often what you like about them. • Listen to and share their worries. • Avoid scolding and arguing when your teenagers bring bad news home. Listen to their reasons and offer your help to improve the situation. It helps if your children know you believe they will be successful. • Value their education by encouraging homework and reading. Help your children choose a good time and place to do their assignments and special projects. Provide the necessary materials and give them your unconditional support. • Manage and monitor their cell phone and digital use. • Make sure your child gets enough sleep every night.

# The Role of the Student

## Follow the Cougar Core

1. Choose Kind • 2. Do work you can be proud of • 3. Keep Kirksey safe • 4. Be positive and have a good attitude • 5. Embrace Challenges, persevere, and don't quit • 6. Look for solutions, not excuses • 7. Learn from your mistakes and move forward • 8. Be teachable; ask for and accept help • 9. Follow all class rules • 10. Be an active participant in class • 11. Respect others' comments, opinions and ideas • 12. Be organized and prepared for each class • 13. Be a respectful listener by not interrupting, making eye contact, and being responsive • 14. Celebrate others' successes • 15. Be all in; be actively involved in our school community • 16. Look for chances to serve others without expecting anything in return • 17. Get to know the people in our Kirksey Family • 18. Show interest in others by engaging in conversations • 19. Shake hands and repeat the person's name when meeting someone • 20. Be Polite; respond to others with yes ma'am, no sir, excuse me, please and thank you • 21. If someone drops something and you are close to it, help pick it up • 22. Show appreciation for all those who serve you • 23. Respect other's personal space • 24. Hold the door for others • 25. Leave a space cleaner than you found it • 26. Treat others as you want to be treated • 27. Be a friend to have a friend • 28. Honor the value of differences • 29. Be humble; win nice, lose nice • 30. Stand up for one another • 31. Be on time; walk with a purpose • 32. Walk, stay on the right, don't block, and keep an appropriate noise level in the hallways • 33. Be well groomed and dress for success • 34. Cover your mouth when coughing or sneezing and wash your hands often • 35. Tell the Truth even when it isn't easy • 36. Draw attention to the positive • 37. Detach from your phone; experience your surroundings • 38. Represent Kirksey and your house with pride • 39. Follow the Cougar Core to be the best Cougar you can be • 40. Be confident. Be proud to be you!

# The Role of the School and Teacher

## Promote a safe school where all belong, all learn, and all succeed

Provide a safe, secure, and appropriate learning environment for all students • Facilitate parent and community participation in educational planning and programming • Develop an understanding of our community • Communicate with families and community members about activities, achievements, and accomplishments • Comply with all federal and state laws • Comply with the Arkansas State Board of Education • Teach the Curriculum Frameworks adopted by the Arkansas Division of Elementary and Secondary Education • Maintain high expectations for student learning and appropriate behavior • Provide instruction with high levels of student engagement • Communicate with parents about achievement expectations and progress • Conference with parents • Advise students • Appreciate and respect each child as an individual • Encourage and praise students for efforts as well as achievement

# Parent Survey

## Kirksey Middle School Volunteer Survey

*The following is a list of PTO Committees and volunteer opportunities with brief descriptions about their purpose. Please check where you would like to assist. Please turn in this form to the office at Kirksey or email to [anna.gouveia@rpsar.net](mailto:anna.gouveia@rpsar.net). Your help is appreciated.*

<b>Name:</b>	<b>Phone Number:</b>
<b>Email Address:</b>	
<ul style="list-style-type: none"> <li>● <b>Courageous Cougar</b> • Help school employees run this school-wide competition. Parents will help organize volunteers, breakfasts, booths, and more.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>General Fundraising</b> • Research new fundraising efforts and organizes restaurant Spirit Events and follow up on proceeds collected through these events.</li> </ul>
<ul style="list-style-type: none"> <li>● <b>Fun Night</b> • PTO plans and coordinates games, activities, and music. PTO members operate concession sales and general volunteer duties for this biannual school sponsored event. Chairman coordinates/solicits donations of food items and prizes for the event and organizes volunteer efforts.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Membership</b> • Assist with membership drive to enroll parents and teachers as PTO members. Chairman organizes membership drive and maintains PTO membership list</li> </ul>
<ul style="list-style-type: none"> <li>● <b>Kirksey Field Day</b> • Kirksey hosts three field day events for all students each spring. PTO operates a concession stand. Volunteers are needed for concessions operations. Chairman solicits and collects donations for concessions and organizes volunteer efforts.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Staff Appreciation Group</b> • Parent volunteers donate items, i.e. food, goodies, etc., for luncheons and special events that honor Kirksey teachers and staff throughout the year. Chairman coordinates events with support from committee volunteers.</li> </ul>
<ul style="list-style-type: none"> <li>● <b>8th Grade Celebration</b> • Parents help coordinate ceremonies near the end of the school year and assist with the day's activities.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Spirit Wear</b> • Help with selection and sales of a Kirksey t-shirt. Chairman coordinates selection of design, order taking, collections, and distribution.</li> </ul>
<ul style="list-style-type: none"> <li>● <b>Newsletter</b> • Maintains Kirksey PTO newsletter that is sent out approximately every two weeks.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Parent &amp; Family Engagement</b> • Parents are needed to review and edit the school's Parent and Family Engagement Plan and Packet annually.</li> </ul>

- I would like to be notified of other volunteer positions throughout the year.

## PTO Membership

The Parent/Teacher Organization consists of parents and teachers working together to support and plan activities for students and staff at Kirksey Middle School.

Return form and payment to KMS office or you may purchase your membership online for \$5.50 (includes square online processing fee) at <https://kirksey-middle-school-pto.square.site/#kmbSqR>

Kirksey PTO Membership Form		
Parent Name:	Phone Number:	
Email Address:		
Parent Name:	Phone Number:	
Email Address:		
KMS Student Name (first and last)	Student Grade	Advisory Teacher
<p><b>Family Membership: \$5.00 Donation</b> • Make checks payable to Kirksey PTO • Return payment and form in an envelope to the KMS office. • Memberships need to be renewed annually</p> <p style="text-align: center;"><b>Donations above \$5.00 will be used for general PTO funding and you will receive a tax deductible donation receipt upon request.</b></p> <p>Return form and payment to KMS office or you may purchase your membership online for \$5.50 (includes square online processing fee) at <a href="https://kirksey-middle-school-pto.square.site/#kmbSqR">https://kirksey-middle-school-pto.square.site/#kmbSqR</a></p> <p style="text-align: center;">•Thank you for supporting your KMS PTO•</p>		

## School Parent & Family Engagement Plan

### Jointly Developed

The parent and family engagement committee will convene a minimum of twice yearly to develop and review the parent and family engagement plan. The committee will review the existing plan, make recommendations for improvement, and initiate additional changes or alterations based on feedback.

Prior to this meeting the engagement plan will be discussed with the Parent Teacher Organization (PTO). Parent communication through the PTO will be utilized to issue invitations for participation in the parent and family engagement committee. We will ensure adequate representation of parents in the process, and parent concerns and requests for additional meetings will be addressed by the parent facilitator.

### Communications

The parent and family engagement plan, along with the contact information for our parent facilitator, will be published on the Kirksey Middle School's website in English and Spanish. Additionally, a link to the parent and family engagement plan and a summary of the plan will be provided through school social media formats.

A parent information packet will be provided to families to encourage communication. Kirksey Middle School's Family Information Packet includes the following:

- A description of Kirksey Middle School's parental involvement plan
- Opportunities for families to be involved at the school and their child's education
- Information about activities provided throughout the school year
- Information about the multiple avenues and systems used to ensure families and the school communicate in a regular, two-way, meaningful manner. Systems and avenues include grade-level newsletters, Home Access Center (HAC), [MINGA](#), social media posts, and Parent/Teacher Conferences.
- Information from the PTO that includes events, volunteer opportunities, and an application for membership
- Survey regarding volunteer interests
- School webpage, RPS app, Facebook, Twitter, Instagram access.

Various meetings are offered to involve parents and families in the child's education in person, via phone conference, and digitally. Home visits are conducted as needed.

### **Coordination of Services**

Kirksey Middle School will work to engage organizations within the community to strengthen school programs, family practices, and student learning in order to maximize the partnership between the school and the community. The parent facilitator and administration will support staff members in the development of productive relationships with community resources in order to enhance curriculum and instruction. These include ongoing partnerships with Walmart, Rogers Police Department, School Social Workers, Samaritan House and others.

Community partners are invited to participate in the school-wide Courageous Cougar competition. Business and community partners engage with students and help them learn communication, social, and soft skills that will ultimately promote success in students' lives.

Parents are invited to participate in developing Student Success Plans (SSPs). The SSP is designed to help students be successful in high school and with post secondary education.

Counselors and Social workers will provide information, resources, and referrals to community resources as needed. Additionally, a parent resource center is available for parents and students in the Kirksey Middle School office to encourage responsible parenting. Our established PTO will also serve as a liaison for matching community services with needs based on input from counselors and administrators.

### **Building Capacity of Parents**

Kirksey Middle School will work diligently to involve parents in the events and meetings held at the school. Regular PTO meetings are scheduled monthly during the school year. These dates are communicated in advance over a variety of communication mediums. Family and parent involvement meetings will be held at least twice yearly with open invitations to all stakeholders. Further meetings will be planned based on demand and need.

We will share programs and curriculum in use and describe/discuss the types of assessments that students participate in during PTO and family and parent involvement meetings. Additionally, we will help parents understand varying forms of data available to them while also communicating supports for student achievement.

Our Parent and Family Engagement Plan is comprehensive in nature and includes the following events to encourage communication with the parents:

- Orientation sessions for new students
- Open House is planned each year so that parents can meet their child's teachers, counselors and administrators
- ESL parent meeting
- REACH (gifted and talented) parent involvement activities
- Counselor/Administration/Teacher contact
- PTO
- Work in conjunction with the elementary and high schools to provide a parent/student transition meeting for 5th and 8th graders
- Individual Educational Program, Health Care Plans and 504 meetings
- Orchestra, Band, and Choir evening programs

- Awards assemblies
- RPS app, Twitter, Facebook and Instagram
- Weekly newsletters specific to grade level
- PTO monthly newsletter
- Links to resources provided by counselor included in social media and newsletter formats

### **Building Capacity of of School Staff**

All Kirksey Middle School staff complete professional development and training on parent engagement and involvement. This training involves all staff levels and advocates for family involvement being a vital aspect of student learning. Plans are put into place to include parents and their contributions to maximize instructional impacts for students.

Staff expectations for parent contact are shared . These include the expectation of outreach occurring regularly for both positive interactions and reinforcements as needed. The partnership between school personnel and families is encouraged through ongoing training to encourage positive interaction. Additionally, a protocol is in place for handling parent concerns which includes a pyramid of supports and escalation. The procedures are published in the student handbook. The handbook is available in both English and Spanish formats to make information more readily accessible.





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

# Rogers Public Schools

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

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Dr. Jeff Perry, Superintendent

Dear Parent:

In December 2015, former President Barack Obama signed the Every Student Succeeds Act into law. Parents continue to have the same rights as they did under “No Child Left Behind”. Under ESSA, parents have a right to know the professional qualifications of their children’s teachers(s). This letter is to inform you of your right to ask for the following information about each of your child’s classroom teachers:

Whether the state of Arkansas has licensed or qualified the teacher for the grades and subjects he or she teaches (Note: We are also required to send a notice to parents affected if the teacher is not fully licensed, so if you haven’t received such notice, your child’s teacher(s) is/are fully licensed.)

Whether the teacher is teaching under an emergency permit or other provisional status through which state licensing criteria have been waived.

The teacher’s college major, whether the teacher has any advanced degrees, and, if so, the subject of the degrees.

If any time your student has been taught for four (4) or more consecutive weeks by a teacher(s) that is not highly qualified, then you will be notified by the school.

You also have the right to request information regarding the qualifications of the paraprofessional(s) assisting your child’s teacher(s). If your child is receiving Title I, Part A services from a paraprofessional, then our district or school is able to provide you with the following information:

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

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

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

Whether the paraprofessional has: (a) the knowledge of and ability to assist in instructing reading, writing, and mathematics or (b) the knowledge of and the ability to assist in learning activities, such as homework, reading readiness, writing, mathematics, and other support as appropriate.

If you would like to receive specific information about your child’s teacher or paraprofessional, please visit our office at 500 West Walnut Street to fill out a Parent Request Form. A response will be mailed to you within ten working days from the date of the request. Our office is open from 7:30 a.m. to 4:30 p.m. Monday through Friday.

Our district is fully committed to the success of your child. We appreciate your partnership in our efforts.

Sincerely,  
Dr. Roger Hill  
Assistant Superintendent for Human Resources