

# PARENT AND FAMILY ENGAGEMENT PLAN 2024- 2025

Reagan Elementary School  
3904 W. Olive Street  
Rogers, Arkansas 72756

Beth Carter, Principal  
Sarah Stallings, Assistant Principal  
Katie Madey, Counselor/Parent Engagement Coordinator

## 1: Jointly Developed

Describe how the School works with parents and families to develop and review relevant plans, policies, and strategies related to engagement.

### *Guiding Questions*

- **1.1:** *How does the School - in collaboration with parents - establish an engagement plan that reflects the specific academic improvement needs of the School, and that includes programs and practices that enhance engagement and address the specific engagement needs of students and their families?*

[A.C.A. § 6-15-1702(a)]

- **1.2:** *What efforts have been made to ensure adequate representation of parents and families of participating children in the process (Title I families)?*

[ESSA § 1116(c)(3)]

- 1.1: In the spring of each year, a parent engagement meeting is held for parents to review the parent engagement packet, the school level improvement plan as well as the plan for use of Parent Engagement funds. Parents give feedback and suggestions. The plan is rewritten/edited for the following year to reflect that input.
- 1.2: The Parent Engagement meeting is held during a PTO meeting. An invitation is sent to parents through the communication folders, text messages, monthly parent newsletter as well as on the Facebook page.

## 2: Communication

Describe how the School will communicate with and distribute information to parents and families.

### *Guiding Questions*

- **2.1:** *How does the School distribute an informational packet appropriate for the age and grade of each child annually, ensuring to include:*
  - *description of the engagement program*

- *recommended roles for parents, students, teacher, and the School*
- *ways for a family to get involved*
- *survey regarding volunteer interests*
- *schedule of activities planned throughout the school year*
- *regular, two-way, and meaningful system for parents/teachers to communicate*

[A.C.A. § 6-15-1702(b)(3)(B)(1)]

- **2.2:** *How will the School ensure information related to school and parent programs, meetings, and other activities is provided to parents in a format and in a language that parents can understand (to the extent practicable)?*

- *How is relevant information provided in a variety of ways? (For example, paper copies made available, as well as social media posts, website links, parent apps, etc.?)*

[ESSA § 1116(e)(5)]

- **2.3:** *How does the School offer flexible opportunities for **meetings with families?***

[ESSA § 1116(c)(2)]

2.1: During the first week of school, each student takes a copy of the Parent Engagement Packet home. This packet includes the Parent Engagement Plan, recommended roles for parents as well as how to contact teachers and administrators. The packet also contains information about PTO and other opportunities for involvement at school. The calendar of events for the year as well as a survey regarding volunteer interests is also provided.

2.2: All information regarding school activities is sent home in English and Spanish. Facebook posts are also in both languages. Paper invitations/flyers are sent home in weekly communication folders. **We also have a monthly parent newsletter that can be interpreted into the parents' language by a touch of a button. We also send text messages informing parents of upcoming events.** Interpreters are used at school functions to ensure all parents feel welcome and are able to participate.

2.3: Reagan provides opportunities for parents to be involved in their child's education by holding PTO meetings in the evening. All school programs that happen during the school day are also recorded so they can be accessed through Facebook by parents and relatives at a later time. Parent/Teacher conferences are scheduled when the parent requests it. Parents are offered the option to communicate via zoom if needed. Home visits are also made when a parent is unable to come to the school for meetings regarding their child's education.

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

Describe activities that will be used with School staff to build their capacity to work with parents as equal partners.

#### *Guiding Questions*

- **3.1:** *How does the School build staff capacity to work with parents as equal partners? This may include workshops, conferences, trainings, webinars, and online resources that will be used to ensure ALL School staff (including teachers, specialized instructional personnel, principals, and other School*

leaders) are aware of:

- *the value and utility of contributions of parents [Title I schools]*
- *how to reach out to, communicate with, and work with parents as equal partners [Title I schools]*
- *how to implement and coordinate parent programs and build ties between home and the School [Title I schools]*
- *how to respond to parent requests for parent and family engagement activities [Title I schools]*
- *that parents play an integral role in assisting student learning [all schools]*
- *how to welcome parents into the School and seek parental support and assistance [all schools]*
- *the School's process for resolving parent concerns as outlined in the School handbook, including how to define a problem, whom to approach first, and how to develop solutions [all schools]*

[ESSA § 1116(e)(3;14); A.C.A. § 6-15-1702(b)(5-7)]

3.1: Communication between home and school is regular, two-way, and meaningful.

**To encourage communication with parents, the school will ensure that the following supports are in place:**

1. An Annual Parent's Make a Difference Night is scheduled in the Fall of each school year. At that event, parents are encouraged to be involved in many different ways. There is a presentation by the principal to share important school success data. PTO helps to host this event.
2. Families are provided a school handbook in the form of the Parent & Family Engagement Packet at the beginning of each school year. This packet includes the necessary information for parents to get involved at Reagan, as well as, school calendar, school procedures, the process for addressing and resolving concerns, and ways to get involved in the PTA.
3. The school's website, monthly parent newsletter that can be translated into any language and Facebook page are used to inform parents of upcoming events.
4. A weekly folder will be sent home on Tuesdays. This folder serves as a communication tool between parents and school. Weekly work samples and/or information from school are sent home in the Tuesday folder.
5. Teachers will develop messages and use the Classtag app to communicate with parents daily and/or weekly.
6. The school website will be utilized to allow partners and parents to be kept aware of special events occurring at Reagan. <https://www.rogersschools.net/reagan>
7. Reagan utilizes Facebook, Smore, and Blackboard communication to share information regarding special events, meetings and opportunities for involvement with partners and parents. <https://www.facebook.com/ReaganRoyals>

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

Describe how the School provides opportunities to build parents' capacity to play a role in their children's academic success. This may include conducting workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings or providing equipment or other materials.

*Guiding Questions*

- **4.1:** *How does the School provide timely information about the following:*
  - *a description and explanation of the curriculum in use at the School*
  - *the forms of State and Local academic assessments used to measure student progress, including alternate assessments*
  - *the achievement levels of the challenging State academic standards students are expected to meet*

[ESSA § 1116(c)(4)(B)]

- **4.2:** *How does the School provide assistance to parents in understanding the following:*
  - *the requirements of Title I, Part A*
  - *how to monitor their child's progress*
  - *how to work with educators to improve the achievement of their children.*

[ESSA § 1116(e)(1)]

- **4.3:** *What types of materials and training does the School provide to help parents work with their children to improve their children's achievement? This may include:*
  - *literacy training*
  - *technology training, including education about copyright piracy and safe practices*
  - *resources that describe or assist with the child's curriculum*
  - *other activities such as workshops, conferences, online resources like tutorials or webinars, and any equipment or other materials, including parent resource centers*

[ESSA § 1116(e)(2)]

- **4.4:** *Involve parents of students at all grade levels in a variety of roles, including without limitation:*
  - *involvement in the education of their children*
  - *volunteer activities*
  - *learning activities and support classroom instruction*
  - *participation in School decisions*
  - *collaboration with the community*
  - *development of School goals and priorities*
  - *evaluating the effectiveness of the School-level Improvement Plan*

[A.C.A. § 6-15-1702(b)(1); ADE Rules Governing Parental Involvement Section 3.03]

- **4.5:** *How does the School promote and support responsible parenting? The School shall, as funds are available:*
  - *purchase parenting books, magazines, and other informative material regarding responsible parenting through the School library, advertise the current selection, and give parents an opportunity to borrow the materials for review*
  - *Create parent centers*

[A.C.A. § 6-15-1702(b)(4)(A)]

- **4.6:** *How does the School provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation:*
  - *role play and demonstration by trained volunteers*

- *the use of and access to Department of Education website tools for parents [ <http://www.arkansased.gov> ]*
- *assistance with nutritional meal planning*

[A.C.A. § 6-15-1702(b)(5)(B)(ii)(a-d)]

4.1: At the annual Parent's Make a Difference Night, parents are given an overview of the curriculum as well as the assessments used to measure student success. Parents are also given a paper copy of the grade level learning expectations for each quarter of school. The school achievement data from the previous year is also shared with families at this meeting. Information regarding Title I services is also provided at Parent's Make a Difference Night.

4.2: The requirements of Title I are reviewed at a beginning of the year parent meeting within a PTO meeting and a Parent Compact is reviewed at the first parent/teacher conference each year. Parent/Teacher conferences happen at least twice each school year. At these meetings, teachers share student progress as well as offer home activities for parents to support their student's growth after school hours. Literacy and Math Nights allow parents to participate in learning games/activities that are appropriate for their child. These activities are designed to be easily used at home.

4.3: Reagan offers the following resources to aide parents in working with their students at home:

- Parent/Teacher Conferences
- Literacy and Math Nights/ Culture Night
- Parent Resource Center

4.4: Reagan parents are encouraged to participate in volunteer opportunities throughout the school year. Parents are involved in school decisions through PTO as well as through parent advisory meetings to review the School Level Improvement Plan and the Parent Engagement Plan. Reagan has Partners In Education which are local businesses who have agreed to partner with the school to provide resources or volunteers when needed.

4.5: Reagan Elementary supports responsible parenting by providing the Parent Resource Center. Parents are encouraged to borrow parenting books, videos and magazines covering relevant parenting issues. The monthly Reagan newsletter also offers parenting information each month.

4.6: Reagan provides resources and information regarding developmentally appropriate learning activities at home through classroom teacher newsletters. The social worker and counselor also work with parents regarding parenting needs including food insecurity and assistance with nutritional meal planning.

## **5: Coordination**

Describe how the School will coordinate with other organizations, businesses, and community partners, including alumni, to provide additional support, services, and resources to families.

*Guiding Questions*

- **5.1:** *How does the School investigate and utilize community resources in the instructional program?*

[ADE Rules Governing Parental Involvement Section 5.06]

- **5.2:** *How does the School coordinate and integrate programs and activities with other Federal, State, and local programs? Some examples include:*
  - *public preschool programs such as Head Start*
  - *organizations/activities to help students transition to elementary, middle, high, and postsecondary schools or careers*
  - *wraparound services that allow families to send their children to school ready and able to focus on learning*

[ESSA §1116(e)(4)]

- **5.3:** *In what ways does the School enable the formation of a Parent Teacher Association or organization and ensure leaders of said organization will be included in appropriate decisions?*

[A.C.A. § 6-15-1702(b)(8)(B)(ii)]

5.1: Reagan Elementary has an active PTO. The purpose of the PTO is to facilitate collaboration between the school and community members. Members of the PTO serve a liaison between the school and community businesses. These businesses often offer resources that are used in classrooms throughout the school.

5.2: Reagan holds a kindergarten orientation for all incoming kindergarten students and their families two days prior to the start of school and the Monday after school starts. Reagan also holds transition conferences with middle school faculty and a tour of the middle school for all 5th graders to ensure a smooth transition out of elementary and into middle school.

5.3: Reagan has a growing PTO. Members of PTO are involved in many decisions regarding events/celebrations for students, purchasing specific programs for student use as well as determining how the budget for PTO is spent. We meet monthly to discuss upcoming events in the school and volunteer opportunities. The PTO also reviews the school Parent Engagement Plan yearly.

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

Describe the details regarding the Annual Title I meeting used to inform parents of the requirements of Title I, the School's participation, and the parents' rights to be involved.

### *Guiding Questions*

- **6.1:** *How and when (month/year) does the School conduct the Annual Title I meeting, ensuring that parents are informed of the following? (\*Include a link to the detailed agenda, meeting minutes, and/or slide deck for this year's Annual Title I Meeting, if available.)*
  - *the requirements of Title I and the School's participation*
  - *the parents' rights under Title I (The Right to Know Teacher Qualifications, Right to Request Meetings)*

[ESSA § 1116(c)(1)]

6.1: Reagan holds an Annual Title I meeting for parents before the end of November each year. At this meeting, parents are informed of the requirements of Title I and how Reagan utilizes the Title I funds. Parents are also provided with their parent rights under Title I.

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

Describe the process School will follow to jointly develop with parents a School-Parent Compact as required under Title I, Part A.

#### *Guiding Questions*

- **7.1:** *How does the School jointly develop a School-Parent Compact which does the following:*
  - *Outlines how parents, the entire School staff, and students will share the responsibility for improved student academic achievement*
  - *Addresses the importance of regular two-way, meaningful communication through:*
    - *conferences (no fewer than 2 each year)*
    - *frequent reports on progress*
    - *reasonable access to staff*
    - *opportunities to volunteer*
    - *observation of classroom activities*

[ESSA § 1116(d)]

- **7.2:** *How do families access the compact in order to understand the shared responsibility for improved student academic achievement?*
  - *including parent-teacher conferences in elementary Schools, at least annually*
  - *Include a link or insert the language of the compact to demonstrate this requirement has been met.*

[ESSA § 1116(d)(2)(A)]

7.1: The staff at Reagan understands the importance of the partnership between home and school. Teachers work with students to set academic goals. Those goals, and student progress toward meeting the goals, are communicated with parents through progress reports, report cards and parent/teacher conferences. Communication between parents and staff is encouraged through the use of Classtag, email and by phone. Parents are encouraged to volunteer at school through the PTO or by meeting a need in the classroom.

7.2: The Parent Engagement Packet and School-Parent Compact is available to all parents on the district website. It is also sent home with every student at the beginning of each school year within the Parent Engagement Packet. We also have parents sign it at fall conferences so it is reviewed with them.

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

Describe how the School uses Title I, Part A funds set-aside for parent and family engagement programs and activities.

*Guiding Questions*

- **8.1:** *If the School is a recipient of set aside funds for parent and family engagement (as part of receiving a Title I, Part A allocation greater than \$500,000):*
  - *How is the School spending those funds?*
  - *How does the School determine the priority of how funds are spent?*
  - *Who is involved in determining that?*

[ESSA § 1116(a)(3)(A)]

- **8.2:** *How does the School provide opportunities for parents and family members to be involved in providing input into how the funds are used?*

[ESSA § 1116(a)(3)(B); ESSA § 1116(a)(3)(C); ESSA § 1116(a)(3)(D)(i-v)]

8.1: During the 2023-24 school year, Reagan Elementary allocated Parent Engagement funds to purchase weekly communication folders for each student, English and Spanish books for our family Reagan Reads event, and agendas for our 5th grade students. Our guiding coalition and our PTO helped to determine the best use of these funds. We will do the same for the 2024- 2025 school year.

8.2: Parents are invited to PTO meetings where decisions regarding funding are made on a regular basis. Parents are also invited to attend the end of the year Parent Engagement Review where their input/feedback is welcome.

Each school in the Rogers Public School district coordinates with other organizations, businesses, and community partners to provide additional supports, services, and resources to families.

Each school in the Rogers Public School district will respond to the educational and personal success challenges military-connected children face during their transition to a new school and keep them on track to be college, workforce, and life-ready. Also, we will coordinate any additional services needed with the district and/or state military liaison.

**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.

[A.C.A. § 6-15-1703(a); A.C.A. § 6-17-709]

**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)(1-2)]

**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:

- what students will be learning
- how students will be assessed
- what a parent should expect for his or her child's education
- how a parent can assist and make a difference in his or her child's education.

[A.C.A. § 6-15-1702(b)(5)(B)(i)(a-d)]

- **A.11:** Any School serving high school students understands its obligation to educate parents about their role in decisions affecting course selection, career planning, and preparation for postsecondary opportunities.

[A.C.A. § 6-15-1702(b)(7)(B)(ii)]

**A.12:** The School understands its obligation to welcome parents into the School, and more specifically, not have any school policies or procedures that would discourage a parent from visiting the School or from visiting a child's classrooms.

[A.C.A. § 6-15-1702(b)(6)(B)]

**A.13:** The School understands that all Title I, Part A funded engagement activities and strategies should remain consistent with all information set forth in this parent and family engagement plan.

[ESSA § 1116(a)(3)(D)]

**A.14:** The School understands its obligation to submit to the State any comments from parents who deem the Title I Schoolwide Plan unsatisfactory. These comments can be sent to

[ade.engagementmatters@ade.arkansas.gov](mailto:ade.engagementmatters@ade.arkansas.gov)

[ESSA § 1116(b)(4)]

**A.15:** The School understands its obligation, if requested by parents, to provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.  
 [ESSA § 1116(c)(4)(C)]

**School Information**

<b>School Name:</b>	Reagan Elementary
<b>School Engagement Facilitator Name:</b>	Katie Madey
<b>Plan Revision/Submission Date:</b>	May 10, 2024
<b>District Level Reviewer Name, Title:</b>	Melody Sebastian, Federal Programs Coordinator
<b>District Level Approval Date:</b>	

**Committee Members, Role**

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

<b>First Name</b>	<b>Last Name</b>	<b>Role</b> <i>(Teacher, Staff, Parent, Student, or Community Member)</i>
Valeri	Lane	Parent
Vanessa	Pianalto	Parent
Lauren	Rugerio	Parent
Claudia	Thompson	Community Member/Parent
Taylor	Gahr	Parent
Sarah	Stallings	Staff
Beth	Carter	Staff
Katie	Madey	Staff
Jenn	Bradshaw	Teacher
Stacie	Mathis	Teacher

**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](#)

Find additional guidance on the [DESE Parent and Family Engagement Requirements](#) webpage. For any questions about completing this form or meeting legal compliance, please contact the DESE Engagement Unit at [ade.engagementmatters@ade.arkansas.gov](mailto:ade.engagementmatters@ade.arkansas.gov) or visit our website [#EngagementMattersAR](#)

