

## Willowbrook Elementary - 2025-2026 Arkansas Parent and Family Engagement Plan

Please read over the form closely, being sure to address all guiding questions. Note the Assurances section allows you to confirm practices that are *required* but do not need further elaboration within the written portion of your plan. In the response fields, you may include links to additional information that can help support your story as you answer the guiding questions.

### **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)]

We believe a child's education is not only developed from the rigorous state and district curriculum but also hands on experiential learning. Our teachers provide our students with opportunities to explore through the content that is presented. Room transformations also add a level of engagement that students come to enjoy.

We believe that parents are an important part of the learning process. Parents are encouraged to attend parent orientations, workshops, and volunteer to assist in academic instruction at school and at home. Administrators and teachers attend monthly PTO meetings to provide important information, updates, and feedback. Parents are encouraged to leave suggestions and/or ideas in the Principal's Suggestion Box. This is a digital feedback form that is also included in monthly parent newsletters.

Our School Parent Plan includes the following expectations:

Students will:

- Come to school on time and ready to learn.
- Pay attention to teachers and ask questions when help is needed.
- Complete all assignments on time and with best effort.
- Follow rules of student conduct.
- Read daily.
- Practice math facts and concepts.
- Behave responsibly and treat others with respect.

Parents will:

- Make sure my child attends school regularly, on time and ready to learn.
- Provide an appropriate place to study.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.
- Schedule appointments in advance at a time that does not interrupt instruction.
- Attend parent/teacher conferences and maintain frequent communication with teachers.
- Expect my child to behave responsibly and treat other people with respect.

Willowbrook will:

- Provide quality teaching and leadership to students.
- Communicate frequently with families about their child's progress and show them how they can help.
- Read to students, provide time for students to read daily and encourage discussion and writing about reading.
- Participate in professional development to continually improve educator skills and stay abreast of best practices.
- Encourage students to behave responsibly and treat all people with respect.

## **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)(i)]
- **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)]

Communication between home and school is regular, two-way and meaningful. To encourage this, Willowbrook (WES) will:

- Send home through digital platforms class newsletters weekly and school newsletters monthly.
- Notify families of students having awards and positive recognition. This includes Perfect Peanuts and Head of the Herd awards.
- Contact families regarding students having academic or behavior concerns.
- WES Website with school information and contact information
- Methods of contacting school staff:
  - Phone call to main office at 479-418-7300
  - Notes sent to school
  - Email to teacher or other staff members
  - Bilingual staff members are available for Spanish-speaking families.
- Response Time: Staff members will make every effort to respond to communication within 24 hours.
- Use social media platforms to communicate events going on in the school.

### **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); A.C.A. § 6-15-1702(b)(3)(B)(ii)]

Staff will participate in PLCs to gain professional development on-going throughout the school year through EdCamps, faculty meetings, and staff development days. Staff will attend training and professional development presented by administrators and district staff in best practices for working in partnership with families. PLCs Meeting Days will take place weekly on Tuesdays. Staff will also participate in training for Conscious Discipline, literacy instruction, math instruction, ethics, safety, teen suicide awareness and prevention, bullying, testing security, and trafficking.

- August 4 -8, 2025 - Professional Development
- August 11, 2025 - Professional Development
- March 20, 2026 - Professional Development
- April 27, 2026 - Professional Development

Willowbrook staff will meet on the following days as a PLC to discuss best practices in learning and teaching, create and design common formative assessments, and analyze student data.

#### August 2025

- - August 27

#### September 2025

- - September 3
- - September 10
- - September 17
- - September 24

#### October 2025

- - October 1
- - October 8
- - October 15
- - October 29

#### November 2025

- - November 5
- - November 12
- - November 19

#### December 2025

- - December 3
- - December 10
- - December 17

#### January 2026

- - January 14
- - January 21
- - January 28

#### February 2026

- - February 4
- - February 11
- - February 25

#### March 2026

- - March 4
- - March 11
- - March 18

April 2026

- - April 1
- - April 8
- - April 15
- - April 22
- - April 29

May 2026

- - May 6
- - May 13
- - May 20

#### **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 Division of Elementary and Secondary Education website tools for parents* [<https://dese.ade.arkansas.gov/>]
  - *assistance with nutritional meal planning*  
[A.C.A. § 6-15-1702(b)(5)(B)(ii)(a-d)]

Parenting skills are promoted and supported. To assist with this, WES will:

- Host Parent Learning Walks where parents have the opportunity to observe teaching and learning in the classrooms during the school day.
- Have a Parent Center with parenting books and materials available in the counseling office for parent check out.
- Provide a quarterly newsletter with parenting tips and ideas from school counselors.
- Host three Parent Orientations Sessions at Kindergarten Open House - April 29, 2026
- Be available for Family Engagement Meetings with the Principal after PTO Meetings
- Host Literacy and STEM Nights to help parents work with their children towards academic achievement
- Hold Parent Teacher Conferences on the following dates:
  - October 23, 2025
  - October 27, 2025
  - March 16, 2026
  - March 19, 2026

Bilingual staff members are available for Spanish-speaking families. Other translation services are available as needed.

Parent Teacher Organization (PTO) Meetings held onsite once a month:

- August 21, 2025
- September 18, 2025
- October 16, 2025
- November 20, 2025

- December 18, 2025
- January 15, 2026
- February 19, 2026
- March 19, 2026
- April 16, 2026
- May 14, 2026

### **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)]

Community resources strengthen school programs, family practices and student learning. To utilize these resources, WES will:

- Partner with our local community and businesses. Ex: Willowbrook Gives Back, Sharing & Caring and Snack Pack programs.
- Willowbrook Open House - August 7, 2025
- Rock Your School and Pep Rally with Awards - September 26, 2025
- Fall Fun & Field Day - October 17, 2025
- Fire Prevention & Safety with City of Bentonville - October 6, 2025
- Healthy Choices Week - October 27 - 31, 2025
- Veteran's Day Program and Pep Rally with Awards - November 7, 2025
- Samaritan Community Food Drive - Week of November 17-21, 2025
- Holiday Sing-a-Long - December 19, 2025
- All Bentonville Reads Family Book Club - Jan. 30-March 13, 2026
- Culture & Community Fair - March 31, 2026
- High School Senior Walk - May 16, 2026

## Calendar of Events 25-26

- Partner with our local community and businesses. Ex: Willowbrook Gives Back, Sharing & Caring and Snack Pack programs.
- Host activities where parents, staff and community members may interact, such as:

Veteran's Day Program & Student Tributes - Program to honor our veterans who served our country. Music performance is directed by our music teacher. All students may spend two weeks bringing posters they have made to honor veterans in their families or friends. Our military service member representative is Jocelyn Lampkin.

All Bentonville Reads - Every year our district librarians select a book that all of Bentonville Schools will read. This is formally known as One District, One Book. Families are provided with their very own copy of the book. Our school will host fun book challenges, questions, and dress-up days. It is a great way to promote reading as a family and school community. All Bentonville Reads take place during the spring semester.

Culture Fair - This fair is a celebration of the students and families that make up our school and community. It is held during the spring semester. This event allows for families to participate by creating booths that represent their culture. This celebration also includes community partners, an art show, food trucks, and a music program.

Run Club & Gold Rush - Gold Rush is an annual fundraiser sponsored by Bentonville Schools Foundation. The race is held annually in downtown Bentonville in the spring. To get ready for Gold Rush, Willowbrook will host a running club for students. Students must sign up for the Gold Rush race in order to participate in the running club.

Art Show - Every year our art teacher plans an art show to feature art on display by all students. This is a fundraiser for the art department and all funds raised go toward purchasing extra supplies and materials. This usually takes place in the Spring.

Music Programs - Our music teacher will work with students and grade levels to present several performances throughout the school year. There are also fundraising opportunities that support the music program.

Field Day - Field Day is a fun filled day of PE games, activities, and healthy competition. This event will take place during the fall semester and is facilitated by our PE coaches.

Purple Star School-Willowbrook Elementary School 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.

**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)]

n/a

**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)]

n/a

**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)]

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:
  - 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>	Willowbrook Elementary
<b>School Engagement Facilitator Name:</b>	Christina Hamilton
<b>Plan Revision/Submission Date:</b>	June 4, 2025
<b>District Level Reviewer Name, Title:</b>	Christie Jay

District Level Approval Date:	
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**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>
Christina	Hamilton	Principal
Tania	Cardenas	Assistant Principal
Amie	Armstrong	Counselor
Nicole	Short	Counselor
Jacquelyn	Wilson	Parent & PTO President
Jocelyn	Lampkin	Military Family Parent Representative
Brittany	Tavernaro	Teacher and PTO Representative

**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](#)