AR
Ballman Elementary School (Fort Smith School District)
2601 South Q Street
Fort Smith AR 72901
479-783-1280

School Engagement Plan

1: Jointly Developed Expectations and Objectives

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)]*

Ballman shall enable the formation of a Parent Teacher Association that will foster parental and community involvement within the school. The PTA board, along with Partners in Education, will meet regularly, and the PTA will hold meetings/programs monthly. Ballman is still focusing on Capturing Kids' Hearts and is awarding a monthly award to a student in each class that demonstrates the character trait of that month. Students will have a school-wide recognition through the Ballman News Crew and monthly assemblies. This will be communicated to parents through Class Dojo and social media.

The Parent and Family Engagement Committee made up of teachers, parents, and school staff, meeting annually, will review the parent involvement plan, and will review and analyze the data gathered throughout the year to determine the level of parent involvement during the 2026-2027 school year. Parents also are included in our Ice Cream Social/Open House and Culture Night in addition to many events sponsored by our PTA. Ballman also hosts 2 Cafecitos focused on our ELL parents to help them understand how to better help their children in school and to know what is expected of them. The agenda for these meetings is determined by the needs of our ELL students and parents.

A district survey and a Capturing Kids' Hearts Survey will be sent to parents by Parent Link prior to the October, 2026 PTA meeting to gather information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically. The Parent and Family Engagement Committee will review the School Parent and Family Engagement Plan, as well as the information from the surveys to help select, plan, and implement activities to be offered throughout the year.

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 interest s*
- *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)]

Contact the following: Counselor, Sandra Bausley and/or Principal, Nancy Burris: 479-783-1280.

Ballman will hold an Ice Cream Social/Open House on August 25, 2026. This will also include a Report to the Public where statewide assessment standards and accountability measures will be explained. Parent Teacher Conferences are held each semester for two-way communication between parents and teachers to help students be more successful. PTA meetings and PTA board meetings are held monthly and information is shared with parents concerning ways to make their child's academic life more successful. Two parent teacher conferences are held annually. Ballman offers multiple opportunities for parents to encourage parental and family involvement in school and in their child's education. The Parent and Family Engagement Committee, composed of staff and parents, meets annually to discuss the Ballman Parent Involvement Plan. Cafecito is held both fall and spring semesters to help educate and increase involvement with the ELL population. Ballman Principal and Assistant Principal will host a parent focus group each semester to allow parents to ask questions and learn about how to help their child in school better.

Ballman uses social media and parent link to communicate to families. Ballman has an active Facebook page and PTA has one as well. These are both updated on a regular basis. Principal, Nancy Burris, also sends out messages to parents via parent link. Parents will receive a text, email, and phone call about upcoming information. Schoolwide and class DOJO are also used to communicate with our families.

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)]

Ballman Elementary Staff participates annually in at least 2 hours of parental engagement of professional learning to ensure everyone understands the value of parental engagement. There is also training online on the IDEAS site available to staff. Ballman provides workshops for parents, including ELL Cafecitos, to help parents learn about school and how they can help us in supporting their learning. We collaborate with parents to ensure they play an integral role in assisting in student learning, as well as, after school events. If possible, during the school year, Ballman will co-host with PTA and Partners an event to strengthen relationships and connections between students and staff, which will provide a foundation for building future academic success for students.

Ballman will begin to host parent education events to help parents better support their children in school. Ballman will begin at the foundation with a Kindergarten Education Workshop and will move into other grade levels in the future. Ballman will also invite community partners to these events to share the resources with families that are

available to them when the need arises.

Ballman Staff will continually share how parents are always welcome to be involved in our school activities and will continually seek ways in which parents can be involved in our school during remote learning times via use of technology platforms such as zoom or loom or flipgrid, or via email or classdojo, etc.

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*
- *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 [https://dese.ade.arkansas.gov]*
- *assistance with nutritional meal planning*

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

Ballman shall enable the formation of a Parent Teacher Association that will foster parental and community involvement within the school. This committee will also work with our Partners in Education Community Partners. The PTA board will meet regularly, and the PTA will hold meetings or programs monthly. Upon request of parents, Ballman will provide opportunities for regular meetings for parents to formulate suggestions and to participate in

decisions about the education of their children. Parents will also continue to be involved with Ballman's PLC Leadership meetings with teams to provide parent input to help improve our process. Parents helped create a list of parent commitments for parents to be more involved. These are distributed at the beginning of each school year and are on our website.

The Parent and Family Engagement Committee made up of teachers, parents, and school staff, meeting annually, will review the parent involvement plan, and will review and analyze the data gathered throughout the year (sign in sheets at orientation meetings, parent-teacher conferences, Meet the Teacher Night/Report to Public, volunteer hours, PTA meetings, and Literacy/Math Events) to determine the level of parent involvement during the 2026-2027 school year. Ballman hosts ELL Cafecitos in Spanish for our ELL parents to help them understand how to better help their children in school and to know what is expected of them.

A parent interest survey will be sent by Parent Link prior to the October, 2026 PTA meeting to gather information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically. The Parent and Family Engagement Committee will review the School Parent and Family Engagement Plan, as well as the information from the surveys to help select, plan, and implement activities to be offered throughout the year.

Counselor and Ballman PTA will distribute a monthly newsletter for parents featuring information about current school activities and events. The Principal creates an online monthly newsletter using Canva and uses Parent Link to share the link. Primary teachers will send home weekly folders containing student papers and work samples each week along with assignments to be completed. Upper grade teachers will send home daily assignments and information as needed, and Classroom Dojo will be utilized for parent communication. Students will be tracking academic, behavioral and attendance data in a data notebook which will be shared with parents. All Ballman teachers go out daily to supervise students and are available to answer questions or meet with parents, as needed, as parents pick up their students. Ballman will distribute informational packets, student handbooks and Title I School/Parent Compacts, parent volunteer surveys, and brochures listing the materials available for checkout for home use by families to increase student achievement each year. Parent Link calls are used on a regular basis to share information with families about school events and activities. Ballman Elementary and Ballman PTA have a Facebook Page to share information quickly. A Report to the Public and Open House is hosted to inform parents of the school's curriculum, assessment data, and programs. Teachers also meet with parents at the school's annual Back to School Event and at Parent-Teacher Conferences held twice yearly to discuss student progress. This year, Ballman is focusing on Capturing Kids Hearts social emotional learning and teaching to create a safe learning environment.

This year, Ballman will begin to host parent education events to help parents better support their children in school based upon input from parents and staff. Ballman will begin at the foundation with a Kindergarten Education Workshop and will move into other grade levels in the future. Ballman will also invite community partners to these events to share the resources that are available to them when the need arises. Should on-site meetings not be possible, other technology delivery platforms may be considered for use. Contact the following: Sandra Bausley, Nancy Burris, Emily Schlinker, Karen Smith, Danielle Gothard, Mark Karsten, or Christine Redford Contact # 479-783-1280.

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)]

Ballman Parents work closely with our Community Partners in Education to provide extra resources and incentives for our students. Many community partners donate time as mentors to students or funds to help with events and projects, such as the Ballman Bear Buck Store and parent information boards. We also use community resources, such as the Community Services Clearinghouse, Fort Smith Public Library, United Way, Fort Smith Optimist Club, and Goddard United Methodist Church to name a few. Community partners will share information about resources with families at a planned event during the school year. Contact the following: Sandra Bausley, Nancy Burris, Emily Schlinker, Karen Smith, Danielle Gothard, Mark Karsten, or Christine Redford Contact # 479-783-1280.

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)*

Ballman will conduct an annual Title 1 meeting at the end of August, 2026 to provide a review of the Title 1 program at Ballman and to encourage parents to have input into the Title 1 program. An agenda, a sign-in sheet and the minutes for this meeting will be generated and kept on file in the school's office. This meeting may be conducted online if remote learning is implemented. Contact the following: Sandra Bausley, Nancy Burris, Emily Schlinker, Karen Smith, Danielle Gothard, Mark Karsten, or Christine Redford Contact # 479-783-1280.

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)]

The Ballman Title 1 Parent Advisory Council created the School-Parent Compact, and it is reviewed annually by the Parent and Family Engagement Committee composed of classroom teachers and parents. Ballman has created collective commitments with staff, parents and students to ensure everyone is keeping each other accountable for the maximum success for the students. PTA creates a list of volunteers each year and keeps it on file as a resource for staff. Contact the following: Sandra Bausley, Nancy Burris, Emily Schlinker, Karen Smith, Danielle Gothard,

Mark Karsten, or Christine Redford Contact # 479-783-1280.

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)]

Ballman's Parent and Family Engagement Committee will seek input from parents on the committee and also will send home a needs assessment survey to gather input from parents and families informing them of our school's budget for activities and programs and seeking their collaboration in determining how the funds will be used during the school year to best support the academic success of their children. We will particularly request their input regarding the issues that are most concerning to them, such as academic and social-emotional needs of their children and themselves during remote learning this past spring and during blended or virtual learning this school year. We will request their input regarding academic, behavior, or social/emotional needs their family sees as most important to help their children be successful at school, at home, and in the community. Parents and families will also be asked to collaborate on planned Family Educational Events to ensure they better meet the needs of our families. Contact the following: Sandra Bausley, Nancy Burris, Emily Schlinker, Karen Smith, Danielle Gothard, Mark Karsten, or Christine Redford Contact #479-783-1280.

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)]

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.

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
The informational packet
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
[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

School Name:	Ballman Elementary
School Engagement Facilitator Name:	Sandra Bausley
Plan Revision/Submission Date:	5-22-2026
District Level Reviewer Name, Title:	Caroline Neel, Director of Federal Programs & Strategic Initiatives

District Level Approval Date:	

Committee Members, Role

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

First Name	Last Name	Role *(Teacher, Staff, Parent, Student, or Community Member)*
Nancy	Burris	Principal
Sandra	Bausley	Counselor
Karen	Smith	Teacher
Danielle	Drackett	Teacher
Emily	Schlinker	Teacher
Mark	Karsten	Teacher
Christine	Redford	PTA Member

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 or 501-371-8051.

District Reviewer Responses

Section 1 - Jointly Developed

Changes Required
Compliance is Met

Comments:

- Section 2 - Communication

Changes Required

Compliance is Met

Comments:

Section 3 - Building Staff Capacity

Changes Required

Compliance is Met

Comments:

Section 4 - Building Parent Capacity

Changes Required

Compliance is Met

Comments:

Section 5 - Coordination

Changes Required

Compliance is Met

Comments:

Section 6 - Annual Title I Meeting

Changes Required

Compliance is Met

Comments:

Section 7 - School-Parent Compact

Changes Required

Compliance is Met

Comments:

Section 8 - Reservation of Funds

Changes Required

Compliance is Met

Comments:

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