

Kirksey Middle School

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Parent and Family Engagement Packet

Parent and Family Packet
Recommended Roles of Parents, Students, Teachers, School
Ways to Become Involved
School Volunteer Survey
PTO Membership and Committee List

School Parental Involvement Plan

Parents are welcome at Kirksey Middle School. Kirksey supports and assists in getting parents involved in the school.

We need, appreciate and use parent volunteers. The principal and PTO ask parents to notify them of how they would like to be involved. Using this information, parents are called and invited to participate in school activities. Through the PTO, parents also volunteer for school wide activities such as "Fun Night." Parent volunteers allow many of the programs and activities provided to students at Kirksey to occur.

Parents play an integral role in assisting and promoting student learning. We also recognize that parents are full partners in the decision making process that affects the student and family.

Research tells us that when families and schools work together to support students, higher -level performance occurs. Kirksey Middle School is committed to creating meaningful partnerships. We want to help empower and engage parents to become actively involved in their children's education.

Parenting Skills are promoted and supported.

Kirksey Middle School offers support to parents through resources for improving parenting techniques and skills in the "Parenting Center" found in the counseling office. Counselors are also available to work with parents to support them and provide materials or referrals. Within the Kirksey community, we support and promote parenting traditions and practices.

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

To promote and encourage communication, several systems are provided for parents, teachers, counselors and support personnel, which include: student planners, email addresses for all staff, PTO meetings and activities, grades are sent every three weeks, parent contact is made for students who are making positive choices and those who need to make positive changes, district and school WebPages, school Twitter, Instagram, parent portal for grade and assignment viewing, parent/teacher conferences, orchestra, band and choir concerts, open house, learning walks, Walking Dads, 504 and IEP meetings, PTO Newsletters and team newsletters.

Student Role

I know my education is important to me. It will help me become a successful person. I know my parents want to help me, but I am the one who has to do the work. I will do the following to succeed:

- *Complete and turn in class work on time.
- *Make sure my work is neat and accurate
- *Complete and return homework on time
 - *Practice, read, or study every night
- *Show corrected work to my guardians
 - *Attend school regularly
 - *Be at school on time
- *Be responsible for my own behavior
- *Pay attention in class and do my own work
- *Have the necessary school supplies for learning
- *Take care of my textbooks and other school property
 - *Ask for help when I need it
 - *Follow school rules and procedures

Parent Role

I know that my participation in my child's education will help their achievement and attitude. I will do the following to help my child succeed.

- *Give my child a quiet place to study
- *Check my child's homework for completion
- *Check my child's planner each day
- *Read to and with my child at least 20 minutes each day
- *Make sure my child gets enough sleep each night
- *Make sure my child gets to school on time
- *Make sure my child attends school regularly
- *Attend Open Houses and Parent Teacher Conferences
- *Ask for help when my child needs it
- *Provide educational opportunities at home (library visits)
- *Encourage and praise my child's efforts
- *Expect appropriate behavior from my child at school and at home
- *Know what my child is learning and how they are progressing

Teacher Role

I know the importance of the school experience to every student and my role as a teacher and a model. I will do the following to help my students succeed:

- *Teach the Curriculum Frameworks adopted by the Arkansas Department of Education
- *Maintain high expectations for student learning and appropriate behavior
- *Provide "best practice" instruction with high levels of student engagement
- *Communicate with parents about achievement expectations and progress
- *Provide meaningful homework and home practice activities
- *Confer with parents and students as needed
- *Appreciate and respect each child as an individual
- *Encourage and praise students for effort as well as achievement

School Role

The school recognizes the importance of its role in supporting teachers, parents, and students in their educational experience.

- *Facilitate parent and community participation in school planning.
- *Develop an understanding of the community, including its needs, resources, supports and aspirations for student learning and well being.
- *Communicate annually with families and community members about their activities and accomplishments.
- *Support teachers, parents and students in their educational experience.
- *Provide a safe and clean environment in which learning can occur.
- *Provide structure that sets up a positive environment for optimal learning opportunities.

How Parents Can Help

Come to school to assist.

1. Share information with a student or class about a hobby.
2. Share information with a student or a class about a career.
3. Share information with students about a country you visited or lived in.
4. Tutor one student or a small group of students in reading, math, or another area.
5. Help coach an athletic team.
6. Help check a student's written work.
7. Help put out a school or classroom newsletter (can also be done at home).
8. Help sew or paint a display.
9. Help build something for the school.
10. Help students work on a final exhibition or project (can also be done at home or work place).
11. Help answer the schools' phone.
12. Help plan a recreational activity for the school.

13. Help plan and or present a theme-based presentation for students.
14. Demonstrate cooking from a particular country or culture to students.
15. Share a particular expertise with faculty (such as use of computers).
16. Help students plan and build an outdoor garden or other project to beautify the outside of the school.
17. Help coach students to compete in academic competitions such as Odyssey of the Mind.

Help arrange learning opportunities in the community.

1. Set up an internship or apprenticeship for a student at your business, organization, or agency.
2. Host a one-day 'shadow study' for one student or a small group of students about your career in business or some other organization.
3. Go on a local field trip with a teacher and a group of students.
4. Contact a particular local business or organization regarding possible cooperation.

Serve on an advisory or decision-making committee.

1. Serve on the school-wide PAC (Parent Action Council).
2. Serve on a school committee that reports to the site council.
3. Serve on a district committee representing the school.
4. Serve as an officer in the school's Parent Teacher Organization.
5. Help design a parent and or student survey for the school.
6. Help conduct and or tabulate results of a parent survey regarding the school.

Share information or advocate for the school.

1. Write a letter to legislators about the school.
2. Write a letter to school board members about the school.
3. Go to a school board meeting to advocate for the school.
4. Help design a brochure or booklet about the school.
5. Help translate information from the school into a language other than English.
6. Help translate at a parent-teacher conference for people who don't speak English well.
7. Provide transportation to a Parent Teacher Conference for a parent who needs a ride.
8. Write an article for publication in a magazine about the school's activities.
10. Help arrange for a political leader (mayor, city council, state representative, member of Congress) to visit the school.

Increase financial resources available to the school.

1. Help write a proposal that would bring new resources to the school.
2. Donate materials to the school.
3. Arrange for a business or other organization to donate materials to the school.
4. Help with a fundraiser for the school.

Help other parents develop their parenting skills.

1. Help teach a class for parents on ways they can be stronger parents.
2. Help produce a videotape for parents on ways they can be more effective parents.
3. Help write, publish, and distribute a list of parenting tips.

Kirksey Volunteer Plan

Teacher/School Needs:

- Assistance with non-teaching chores
- Students need individual help in various learning activities
- Clerical tasks
- Community support for all activities

Goal:

- To relieve teachers of non-teaching chores
- To give individual help to students who need improvement in levels of achievement
- To provide clerical assistance
- To secure better community support for the schools

Services to be provided by Volunteers:

- Distribute materials to be used by students
- Provide special help to individual students
- Provide clerical assistance
- Assist in the school media center
- Arrange special occasion displays
- Mount student art work
- Read stories to a small group
- Listen to students who need additional oral reading practice
- Assist with art projects
- Speak to classes on topics appropriate to instruction
- Assist with student supervision
- Assist in getting clothing and school supplies for needy students

Recruitment and Selection of School Volunteers:

- One time volunteers to help in areas of special activities, special topics, career awareness, etc.
- Short term volunteers to help in materials development, media center, clerical, etc.
- Home volunteers to assist in development of materials, clerical, etc.
- Long term volunteers to assist with media center, office, lunchroom, clerical work, and tutoring

**KIRKSEY MIDDLE SCHOOL PTO
Volunteers Committees**

The following is a list of PTO Committees 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 trinahaledavis@gmail.com. Thank you!

NAME _____ **PHONE #** _____ **EMAIL** _____

___ **Box Tops** (Help count General Mills box tops collected. Chairman organizes collection method and creates incentives for students to collect the most box tops.)

___ **General Fundraising** (Research new fundraising efforts and organize events to include **Dinner Out** (Special nights when students and families are invited to dine with a local restaurant and a portion of the proceeds benefit PTO.)

___ **Fun Night** (PTO plans and coordinates games, activities and music. Parents operate concession sales and general volunteer duties for this bi-annual school-sponsored event. Chairman coordinates/solicits donations of food items and prizes for event and organizes volunteer efforts.)

___ **Membership** (Assist with membership drive to enroll parents and teachers as PTO members. Chairman organizes membership drive and maintains PTO membership list.)

___ **Kirksey Field Day** (Middle Mounties) (Kirksey hosts a field day event for 6th and 7th graders each spring. PTO operates a concession stand. Volunteers needed for concession operations. Chairman solicits and collects donations for concessions and organizes volunteer efforts.)

___ **Technology/Newsletter** (Maintains Kirksey PTO school fusion page, facebook and twitter account and general dissemination of information concerning PTO activities and events to Kirksey families.)

___ **8th Grade Celebration** (Parents coordinate cookout near the end of the school year and assist with the day's activities.)

___ **Homecoming Parade Float** (Assist students in constructing a parade float and participate in the Homecoming Parade to support RHS. Chairman oversees all aspects and obtains all necessary forms for student participation.)

___ **Cookies & Cocoa** (Volunteers assist with refreshments for students and their families in

conjunction with the mid-year music program. Chairman works with Kirksey kitchen staff to coordinate and organize volunteers.)

___ **T-Shirts** (Help with selection and sales of a Kirksey t-shirt. Chairman coordinates selection of design, order taking, collections, and distribution.)

___ **Staff Appreciation Group** (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.)

___ **Volunteer Committee** (Volunteers on this committee help throughout the year on a variety of special events and activities. Chairman tallies volunteer hours recorded monthly and submits a brief report to the Rogers School District. Chairman also organizes volunteers for special events.)

___ **Tailgate Party** (Volunteers help to coordinate and advertise a tailgate party prior to the 8th grade Kirksey football game vs. Elmwood Middle School at RHS Stadium.)

If you have any questions or would like more information about serving as a committee chair or co-chair, please contact any of the Kirksey PTO Executive Board Members.

Samantha Sabath, President xism87@gmail.com
Michelle Sell, Vice-President mmsell2000@gmail.com
Rhonda Adams, Treasurer rhondasadams@gmail.com
Kellie Vancleave, Secretary kvanleave@springdale.gov

We have a PTO newsletter! Do you want to know what's going on in school? Email kirkseyptonewsletter@gmail.com to be added to the recipients.

What is PTO? PTO stands for Parent-Teacher Organization. The PTO consists of parents and teachers working together to support and plan activities for students and staff at Kirksey.

Kirksey PTO Membership Form

Parent Name: _____

Email: _____

Student Name: _____

Homeroom Teacher: _____

Family Membership \$5.00 donation.

Please make checks payable to Kirksey PTO.
Return payment and form in an envelope to the office.
Thank you for supporting your Kirksey PTO!



Rogers Public Schools

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

500 West Walnut Street • Rogers, AR 72756 • www.rogersschools.net • (479) 636-3910

• Fax (479) 631-3504

Dr. Marlin Berry, 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:

1. Whether the paraprofessional has completed at least two years of study at an institution of higher education.
2. Whether the paraprofessional has completed an associate’s degree (or higher).
3. Whether the paraprofessional has met a rigorous standard of quality through our state’s certification procedure for determining the quality of paraprofessional staff.
4. 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