

Lingle Middle School
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"SERIOUS ABOUT LEARNING"

PARENT AND FAMILY ENGAGEMENT PLAN

Lingle Middle School has prepared a written parent involvement plan in conjunction with administrators, teachers, parents, students, and community members and includes the following standards:

Lingle Middle School will:

- Provide 2 hours of professional development for teachers and 2 hours of professional development for administrators in the area of parental involvement.
- Assign 1 certified staff member to serve as a parent facilitator at Lingle Middle School.

STANDARD I: Parenting

Parenting skills are promoted and supported.

To promote student learning, the school will offer support to parents by providing resources to improve parenting techniques and skills:

1. Create a "Parent Resource Center"
 - a. Purchase and organize parenting books, magazines, and other informative materials regarding responsible parenting and give parents an opportunity to borrow the materials for review through the "Parenting & Counseling Center". Resources should include tips on how to incorporate developmentally appropriate learning activities in the home environment.
 - b. Brochures can be found in the office and near the counselor's offices. Also, additional materials can be found in the library to be checked out.
2. Promote parenting websites to parents.
3. Plan and engage in other activities determined by the school to be beneficial to promoting and supporting responsible parenting.
 - a. School employees will recognize that there are a variety of parenting traditions and practices within the community's cultural and religious diversity.
 - b. Staff members will be encouraged to demonstrate respect for families and the family's primary role in the rearing of children to become responsible adults.

STANDARD II: Communication/PTO Body

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

To encourage communication with parents, the school will:

1. **Prepare family kits appropriate for students in grades 6-8 that include the following:**
 - a. The school's parental involvement program.
 - b. The recommended role of the parent, student, teacher, and school.

- c. Ways for parents to become involved in the school and his or her child's education.
 - d. Activities planned throughout the school year to encourage parental involvement.
 - e. A survey concerning volunteering at the school.
 - f. A calendar of activities planned at the school to encourage parental involvement.
 - g. A system to allow parent and teachers to communicate in a regular, two-way, meaningful manner with the child's teacher and the school's administrative staff.
 - h. Opportunities to communicate with Lingle staff at any time throughout the school year.
 - i. Communicate the development of PTO and the times the PTO meets.
 - j. Information regarding PTO that includes events, volunteer opportunities and an application for membership.
 - k. School webpage address. <http://gl.rogersschools.net/>
2. To encourage communication with the parents, the school shall schedule no less than two (2) parent/teacher conferences per school year.
 3. Provide clear information regarding curriculum frameworks, student placement, school activities, student services, and optional programs.
 4. Send quarterly report cards and mid-term progress reports to parents. Provide support services and follow-up conferences as needed.
 5. Disseminate information on school policies, discipline procedures, assessment tools and school goals. Include parents in any related decision-making process.
 6. Encourage immediate contact between parents and teachers when concerns arise.
 7. Translate communications to assist non-English speaking parents, when requested.
 8. Communicate with parents regarding positive student behavior and achievement, not just regarding misbehavior or failure. Teachers will communicate via email, phone calls, postcards, notes and conferences.
 9. Teachers send out mass communication emails to parents regarding classroom instruction and assignments so that parents may take an active role in their child's education. If a team posts homework on the web, one mass communication email can inform parents of the procedures for locating their child's homework.
 10. Provide opportunities for parental input to communicate with principals and other administrative staff.
 11. Update the web site with email addresses, calendar dates, and information parents can use to contact teachers and administrators if parents would like to ask questions to the school or discuss student concerns.
 12. Provide staff development regarding effective communication techniques and the importance of regular two-way communication between the school and the family.
 13. Send home a QUARTERLY email to keep parents informed of upcoming events and happenings at the school. A special section of the newsletter will be dedicated to parenting topics or tips as well as information regarding available parenting classes or workshops.

14. Host a High School 101 class to communicate and inform students and parents about the roles and responsibilities they will play in High School, course offerings, and other pertinent information families will need to know so their child will be successful in high school.
15. The school may plan and engage in other activities determined by the school to be beneficial to encourage communication with parents.
 - a. Host orientation sessions for new students.
 - b. Host "MEET THE TEACHER EVENINGS" so that parents can meet their child's teachers.

STANDARD III: Volunteering

Parents are welcome in the school. Their support and assistance are valuable to the success of the school.

To welcome parents in the school, the school shall:

1. Not have any school policies or procedures that would discourage a parent from visiting the school, specifically including:
 - a. Policies requiring parents to pick-up his or her child outside the school building each day.
 - b. Policies prohibiting parents from visiting a child's classroom during school events.
 - c. Ensuring that office staff greetings, signage near the entrances and any other interaction with the parents create a climate in which parents feel valued and welcome.
 - d. Educating and assisting staff members in creating an inviting climate and effectively utilizing volunteer resources.
2. Publish a volunteer resource book, listing the interests and availability of volunteers for school staff members' use, specifically including:
 - a. Surveys for parents regarding their interests, talents and availability so volunteer work will be meaningful.
 - b. Guidelines determining how frequently a volunteer would like to participate including options of just one time per school year.
 - c. Options for those who are available to help at home.
3. Print statements attesting to the school's commitment to parental involvement and distribute statements to the parents of students.
4. Engage in other activities determined by the school to welcome parents into the school.
 - a. Volunteer and visitor nametags are prominently displayed in the main office and are easily accessible to parents entering the building.
 - b. A volunteer/parent workroom will be provided to parents.
 - c. The school marquee will be used to welcome, inform and show appreciation to parents during the school year

STANDARD IV: Learning At Home

Parents play an integral role in assisting and promoting student learning.

To help parents in assisting students, the school shall:

1. Schedule regular "PARENT INVOLVEMENT MEETINGS" where parents are given a report on the state of the school as well as an overview of:
 - a. What students will be learning
 - b. How students will be assessed
 - c. What parents should expect for their child's education
 - d. How parents can assist with and make a difference in his or her child's education

- e. Discuss school's process for resolving parental concerns. This information has been included in the Lingle Middle School student planner – p.5.
2. Provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment. Allocate certain resources that will assist with this process at the Parent Resource Center.

STANDARD V: Decision Making and Advocacy

Recognize that parents are full partners in the decision making process that affects his or her child and family.

To encourage parents to participate as full partners in the decisions that affect his or her child and family, the school shall:

1. Frequently publish the school's process for resolving parental concerns, including how to define the problem, whom to approach first, and how to develop solutions. This procedure can be found in the student planner on page 5.
2. Form a parent involvement advisory committee to gain parental input, share ideas, needs and desires for the school. Suggestions will be presented to the administrative team.
3. Treat parent concerns with respect and demonstrate genuine interest in developing solutions.
4. Engage in other activities that the school determines will encourage parents to participate as full partners in the decisions that affect his or her child and family.
 - a. Parents actively serve on the school improvement committee.

STANDARD VI: Collaborating with the Community

Recognize that community resources strengthen school programs, family practices and student learning.

To take advantage of community resources, the school shall:

1. Engage in ACTIVITIES that the school determines will use community resources to strengthen school programs, family practices, and student learning.
 - a. The school will seek support for students and parents by contacting the local businesses for coupons and prizes for activities and events.
 - b. Student organizations with the assistance of parents and teachers will provide service to non-profit agencies in the community.
 - c. Develop partnerships with local businesses and service groups.

EVALUATION: At the end of school year, the Lingle Parental Advisory Council will meet to reflect about the actions in the Parental and Family Engagement Plan and make recommendations to the school leadership team for possible changes and improvements to the plan.

Please contact Mr. Ron Hensley for any needs or concerns: ron.hensley@rpsar.net