

Warren Middle School Parent and Family Engagement Plan

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School Name:	Warren Middle School
Facilitator Name:	Kathy Cornish, Principal
Plan Review/Revision Date:	July 1, 2025
District Level Reviewer, Title:	Carla Wardlaw, Assistant Superintendent
District Level Approval Date:	

Committee Members, Role:

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

First Name	Last Name	Position
Kathy	Cornish	Principal
Sandy	Hollingsworth	Counselor
Chase	Ellis	Assistant Principal
Sharon	McClellan	Media Specialist
Charla	Morgan	Social Worker / Parent

Committee Members, Role:

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

First Name	Last Name	Position
		Parent
Marleshia	Pickett	Parent
Kaci	Wilkerson	Parent
Lindsey	Vickers	Parent
Antonio	Davis	Parent

Beverly	Davis	Parent

1: Jointly Developed

(Describe/List how parents will be involved in the development of the school parent and family engagement plan and how parents will be involved in the planning, review, and improvement of parent and family engagement programs.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Warren Middle School understands the importance of involving parents and families as a whole in promoting higher student achievement between the school and the families it serves. Therefore, Warren Middle School will strive to develop and maintain the capacity for meaningful and productive parent and family engagement and community engagement, resulting in partnerships that lead to higher student achievement and better academic performance.

Warren Middle School is governed by the following definition of parent and family engagement. It will carry out programs and activities that promote a strong partnership between the school, parents, and families:

Parent and Family Engagement (PFE) means the participation of parents/families in regular two-way meaningful communication involving student learning and other school activities that ensure that parents and families are equal partners in their child's education. We understand that parents play an integral role in their child's learning. PFE is the systematic inclusion of parents and families in programs and activities that promote a child's academic achievement and overall well-being—U.S. Dept. of Ed. Parents are included in decision-making and on advisory committees to assist in their child's education. Other activities will be carried out as those described in Section 1118 of ESEA & Sections 1010 & 1116 of ESSA.

Warren Middle School will strive to develop meaningful and productive PFE that will result in partnerships/relationships that are beneficial to the school, students, parents, families, and community. We will work to foster effective PFE strategies to improve student achievement. These measures may include, but shall not be limited to, the following:

The Warren Middle School has developed and written its 2025-2026 Title I Parent and Family Engagement Plan with input from the WMS PIT Crew (Parental Involvement Team), composed of staff, parents, and families who represent the students in our school. By October 1st, the PFE Plan will be accessible to parents of Title I students through the school's website, sent to Indistar/Arkansas Dept. of Education, and a parent-friendly summary of the PFE plan will also be posted. A hard copy may be requested from the school at any time. It will be available at various school functions and meetings throughout the school year.

Warren Middle School will involve parents and families in the decisions of how funds reserved for PFE will be allotted for activities. This will be done during the WMS PIT Crew meetings.

Warren Middle School will involve parents and families in the development of the school parent and family engagement plan and school improvement plans.

All comments indicating parent and family concerns with the (LEA) school Title I plan shall be collected and submitted along with the plan to the district if the Title I Schoolwide Plan is not satisfactory to parents.

The District Title I Plan is part of the Title I program used by the School Improvement Committee and was adopted September, 2019.

The committee will meet annually (May 2026) to review and update the plan as needed.

The school involves parents/families & community in the development of its Title I program, which is part of the Arkansas Comprehensive School Improvement Plan, by keeping parents & families informed about PFE engagement programs and plans during meetings such as the District Report to the Public (October 2025), Parent Teacher Conferences (September 2025 and February 2026), School Annual Title I meetings, PIT Crew meetings, and other workshops and activities.

The parent facilitator at Warren Middle School has parent meetings to review the school's participation and development of Title I program & individual PFE plan for their school (Building Principal and Facilitator).

Parents have opportunities to serve on the Warren Middle School PIT Crew and attend Title I review meetings each year.

Parents are informed of school improvement status and choices they have in educating their students during parent meetings throughout the year, Report to the Public, and Title-I Meetings.

All PIT Crew meetings will provide sign-in sheets, minutes, and agenda for monitoring and to provide documentation (Building Principal and Facilitator).

The Warren Middle School PIT Crew (parental involvement advisory committee) will evaluate our parental activities and make suggestions for further parental involvement. (Building Principal and Facilitator)

2: Annual Title I Meeting

(Describe/List when (provide the month/year or month/day/year) the school will hold the Annual Title I meeting to inform parents of the requirements of Title I and the school's participation as well as the parents' rights to be involved. The Annual Title I meeting should not be used to ask for parent input, but provided as an opportunity to disseminate information and distribute copies of the revised parent and family engagement policy.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

The school will conduct an Annual Title 1 meeting for parents of the students who participate in Title 1, Part A program, which includes all Warren Middle School students. This meeting will be held separately from any other meetings or activities to ensure that they have ample time to provide a description/explanation of the school curriculum, information on forms of academic assessments used to measure student progress, and information on the proficiency levels students are expected to meet. The meeting will be held in September 2025. (Building Principal & Facilitator)

3: Communications

(Describe/List how the parent and family engagement policy will be distributed to parents and how the school is going to communicate with parents including information about how the school will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

The Warren Middle School Parent and Family Engagement Plan will be shared with parents as an addition to the Student Handbook that is shared with all students' family members. Parent signature page will indicate that the plan has been received. Plans will also be posted to the district's website and the WMS website page. (October 2025)

Parents are invited to Orientation (August 2025) to meet with their child's teacher. Informational packets sharing school and class goals, objectives, and expectations for the year are presented. This information is also shared with parents of new students who enroll after the first day of school (Building Principal and Facilitator, August 2025 and May 2026).

Parent/Guardian as Leaders forms will be shared with parents listing ways to volunteer. Parent/Guardian as Leaders volunteer forms will ask for parents to list interests and areas of expertise that volunteers are willing to share with students. (August 2025)

The school will contact parents through the Warren School District's Parent Square app to relay important information regarding academics and classroom instruction, along with The WMS School Website, WMS Facebook page, and X. Parents may also respond to teachers through phone conferences, email, and text messaging. Parent Square is an alternative method for two-way communication to take place between parents and teachers.

Meeting times and dates for PIT Crew will be determined by participants. (Currently monthly, every 2nd Wednesday)

The school has created a website to house classroom websites for each teacher. Homework assignments and pertinent classroom information will be available through Home Access Center. Also, parents can access their child's grades using the login information they receive during the school year. Parents may use email to communicate with members of the school staff. (Building Principal and Facilitator)

The school will provide parents with reports/report cards every four and one-half weeks with information regarding their child's academic progress and upcoming classroom and school events.

The school will submit articles/information to Parent Square, the Warren Middle School website, and X to keep parents informed of Warren Middle School activities.

School brochures and other information will be given to parents during the parent-teacher conferences. (Building Principal and Facilitator, September 2025 and February 2026)

Provide student handbooks and school-parent communication in English and Spanish. (Building Principal, August 2025)

4: School-Parent Compact

(Describe/List the process the schools will follow to jointly develop with parents a school-parent compact.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Place a parent-friendly summary of the school's Parent & family engagement plan in the handbook and place it on the district and school website along with the ADE approved plan. (Facilitator)

Warren Middle School has developed and written its 2025-2026 Title I Parent and Family Engagement Policy with input from staff, parents, and families representative of the children in our district. By October 1st, the policy will be available to parents of Title I students through various school functions and meetings throughout the school year. The plan will be posted to the school and district websites by Oct. 1, sent to Indistar/Arkansas Dept. of Education, and a parent-friendly summary of the PFE will also be placed on-line and in the student handbook. A hard copy may be requested from the office at any time.

The Warren Middle School Counselor will establish and maintain parent resources to provide materials and info to parents in support of their child's academic achievement.

Warren Middle School provides assistance as needed to meet all Title I requirements & continues to integrate technology and technology training into the school by purchasing more technology equipment to promote students' academic success.

Staff communicates and works with parents as equal partners at two Parent/Teacher Conferences, held throughout the district each year, which are on the district and school calendar of events. At conferences, teachers review and discuss with parents student academic achievement, Title I Compacts with the parent/family as relative to student achievement, and interact and collaborate with families. Teachers will provide information about school and parent programs, meetings, and other activities to parents in a format, to the extent possible, in a language parents can understand.

The ELL coordinator is available for parent meetings upon request.

The school staff, parents, and students devised a School-Parent Compact, which is included in our registration packet at the beginning of the school year.

School-Parent Compact:

Warren Middle School will do the following:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.
- Hold Parent-Teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.
- Provide parents with frequent reports on their children's progress.
- Provide parents reasonable access to staff.
- Provide parents opportunities to volunteer, to participate in their child's class, and to observe classroom activities.

Parents will support their children's learning in the following ways:

- Monitor attendance.
- Make sure homework is completed.
- Monitor the amount of television the child watches.
- Volunteer in the child's classrooms.
- Participate, as appropriate, in decisions relating to the child's education.
- Promote the positive use of the child's extracurricular time.
- Stay informed about their child's education and communicate with the school by promptly reading all notices received by the child or by mail, and respond, as appropriate.
- Serve, to the extent possible, on policy advisory groups.

Student Responsibilities:

- Do homework and ask for help when needed.
- Read at least 30 minutes daily outside of school time.
- Give all notices and information received by me from my school to my parents or a responsible adult daily.
- Make an effort to be on time and in school every day.
- Follow the reasonable directions of every adult in the school.
- Follow the guidelines for behavior.

5: Reservation of Funds

(If the district receives more than \$500,000 in Title I allocation, then it must reserve 1 percent for parent and family engagement activities. A minimum of 90% of that 1% must go to the schools, with priority given to high-need schools. If the school is allocated a percentage of the 1 percent, describe/list how the school will share with parents the budget for parent and family engagement activities and programs and how parents will be involved in providing input into how the funds are used.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Warren Middle School PIT Crew will work with parents and family members of children receiving services under Title I in the decisions regarding how reserved funds are allotted for parent and family engagement activities during PIT Crew meetings. (Building Principal & Facilitator)

6: Coordination of Services

(Describe/List how the district and/or school will coordinate with other organizations, businesses, and community partners to provide additional support and resources to families.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Warren Middle School will coordinate with organizations, businesses, and community partners (listed below) to provide support & resources to families. The school has an active role in the participation of the community in improving students' achievement and recognizes that community resources strengthen the school's program, PFE & student learning, and will:

Title I & the National School Lunch Act, through our nutritional services, provide nutritionally balanced, free breakfasts and lunches to children each school day.

Warren School District Family Engagement Center: Provides tools and resources to help parents become more involved in their child's education. Resources include parent education brochures, internet access, activity books, workshops, volunteer opportunities, GED & Adult Ed info, etc.

Warren Middle School conducts other activities and has developed a parent resource center that encourages and supports parents.

Warren Middle School collaborates with Brunson Elementary School staff to host orientation programs for students entering 6th grade and also collaborates with Warren High School staff regarding orientation for students leaving 8th grade and entering 9th grade.

Warren Middle School collaborates with mental health agencies and child welfare agencies to promote students' well-being.

7: Building Capacity of Parents

(Describe/List activities, such as workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings, and any equipment or other materials that may be necessary to support parents in helping their student's academic success.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Warren Middle School will support parents in helping their students' academic success and will accomplish building parent capacity in the following ways:

The district assists parents, as appropriate, in understanding:

State & local assessments and state academic standards during parenting events such as Open House, Annual Title I meetings, Parent Teacher Conferences, Report to the Public, and PIT Crew meetings.

Information about assessments provided at WMS (ATLAS, i-Ready, etc.)

Teachers and staff Communicate with parents regularly and share information regarding how to monitor their child's progress and work with teachers to improve academic achievement through providing progress reports and report cards. Access to HAC (Home Access Center) is available for parents to view students' academic progress. (Building Principal & Facilitator)

Provide materials and training to help parents to work with their children to improve their child's academic achievement. Due to a recent grant, Warren Middle School will be able to increase our mathematical support within our partnerships with families and the community by creating packets for each student.

Warren Middle School has also received a grant that will allow us to further create community collaboration through the R.E.A.D. project, which has reinstated our family literacy night. Students and their families will have opportunities to be exposed to different activities, such as creating a committee of different stakeholders from different groups within the community. This will be shared with the local city council, Rotary Club, and various other community organizations. The R.E.A.D project will ensure reading materials are in the hands of every student, promoting reading not only in our community but also in the homes of every child, in addition to giving teachers additional resources to promote a culture for reading within their classrooms.

Parent and family meetings, conferences, and activities are held regularly to build parent capacity.

Host at least 2 parent-teacher conferences and other meetings throughout the semester at flexible times to encourage parent participation and share strategies and resources with parents. The conferences will be held between the hours of 3:00 and 7:00 p.m. to accommodate working parents. Parents will be given a summary of the student's test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in a discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures. The conferences for this year will be held in September 2025 and February 2026.

Hold parent and family engagement workshops during professional development.

Host other parent meetings to share with parents how to work with teachers to monitor their child's progress, such as math/literacy, that provide instruction and supplemental information for families to use at home in working to increase a child's achievement. Warren Middle School also has an active PIT Crew.

Provide such other reasonable support for parental involvement activities.

Tutoring assistance is available Monday through Thursday each week.

Extended-year programs are available during the summer break.

Send communications to parents about how to work with their children to improve academic achievement, events in our district, opportunities to volunteer through email, text messages, letters home, etc.

The school survey will also collect specific information on the (1) growth in the number of parents participating in workshops and meetings, (2) specific needs of parents, (3) effectiveness of specific strategies, and (4) engagement of parents in activities to support student academic growth. The school will use the results of the parent interest survey to plan the parental involvement activities for the year. (Building Principal and Facilitator)

The school will ask parents to fill out a parent interest survey at the second Parent/Teacher Conference to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically and to improve school effectiveness. The survey results will be used to address the needs and interests of parents and help resolve any barriers to learning. The school will also engage parents in the annual evaluation of the Title I, Part A Program's parental involvement efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents, and school staff. The Title I committee, made up of teachers, parents, and school staff, will determine the effectiveness of the parental involvement plan and make changes if warranted. Collecting evidence about satisfaction with the program and the school's efforts to increase parental involvement will be a part of the evaluation. The survey will also collect specific information on the (1) growth in the number of parents participating in workshops and meetings, (2) specific needs of

parents (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support student academic growth. The school will use the results of the parent interest survey to plan the parental involvement activities for the year. (Building Principal and Facilitator)

Inform parent volunteers about rules, responsibilities, and different areas they can sign-up for. The school provides information to parents/family/community as partners in students' education about volunteer opportunities in the Warren Middle School Parents/Guardians as Leaders document found in each student's registration packet. The Warren Middle School Parents/Guardians as Leaders document provides volunteers with a list of volunteer opportunities and requirements for volunteering in schools. New ideas are solicited. A Volunteer Award may be selected at the 2025-2026 Warren Middle School End of Year Awards Ceremony to honor volunteers. (Building Principal & Facilitator)

The school hosts PIT Crew meetings monthly for the Warren Middle School Parental Involvement Team. Virtual ZOOM meetings will be in conjunction with face-to-face meetings in order to engage more parents. (Sandy Hollingsworth, Counselor, September-May, 2025-2026)

8: Building Capacity of School Staff

(Describe/List activities such as workshops, conferences, trainings, webinars, online resources, and Academic Parent-Teacher Team meetings that will be used with school staff to build their capacity to work with parents as equal partners. Describe/List methods of parents' assistance for building staff capacity. Describe/List actions the school will take to provide other reasonable support for parent and family engagement activities.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Warren Middle School will build staff capacity through training & technical assistance. These measures may include, but shall not be limited to, the following:

The district ensures professional development requirements are met for teachers & administrators. Staff development is the responsibility of the superintendent and district administrators, with assistance in parent and family engagement training from the district's parent facilitators and district parent coordinator. District-wide professional development on parent and family engagement is embedded and conducted regularly and on a scheduled yearly basis according to ADE guidelines.

Warren Middle School will provide coordination, technical assistance, and other support to the school. Technical assistance is provided to staff by the technology coordinator as needed.

Jointly developing school, parent, and family engagement plans and assisting in planning & implementing effective parent and family engagement practices by conducting workshops for staff during professional development and via the Arkansas IDEAS website to ensure that professional requirements are met for teachers.

Warren Middle School staff attend appropriate workshops to enhance skills as needed, such as Federal Programs, Parent and Family Engagement Conferences, Math and Literacy Program workshops, RISE training, High Reliability Schools workshops, etc.

Sending out articles and important resources to staff via email in areas related to working with parents as equal partners.

Warren Middle School will jointly develop a school-parent compact with parents and teachers. The principal and parent facilitator will ensure that a PFE plan is developed and a school-parent compact is developed jointly with parents and families. The compact outlines how parents, school staff, and students share the responsibility to improve students' academic achievement and the means by which they will build and develop a partnership to help children achieve the state's high academic standards. (Building Principal and Facilitator)

Warren Middle School will provide training opportunities to teachers, specialized instructional staff, and other staff on how to recognize the importance and value of parents as equal partners & best strategies to reach out to and communicate with parents.

Assign tasks to parent facilitators from the Warren Middle School PIT Crew to involve staff in implementing and coordinating parent organizations and programs.

Beginning in school-year 2014-15 and every fourth year teachers shall receive two hours of Professional Development designed to enhance their understanding of effective parental involvement strategies.

Beginning in school-year 2014-15 and every fourth year thereafter, administrators shall receive two hours of Professional Development designed to enhance their understanding of effective parental involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

Provide training at least annually for volunteers. A volunteer orientation will be included at the Warren Middle School student orientation in August. Informing parent volunteers about rules, responsibilities, and different areas they can sign-up for. The school provides information to parents, families, and community members as partners in students' education about volunteer opportunities in the Warren Middle School Parents/Guardians as Leaders document found in each student's registration packet.

The Warren Middle School Parents/Guardians as Leaders document provides volunteers with a list of volunteer opportunities and requirements for volunteering in schools. New ideas are solicited. A Volunteer Award may be selected at the 2025-2026 Warren Middle School End of Year Awards Ceremony to honor volunteers. (Building Principal & Facilitator)

9: Building Capacity - Discretionary

(The school parent and family engagement policy/plan may include additional sections describing other discretionary activities that the school, in meaningful consultation with its parents, chooses to undertake to build capacity.)

Did the School and Parents choose to include any Discretionary (Optional) Components in the School Parent and Family Engagement Plan?

(See complete *Arkansas Guide for School Parent and Family Engagement Plan* for references)