

AR
 Russellville High School (Russellville School District)
 2203 S. Knoxville Ave
 Russellville AR 72802
 479-968-3151

School Parent and Family Engagement Plan

School Name:	Russellville High School
Facilitator Name:	Desha Lewis
Plan Review/Revision Date:	5/12/2021
District Level Reviewer, Title:	District Leadership
District Level Approval Date:	5/27/2021

Committee Members, Role:

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

First Name	Last Name	Position
Desha	Lewis	Facilitator
Al	Harpeneau	Principal
Mary Beth	Cox	Assistant Principal
Luke	Humphreys	Assistant Principal
Brad	Coffman	Assistant Principal
Rebecca	McMullen	Teacher/Parent

Committee Members, Role:

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

First Name	Last Name	Position
Mark	Meredith	Teacher
Margaret	Brock	Teacher/ Parent
Amanda	Johnson	Parent
Averi	Duffield	Parent
Stephanie	Read	Parent
Erin	Heinzen	Parent

Committee Members, Role:

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

First Name	Last Name	Position
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Julie	Gray	Parent
Michelle	Covington	Parent
Daranda	Golden	Parent

Committee Members, Role:

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

First Name	Last Name	Position

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?

- Russellville High School will create a volunteer database annually, to be accessed by administrators and teachers. Parents will be able to fill out the form electronically or by paper. The school will solicit information about interests, frequency of availability, options for volunteering from home and to engage in other activities to welcome parents as volunteers. Volunteer resource social media pages will be created in order to inform parents about volunteer opportunities. [Desha Lewis- Coordinator will send out volunteer form electronically and by paper August 2021]
- An Annual Public meeting shall be scheduled at Russellville High School prior to November 15, annually for reporting to parents and patrons the school's progress in meeting state and federal standards for achievement. Family and Community Engagement Meeting/Open House/Report to Patrons will be held in August 2021. During this meeting parents will receive information regarding assessment practices. This Annual meeting is to be the forum for explaining to parents and the community the State's content and achievement standards, State and local student assessments, and how the district's and school's curriculum is aligned with the assessments and how parents can work with the district to improve their child's academic achievement. Parents will also be given information about how to be involved in Academic Booster Club and Russellville High School: scheduled August 4, 2021, Annual Public Meeting and Report to patrons. [Responsible: Al Harpenau, Luke Humphreys, Brad Coffman and Mary Beth Cox, Principals prior to November 15 annually]
- Parents will be involved in an annual review of the engagement plan. The annual review will consist of reviews, updates, and improvements to make sure the needs of the students are being met. This meeting will take place in May 2022 (changes will be made before the next school year). [Desha Lewis- Coordinator, will create and send out survey. Coordinator will also plan meetings for review]

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?

Not a Title I school.

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?

- Russellville High School teachers will keep parents, families, and the community informed of events at school and ways to assist their children in learning. Teachers will communicate through ilearn/google classroom, eSchool, and email as a way to notify parents of: (1) daily assignments/tests, (2) incomplete assignments, (3) special upcoming events, (4) behavioral infractions, (5) positive messages (positive postcards), and (6) other topics. Zoom/Google meetup will also be used to communicate with students/parents given the scenario of distance learning.

- Russellville High School distributes the parent and family engagement policy through the Russellville School District website. A printed copy can be requested. Desha Lewis sends a monthly calendar of events and activities to parents that provided their e-mail at the beginning of the year. Additionally, she sends out reminds about important due dates, meetings, testing, etc. as needed. Social emotional learning information will also be included in the newsletter Russellville School District provides support for language translations of written and verbal communication such as School Messenger as well as Interpreters at regularly scheduled Parent Teacher and other conferences and meetings.

Contact information for Parental Involvement Coordinator:

- E-mail: desha.lewis@rsdk12.net
- Phone: 479.968.3151

- Adelante Russellville is an organization that was created to serve as a Latino family resource center. The center provides resources such as monthly calendars, assistance with accessing grades, information about loans, and illness guidelines in Spanish. Enlace Comunitario De RSD- Adelante Russellville is a communication group on Facebook for the parents of the school district and the community. Parents and students can join the group to stay informed of the events of the district and the community.) Other resources that are offered include interpreters for conferences and translation of school forms.

Danielle Stewart can be contacted for more information. E-mail danielle.stewart@rsdk12.net

- Russellville High School will also hold cultural events for students, families, and the community. These events include the Hispanic Heritage Club La Feria and the In Our Shoes Program.

- Parents responsible for parent groups (ex: Afterprom, Academic Booster Club, etc.) will be informed about how communication can be translated. Responsibility- Desha Lewis

- A summary of the plan will be placed in the student handbook. A summary will also be emailed to parents on the parental email contact list. Signatures will be obtained from each parent acknowledging the receipt of the School Parent and Family engagement plan. The form will be located in the parent packet given to students at the beginning of the year. Given that parents will not be able to submit a signature on paper, a google form will be

used in place of a signature.

The Russellville School District and Russellville High School communicates with the community in multiple ways. Examples include:

- The RSD website <https://www.russellvilleschools.net/>
- RSD Facebook page and Russellville High School Facebook page
- School messenger
- Parental Involvement Coordinator monthly newsletter
- News outlets (ex. virtual choir performances)
- Award presentations on school and district social media pages

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?

Not A Title I School

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?

Not a Title I school.

6: Coordination of Services

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

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

Russellville High School will maintain a coordinated Family and Community Engagement program in which we partner with organizations, businesses, and community partners to provide additional supports to resources and families. The previous information is also included in the school improvement plan.

- During the spring semester, the teachers at RHS schedule and complete College And Career Readiness night conferences with sophomore and junior students and their parents. This meeting allows teachers to discuss plans and opportunities with the students and parents. Additionally, students are provided with applications for the ATU Career Center, internship, work program, or AP courses during this time.
- In the fall the teachers at RHS schedule and complete Student Success Night conferences with senior students and their parents. This meeting allows teachers to discuss plans after high school and opportunities with the students and parents. Additionally, parents can receive assistance with financial aid forms and college applications.

- Russellville High School also had programs such as the backpack program and the clothing closet to provide essential needs to our students and their families. Each week bags of food are sent home with students that need a little extra support when it comes to meals. The clothing closet exist to provide students with clothing in case of emergency or need. Amber Masculli provides access to referral forms for the backpack and clothing closet outside of her classroom door. Additionally, the front office can be contacted if there is need for accessing the backpack program or clothing closet.
- Study nights are offered to the students in the areas of AP exams and ACT practice. Students may also receive additional help from the study lab during lunch.
- Adelante Russellville is an organization that was created to serve as a latino family resource center. The center provides resources such as monthly calendars, assistance with accessing grades, information about loans, and illness guidelines in Spanish.
- The Russellville School district also works with a Hispanic Community Liaison for bridging communication and parental resources.
- Parents will report if they have a business/other outlet that can provide resources and or time to Russellville High School. This will be reported on the Parent Volunteer Form.
- Parents will have the opportunity to volunteer as "Adivsory Class Parents". Parents will be able to provide supplies, be involved in read alongs, be a guest speaker, etc.
- The Academic Booster Club will exist in order for parents and staff to make decisions about the School Parent and Family engagement plan. Considerations will include in the School Improvement plan. The club will meet once a month.

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?

1. Russellville High School will schedule two Parent Teacher Conferences annually, and shall provide as well alternate or flexible scheduling for those parents who may not be able to attend scheduled dates or times. [Teachers and Building Principals: October 2021 and February 2022
2. Parents are encouraged to participate in Academic Booster Club and other parent programs, including review of potential programs, and in School Improvement Planning
3. Russellville High School teachers will work with the community, families, parents and students to develop and implement individualize plans for students based on the Arkansas standards to promote college and career readiness for all students, including those performing below the proficient level.
4. During the spring semester the teachers at RHS schedule and complete College And Career Readiness night conferences with sophomore and junior students and their parents. This meeting allows teachers to discuss future plans and opportunities with the students and parents. Additionally, students are provided with applications for the ATU Career Center, internship, work program, or AP courses during this time.
5. In the fall the teachers at RHS schedule and complete Student Success Night conferences with senior students and their parents. This meeting allows teachers to discuss plans after high school and opportunities with the

students and parents. Additionally, parents can receive assistance with financial aid forms and college applications.

6. Russellville High School Family and Community Engagement Committee, in collaboration with the District Family and Community Engagement and School Improvement Committee will research and disseminate strategies to eliminate barriers that may prevent parents from being fully involved in their child's education. Examples are: accommodations for parents with disabilities; flexible scheduling of Parent Teacher conferences; provision of information in alternate languages. Staff will work to identify and modify other successful family and community engagement programs to suit the needs of Russellville High School families; mentor and train parents to enhance and promote the involvement of other parents; provide support for other family and community engagement activities as parents may reasonably request. [Responsible: Family and Community Engagement Committee: Ongoing] Additional Parent Resources: interpreter for conferences, translations for forms, Hispanic Community Liaison for bridging communication and parental resources, and Adelante Russellville: A Hispanic Parent Center for our RSD parents.

7. Russellville High School staff will keep parents informed about Family and Community Engagement programs, meetings, and other activities they could be involved in. These opportunities for the current school year are listed below. All such communication shall be, to the extent practicable, in a language the parents can understand. Parents are requested to contact Al Harpenau, Luke Humphreys, Brad Coffman, or Mary Beth Cox, Principals, for additional information regarding language and other accommodations needed.

8. Parents can access information about Russellville High School's Curriculum on the district website and states the following information : Students attending Russellville High School have many options for study as they prepare for college and careers. Programs at the high school level develop both a strong foundation of general knowledge and skills and specialized competency in areas in which students have particular interests. Courses are offered in English, social studies, math, science, foreign languages, fine arts, health and physical education, and many occupational specialties. RHS offers 16 advanced placement (AP) courses and 30 hours of concurrent credit as well as a wide choice of athletics and other extracurricular activities. The RHS 1:1 Initiative provides all students at RHS with a Lenovo Yoga ThinkPad, for an interactive classroom environment. Students have the opportunity to take classes that match one of the 20 Career/Technical Education (CTE) pathways available at RHS. Students in the career pathways classes have the opportunity to receive college credit through Arkansas Tech University Ozark campus and receive industry level certifications. The Arkansas Tech University Career Center located on the RHS campus is an extension of Arkansas Tech University-Ozark Campus and allows area students the opportunity to participate in nine industry-driven, job-specific programs that prepare students for immediate employment or further education after graduation. Students who participate can earn college credit hours before graduating high school, allowing them the opportunity to graduate college earlier and begin a successful career.

9. At Russellville High School, principals meet with students and hold data talks. Students are given the results from their assessments in reading and math. The results are sent home for parents to view.

10. Additional information about the school report can be found on myschool.info.ark.gov

11. Volunteer database will be created from google forms and paper forms filled out by parents

12. Evaluation of plan will take place in many ways: staff discussions, survey, parent meetings (in person/virtual), etc.

13. RHS will hold a Literacy Night. The purpose of this night is to inform families about the importance of reading, how to access books, book clubs, incentive programs, and courses that are being offered at RHS.

VOLUNTEER OPPORTUNITIES AND CONTACTS AT High School:

- Help with fundraising events. Money goes directly into classrooms to enrich learning for students.
- Work Future Reality Store - (This is a junior career fun day that is usually held in the spring. Volunteers are used for the entire day.)
- Help with hospitality events. This includes providing food for parent/teacher conferences or academic

competitions.

- Sponsor and work at the annual Back to School Breakfast for Seniors
- Help with ID badges and the distribution of computers
- Chaperone school sponsored field trips.
- Available for occasional special events such as vision/hearing screening, book fairs, etc.
- Guest speaker
- Guest help twice a week to assist teachers.
- Filing and sorting forms in the office.
- Assist with Prom Crash and Senior Picnic
- After Prom
- Mock Interviews
- Advisory Class Parent

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?

Before the school year begins parents are students are provided the opportunity to meet with teachers during open house. Additionally, Administrators and counselor's provide a sophomore orientation in order to become acclimated to the environment at Russellville High School.

Russellville High School will ensure the provision of annual training for all teachers and specialists, the principal, and certified Family and Community Engagement facilitator - and will provide the support necessary to enable them to plan and implement effective Family and Community Engagement activities by May 30 annually. Examples of professional development includes: Science of Reading PD, Mental Wellness PD, School Improvement PD, and Parental Involvement PD. Staff will be required to submit PD forms indicating completed family engagement PD.

1. Russellville High School will schedule two Parent Teacher Conferences annually, and shall provide as well alternate or flexible scheduling for those parents who may not be able to attend scheduled dates or times. [Teachers and Building Principals: October 2020 February 2021]
2. Russellville High School teachers will work with the community, families, parents and students to develop and implement individualize plans for students based on the Arkansas standards to promote college and career readiness for all students, including those performing below the proficient level. RHS will hold College and Career Readiness night as well as Student Success night to meet this goal. During these nights teachers, parents, and students will be able to evaluate their plans for the next school year or life after high school.
3. RSD utilizes Adelante Russellville as an organization that provides resources to parents in order to assist students. Examples of resource nights include: welcome back, assistance with checking grades, school lunch application assistance, and more. Additionally, interpretations of important forms can be found on the Adelante Russellville Facebook page.

4. Information about parent/teacher communication and the family engagement plan is located in the school handbook. The handbook is located online and printed versions can be requested. The proper chain of command for parents to address concerns are as followed: discussion with teacher, principal, assistant superintendent, superintendent, and then the school board.

5. Staff will be provided with link to volunteer database through email. Staff will be able to request volunteers in order to contribute to classroom activities.

6. Russellville High School teachers and administrators will encourage parent involvement in student learning by: communicating through ilearn/google classroom, eSchool, and email as a way to notify parents of: (1) daily assignments/tests, (2) incomplete assignments, (3) special up-coming events, (4) behavioral infractions, (5) positive messages (positive postcards), and (6) other topics. Zoom/Google meetup will also be used to communicate with students/parents given the scenario of distance learning. Additionally, various courses and advisory will offer assignments and activities for students to complete with family members.

7. Parents will be welcomed each school year at open house. Coordinator will provide information about access volunteer opportunities in the back to school packet and school social media pages.

-All teacher e-mails are located on the school website for direct communication

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?

N/A

SUMMARY OF RUSSELLVILLE SCHOOL DISTRICT PARENT, FAMILY, AND COMMUNITY ENGAGEMENT PLAN 2021-20222

THIS SUMMARY IS PROVIDED FOR STUDENT HANDBOOK/ PARENT, FAMILY AND
COMMUNITY
ENGAGEMENT PLAN

The full text of the Family and Community Engagement Plan for the District may be obtained through the District web site <https://www.rsd12.net/> Scroll to the middle of the page, under the photo roll, and choose the "State Required

Information" button . Choose the current school year folder, then choose "Parent, Family and Community Engagement plans". A plan for each building and for the District is included.

RUSSELLVILLE SCHOOL DISTRICT
ACHIEVING EXCELLENCE TOGETHER

MISSION: EDUCATE, EQUIP, AND EMPOWER EVERY STUDENT, EVERY DAY

The Russellville School District school board and administration understand the importance of engaging families, parents, and the community as a whole in promoting higher student achievement. The District Family and Community Engagement Plan is reviewed annually, and includes goals for improving and continuing parent and community engagement in education:

- The District will promote and support Family and Community Engagement through communication, surveys, written information, the web site and other publications, and annual parent meetings.
 - The District will assist school buildings in promoting and improving parental involvement.
 - The District will ensure that school principals, teachers, and parents receive information and training in promoting Family and Community Engagement and communicating with parents.
 - The District will include parents in evaluating and improving the ways in which schools and teachers communicate with and involve parents.
 - The District will include parents in joint review and development of the Title I Plan for buildings.
- Please contact your school building principal for additional information and assistance with involvement.

You are asked to let us know that you have received this information in your student handbook by signing the assurance page included for you.