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Oakland Heights Elem School (Russellville School District)  
1501 South Detroit  
Russellville AR 72801  
479-968-2084

### School Parent and Family Engagement Plan

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<b>School Name:</b>	Oakland Heights Elementary
<b>Facilitator Name:</b>	Sheri Shirley
<b>Plan Review/Revision Date:</b>	6/21/2021
<b>District Level Reviewer, Title:</b>	District Leadership
<b>District Level Approval Date:</b>	6/24/2021

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#### Committee Members, Role:

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

First Name	Last Name	Position
Sheri	Shirley	Principal
Talina	Tankersley	Parent Involvement Coordinator
Sarah	Connerly	Counselor
Tracy	Dunn	Classroom Teacher
Cheslea	LaRue	Instructional Facilitator
Amanda	Brent	Parent

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#### Committee Members, Role:

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

First Name	Last Name	Position
Megan	Riggs	Parent
	Gamble	Parent
Shondalynn	Ford	Parent

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#### 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?**

1. Parents will be invited to sit on a review committee of the Family Involvement Plan at the annual September PTO meeting.
2. Parents will be given an opportunity to provide input through surveys, virtual meetings and face-to-face meetings throughout the year. A committee will review results of parent feedback and create a plan of action to address concerns. Surveys will be sent and analyzed by the end of the first quarter.
3. The OHE PTO is often used as a representative group of parents that offer feedback to school representatives of things going on in the school. Due to the coronavirus pandemic, review of the School Parent and Family Engagement Plan may be reviewed virtually.

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**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?**

An Annual Title I Meeting will be held at the start of the school year prior to September 1, 2021. During this meeting, materials will be used to inform parents of the requirements of Title 1, the school's participation and parents' rights will be distributed.

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**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?**

1. Parents receive Family Kits, in which the family engagement policy is described in detail. The Family Kits are translated for those needing Spanish. Included in the kit are: Contact information for the Parent Involvement Coordinator, schedule of activities for the year, methods for meaningful two-way communication and ways for parents to get involved.
2. Parents receive a monthly calendar announcing ways they can be involved through parent programs, meetings, etc. In addition, individual fliers, the use of Facebook, and the school sign are ways we communicate to parents about upcoming events. Teachers use multiple social media platforms (DoJo, Remind 101, etc.) to communicate information to parents.
3. Parents receive weekly newsletters from classroom teachers announcing classroom events. Most of these newsletters are translated into Spanish. In addition, teachers use a form of home communication including DoJo

or Remind101 that parents can choose the language in which the program sends their messages.

6. Monthly parent meetings will be held by the principal and staff to discuss relevant topics including parenting, social media and students, academic achievement, and other hot topics that parents feel would create a stronger partnership between school and home. Meetings will be scheduled for the months of September, October, December, January, February and April.

7. Signatures of parents will be acquired upon receipt of required information and meetings will be offered at various times (i.e. one during the day and one in the evening) to accommodate varying parent schedules. Online information will be available as well. Sign in sheets will verify receipt of the information. A parent-friendly summary/explanation of the parent and family engagement plan will be placed online and as a supplement to the student handbook

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#### **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?**

- Parents will be given a copy of the Parent Compact by September 1, 2021 in English and Spanish
- Parents have opportunities throughout the year through P/T Conferences and various family activities and parent meetings to learn how to help their child at home reinforce literacy skills. As much as possible, interpreters are present.
- Teachers frequently send resources and/or tips to help parents better understand how to help their child with homework and give parenting tips on supporting academic tasks in English and Spanish.
- OHE will host monthly events during 2021-2022 provided it is safe due to coronavirus including O'Down and Book Bingo. During these monthly meetings we will specifically provide parents with tips and support for supporting their children in reading development in both English and Spanish. We will also provide guest speakers, hands on activities and other methods of support to educate and support parents in their role of parenting elementary children.
- A minimum of two P/T Conferences will be held to provide feedback to parents about student progress. Tips to support students will be available to the parents from staff. Interpreters are present.
- The Parent Center is available to parents who need additional materials to support their child at home.
- Additional meetings will be held if students are struggling in academics to ensure parents have an opportunity to be a part of the plan to improve their child's academics. These meetings may be held with the classroom teacher, other staff, or through an SST committee with interpreters present as needed.
- A survey will be provided to parents during the first quarter of the school year 2021-2022 to determine possible topics of monthly meetings and to determine areas of interest parents would like to volunteer.

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#### **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?**

Russellville School District annually receives more than \$500,000 in Title I allocation. The district reserves

annually at least 1 percent for parent and family engagement activities. In accordance with federal regulations, at least 90% of that 1% is allocated to Title I schools, with priority given to high-need schools. The free and reduced lunch population count from Cycle Two of the prior school year is used to assist in the equitable distribution of funds to schools.

A survey will be developed to determine what subjects parents would like to know more about and the methods of involvement in which parents would participate. The survey will determine not only how money is spent but the targeted topics and guests we bring in to present.

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## **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?**

Oakland Heights has many community partners:

- Counseling Associates--referrals for School-Based Mental Health
- Arkansas Tech University--Partnership with the education department to place Intern I students in almost every classroom to allow smaller adult to student ratios in the classrooms/Sorority and Fraternities provide food for food pantry
- Arkansas Tech Softball- provides Mentors/Lunch Buddys for OHE students
- City Church--Support including volunteers, resources, and help to meet student and parent needs
- PTO--OHE has a PTO that meets monthly. Leaders will be opportunities to have a voice in decisions as appropriate
- River Valley Food for Kids--Provide backpacks of food for students who have food shortages at home--this includes school age students and pre-k students
- These programs will coordinate to support student success in school as well as promote effective parenting practices and participation in school activities
- OHE will coordinate with preschool programs to offer information regarding transition to kindergarten as well as information on registering students for kindergarten. Activities will include visits to preschools in town as well as Teddy Bear Picnic which introduces parents and students to kindergarten classrooms and teachers.
- This plan will be incorporated in the school improvement plan.

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## **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?**

- Parents are provided a Family Kit that provides resources for parents including descriptions of curriculum programs, ways parents can support their student in school, etc.
- Parents are provided with ACT Aspire scores from their students' assessments and have an opportunity to discuss the results at P/T Conferences. In addition, parents of students in kindergarten through fourth grade will be given reports related to iStation and classroom report cards and teachers will explain the results of these assessments to parents.
- Parents are given a report twice a year that indicates whether their child is reading on or below grade level in reading.

- Parents may access extra resources in the classroom or through the Parent Center to support the achievement of their child at home.
- Parents of at-risk students in reading and math will be provided summer tutoring for 2-4 hours a week. In this time, they will also be given reading materials to promote continued reading during the months we are not in school.
- During the O'Down in October, parents are invited to attend the Read With Me Book Club and get a quality text to read with their child(ren) , read aloud/comprehension set for the book, tips page for questioning with Themes on back, and a Reading Calendar to mark their progress.
- Parents receive the Parent Compact, Title I Letter and view a Title I Powerpoint presentation/video prior to September 1.
- OHE staff, Title I staff and Instructional staff will build a video for parents to view describing the role of Title I and how the money is used at Oakland Heights to support at-risk populations.

### **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?**

- Through our Family Kit and Report to Patrons, parents are given information about curriculum and on-line resources to help their child in school.
- At least twice a year parents attend a P/T Conference to discuss academic progress of their child. Parents are also provided documentation identifying whether their child is reading at/above grade level reading or below.
- Parents receive information from the state as well as from the school district describing the assessment data being used and how the results of that data can help the teacher better understand how to better address weaknesses in the child's academics.
- Provide professional development to staff to ensure two way communication is a priority and parents are equal partners in their child's education, to ensure parents feel welcome in the building, to respond to parent requests, and to value the contributions of parents
- Share results of parent feedback in surveys with the staff to identify strengths and weaknesses of parent involvement and ways to improve parent/school communication.
- Survey parents and provide monthly Parent Meetings to discuss relevant topics to parents such as technology use, bullying, helping their child with academics, etc. facilitated by OHE staff.
- Correspondence and parent meetings will be accessible to Spanish speaking parents by either translators or through a written translation.
- Train teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents to learn to meet the needs of families and students regarding social emotional development.

### **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?**

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.rsdk12.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.