



## **SEQUOYAH ELEMENTARY**

1601 West 12<sup>th</sup> Street  
Russellville, AR 72801  
479-968-2134

## **FAMILY AND COMMUNITY ENGAGEMENT PLAN 2018-19 SCHOOL YEAR**

Trecia Willcutt, Counselor  
Family and Community Engagement Facilitator  
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Barbara McShane, Principal  
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Brad Beatty, Assistant Principal/  
Instructional Facilitator  
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**Sequoyah Elementary School serves students Pre-Kindergarten through Fourth Grade**

**Sequoyah Elementary School Family and Community Engagement  
and Learning Community Committee:**

Trecia Willcutt, Family and Community  
Engagement  
Facilitator & Counselor  
Barbara McShane, Principal  
Brad Beatty, Assistant Principal/  
Instructional Facilitator

Carolyn Mitchell, Parent  
Nicki Smith  
Becky McVay  
Leighann Putnam  
Sarah Dove  
Tammy Harrison

**Sequoyah Elementary School Parent Teacher Association:  
2018-19 School Year**

**President** Angela Bonds  
**Vice President** Paula Swindle  
**Secretary** Kathleen Stingley  
**Treasurer** Misty Baron  
**Assistant Treasure**  
**Parliamentarian** Julie Peters  
**Parent Volunteer Chair** Amanda Miller  
**Yearbook** Ashley Bryan  
**Publicity Chair**  
**Hospitality Chair** Christy Graham  
**Membership** Cara Payne

**Outreach Chair** Sandi Thompson  
**Tues. Morning Chair** Kristen Ulsperger  
**Grade Level Chair** Kelsey Lawlis  
**Box Tops for Education Chair** Kristen  
Ulsperger  
**Birthday Recognition Chair** Nicki Smith  
**School Spirit Chair** Sara Gordon  
**Health & Safety Chair** Lisa Olson  
**Backpack Chair** Lindy Phillips  
**Student Tutor Chair** Susan Manns  
**Fall Fundraiser** Paula Swindle

**PARENTS WHO NEED ADDITIONAL INFORMATION ABOUT THE  
SEQUOYAH ELEMENTARY SCHOOL FAMILY AND COMMUNITY ENGAGEMENT PLAN OR  
FAMILY AND COMMUNITY ENGAGEMENT REQUIREMENTS PLEASE CONTACT:**

**Barbara McShane, Principal**  
[barbara.mcshane@russellvilleschools.net](mailto:barbara.mcshane@russellvilleschools.net)  
479-968 -2134

**SEQUOYAH ELEMENTARY MISSION STATEMENT**

The faculty and staff of the school will model and integrate the statement into the overall learning process for the students.

The mission statement of Sequoyah Elementary is: Sequoyah is a H.A.P.P.Y. place to learn.  
Sequoyah students are:

**Helpful, Accepting, Positive, and Productive Young Learners!**

**FAMILY AND COMMUNITY ENGAGEMENT PLAN GOALS FOR 2018-19:**

**Sequoyah Elementary School's Learning Community/Family and Community Engagement Committee** prioritizes involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. The following components will be included in the four goals for our Family and Community Engagement Plan:

- Communication between home and school is regular, meaningful, and includes information from each view point.
- Responsible parenting and teaching is promoted and supported.
- Parents are very important to assisting student learning.
- Parents are welcome at school, and their assistance and support is welcomed and encouraged.
- Parents are full partners in decisions that are made about Family and Community Engagement.
- Community and other resources are made available to parents and teachers.

**GOAL ONE:** **Sequoyah Elementary School will engage in effective family and community engagement strategies and support partnerships among school, parents, and the community to improve student achievement and to create a learning community that promotes parent participation:**

**Sequoyah Elementary will maintain, publish, and review regularly the Family and Community Engagement Plan.**

Parents, alumni, and the community will be encouraged to participate in building and district level long range planning. The Family and Community Engagement plan will be reviewed annually prior to the submission of the Building Arkansas Comprehensive School Improvement Planning (ACSIP), or by October 1 each year.

**Sequoyah Elementary will publish and distribute Parent Packets annually in the fall, prior to October 1.** Packets will include a welcome letter from principal, a letter from the counselor, a registration form, medical form, internet policy form, home language survey, agricultural form, homeless survey, ARkids information, bus form, parent acknowledgement/permission form, demographics form, free-reduced lunch form, youngest child receives a calendar, 2 handbooks (the district elementary handbook and Sequoyah handbook), ANO Emergency Evacuation Instructions, and an insurance application *[Responsible: Trecia Wilcutt, by October 1 annually]*

**Sequoyah Elementary will involve parents in the decision making process,** and will involve them in decisions regarding Title One Family and Community Engagement expenditure decisions.

Sequoyah will have a **designated certified Family and Community Engagement facilitator**, Trecia Willcutt, appointed by the building principal. Mrs. Willcutt shall help organize meaningful training for staff and parents; promote and encourage a welcoming atmosphere to foster parental involvement; undertake efforts to ensure that parental participation is recognized as an asset to the school. *[Responsible: Barbara McShane, Principal; Trecia Wilcutt, Family and Community Engagement Facilitator by October 1 annually.]*

**Parents will be consulted regarding planning** for Family and Community Engagement and in the consideration of programs. Sequoyah teachers will send home **curriculum based homework assignments** which meet the needs of students. These will be sent home weekly. P.T.O. volunteer coordinator will work with teachers to provide tutors as needed.

**GOAL ONE CONTINUED:**

An **Annual Public meeting** shall be scheduled at **Sequoyah** 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 September 2016. During this meeting parents will receive information regarding assessment practices and Smart Core. 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. Sequoyah: **scheduled September 4, 2018 Annual Public Meeting and Report to Patrons.** *[Responsible: Barbara McShane, Principal prior to November 15 annually]*

**Parents will be notified** as required regarding teacher licensure and school report card. Currently, all teachers at Sequoyah are listed as Highly Qualified and the school meets all Arkansas standards for accreditation.

**Additional Parent Meetings and Events for Sequoyah are included in a schedule/calendar on the District web page:** <http://russellvilleschools.net/>. Sequoyah also posts a calendar on the school web site. A list of planned activities is attached at the end of this plan.

**Sequoyah Elementary shall maintain an identified Parent Center** and maintain information for parents. *[Responsible: Trecia Wilcutt, Family and Community Engagement Facilitator Ongoing]* Sequoyah's Parent Center is located in the school and is open to parents daily during school hours. Additional materials are available in the counselor's office.

**Sequoyah will ensure that** parents who have disabilities, limited English proficiency, are migratory, or have other cultural or life circumstances which may result in **barriers to participation** have equal and full access to parental involvement through support such as Interpreters and Translation and maintenance of barrier free building and meeting access, flexible scheduling, and other services. *[Responsible: Barbara McShane, Principal: to notify designated directors, supervisors, and coordinators: Ongoing]*

**Sequoyah Elementary staff will ensure that** all parents are welcomed in the school. The school strives to provide a warm and welcoming environment and an open invitation for families through multiple activities.

**Sequoyah Elementary School web site will be maintained** with appropriate Family and Community Engagement plans and information annually *[Responsible: Barbara McShane, Principal Annually by November 1]* In addition, at Sequoyah, the principal will maintain a building level website with pertinent information for parents and the community.

**Sequoyah Elementary School** leadership team, along with the Sequoyah staff and parents, will address any physical safety concerns in and around the building.

**Sequoyah Elementary will review with parents Title One**, Part A of the Elementary and Secondary Act (ESEA) requirements for School Wide Status and Title I related Parental Involvement tasks as part of the study year process. *[Responsible: Barbara McShane, Principal and Sequoyah Elementary ACSIP Committee: ongoing]*

Each school receiving Title I funding shall develop a plan for family and community engagement that includes the elements within the District policy and plan. The individual schools shall have family and community engagement plans developed with input from parents whose children participate in the Title I program, and shall annually involve parents in reviewing the Title I program, the policy, and the plan to ensure continued improvement.

**GOAL ONE CONTINUED:**

In addition to the Annual Report to Patrons, each school receiving Title I funding shall convene minimally an annual meeting, or several meetings at varying times if necessary to adequately reach parents of participating students, to inform parents of the school's participation in Title I, its requirements regarding family and community engagement, and explain parents' right to be involved in the education of their child (ren). *Sequoyah's meeting will be held as a separate meeting and documented.*

Buildings receiving Title I funding are encouraged to have two meetings per year with parents to ensure adequate participation in plan development and evaluation. Buildings will maintain separate documentation of all Title I related meetings with parents.

Each school receiving Title I funding shall develop a compact with parents that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and for building partnerships that will enable students to meet Arkansas' academic standards. This compact will be provided to parents through multiple venues and in written format annually.

Sequoyah Elementary is not currently identified at any level of School Improvement Parental notice process under this category is therefore not required.

Parents will be provided with specific complaint procedures for Federal Programs in Arkansas on the school and District website, and upon request.

**The link to the Russellville School Board Policy 6.7R may be reached by:**

<http://www.russellvilleschools.net/o/district/browse/6522> Choose **6.7 Complaints**.

**GOAL TWO:** Sequoyah will collaborate with Russellville School District to provide coordination in planning and implementing effective parental involvement:

**Sequoyah Elementary will maintain a coordinated Family and Community Engagement program** where the involvement activities enhance the involvement strategies of other programs, including Title I, Special Education, English Language Learners, and other programs for students.

**Sequoyah Elementary teachers** will keep parents informed of events at school and ways to assist their children in learning. These include: newsletters, take home folders, school messenger, websites and progress reports.

**Sequoyah Elementary will continue to collaborate and coordinate** with area Private Providers of Early Childhood Programs as well as local Head Start Agency Child Development Inc. and other local Arkansas Better Chance for Success Providers Friendship Community Care, ABC Children's Academy, and other providers. The principal and Kindergarten staff will plan and conduct a variety of transition activities to ensure the smooth transition of children from early childhood programs into school:

**Sequoyah Elementary** Parent coordinator and the Family and Community Engagement Committee will coordinate academic nights for parents and students to increase student success with academics. Teachers and staff will collaborate with parents to determine a plan for students requiring an IRI, IEP or Tier III interventions.

## GOAL TWO CONTINUED

**Sequoyah Elementary Family and Community Engagement Committee** in collaboration with the District Family and Community Engagement and ACSIP 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 parent and community involvement programs to suit the needs of Sequoyah families; mentor and train parents to enhance and promote the involvement of other parents; provide support for other parental involvement activities as parents may reasonably request. [Responsible: Family and Community Engagement Committee: Ongoing]

**GOAL THREE: Sequoyah Elementary School District will work to build and support parent and family capacity for strong parental involvement.**

**Sequoyah Elementary 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** [Responsible: Barbara McShane, Principal, or designee: by May 30, annually.]

**Sequoyah Elementary 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. [Building Principals and Teachers: October 22, 2018; February 12, 2019.]

**Parents are encouraged to participate in Parent Teacher Association and other parent programs**, including review of Title One potential programs, and in Arkansas Comprehensive School Improvement Planning (ACSIP).

**Sequoyah Elementary School Building 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 in an attachment to this plan.

All such communication shall be, to the extent practicable, in a language the parents can understand. Parents are requested to contact Barbara McShane, Principal, for additional information regarding language and other accommodations needed. 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.

**Sequoyah Elementary staff will communicate with parents prior to placing their child** in a program that is different from the regular curriculum; the school will ensure that parents of children identified limited English proficient students are provided with all required notice and information regarding the reason(s) for the identification of their child; the child's level of proficiency and how that was assessed; the status of academic achievement; methods of instruction used in the program; how the program will meet both strengths and needs of their child and specifically assist them in learning English and meeting age appropriate academic standards; specific exit requirements of the program; and how the program meets the needs of a child with any identified disability under IDEA; and all parental rights in writing including the right to decline enrollment in the program; remove their child from the program; and to select among other options if available. Similar services shall be provided to parents of students who may be identified as disabled under IDEA.

**GOAL THREE CONTINUED**

Sequoyah Elementary staff will provide resources to parents in ensuring that **parents receive assistance in understanding such topics as Arkansas academic content standards and student academic achievement standards** as well as state assessments. **Locally used assessments** such as district made formative assessments and teacher produced tests will be included in this process. *[Responsible: Barbara McShane, Principal; Chris Barnes, Elementary Director of Instruction: Ongoing]*

**GOAL FOUR:** Sequoyah Elementary School and Russellville School District will conduct, with the involvement of parents, ongoing evaluation of the content and effectiveness of the parental involvement policy and plans as they relate to strategies for increasing parental participation and identifying barriers to greater participation:

**To ensure the continued improvement of the District's family and community engagement program, an annual review of parental involvement policies/plans will be conducted** to examine their effect on promoting higher student achievement. The review shall be done by a committee consisting of parents and other community members, school staff, and member(s) of the administration. *[Responsible: District ACSIP and Family and Community Engagement Committee; prior to October 1 annually/ ACSIP submission deadline]* Each school in the District receiving Title One, Part A of the Elementary and Secondary Act (ESEA) funding shall at least annually involve parents in reviewing the Title I program, the policy, and the plan to ensure continued improvement. *[Responsible: School ACSIP and Family and Community Engagement Committee; prior to the annual September School Board Meeting]*

The **Sequoyah Learning Community Committee will survey school patrons** and staff members to determine areas of concern and the interest of parents to develop a greater home and school partnership. The school will evaluate parental involvement roles pertaining to their children's education with a survey available at Fall Parent/Teacher Conference.

**The annual review will be utilized** to educate district staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement Family and Community Engagement programs that will promote positive partnerships between the school and parents. Information: the academic impact; increase/decrease in parental involvement; barriers to parental involvement. A follow up stakeholder meeting is scheduled for December 2018, for parent representatives from all buildings. *[Responsible: ; District and Building Parental Involvement/ACSIP Committee: by March 1, annually]*

**The existing Family and Community Engagement policy will be reviewed** for compliance with all current federal and state legislation and a recommendation for any additions, corrections, or deletions brought to the School Board Policy Committee for consideration no later than the January 2019 meeting. The Arkansas School Board Association Recommended Policies will be utilized in addition to Non Regulatory Guidance and other relevant resources. *[Responsible: Barbara McShane, Sequoyah Principal; Alene Bynum, Assistant Superintendent; Jenny Barber, Federal Programs Supervisor/ACSIP Chair: by January annually]*

**The existing Sequoyah Elementary Family and Community Engagement plan will be reviewed annually** for inclusion of appropriate content. *[Responsible: Barbara McShane, Principal: prior to October 1, annually]*

**RUSSELLVILLE SCHOOL DISTRICT**

**Mark Gotcher, Superintendent**

**Russellville School Board:**

Jami Mullen  
Morgan Barrett  
Chris Cloud  
Allan George

Jason Golden  
Jeff Phillips  
Wesley White

**RUSSELLVILLE SCHOOL DISTRICT VISION:**

Russellville School District Educates, Equips, and Empowers all students to be productive, contributing members of their school, their community, and their world, by preparing students to be college and career ready.



**THIS SUMMARY IS PROVIDED FOR STUDENT HANDBOOK/ FAMILY AND COMMUNITY ENGAGEMENT PLAN INCLUSION**

The full text of the Family and Community Engagement Plan for the District may be obtained through the District web site <http://www.russellvilleschools.net> Please choose "Explore RSD", "Documents", "State Required Information" buttons. Choose the current school year folder, then choose "Family and Community Engagement plans". A plan for each building and for the District is included.

**RUSSELLVILLE SCHOOL DISTRICT VISION:**

Russellville School District Educates, Equips, and Empowers all students to be productive, contributing members of their school, their community, and their world.

**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:

- Goal One: The District will **promote and support Family and Community Engagement** through surveys, written information, the web site and other publications, and annual parent meetings.
- Goal Two: The District **will assist school buildings in promoting and improving** parental involvement.
- Goal Three: The District will ensure that **school principals, teachers, and parents** receive information and training in promoting Family and Community Engagement and communicating with parents.
- Goal Four: The District **will include parents in evaluating and improving** the ways in which schools and teachers communicate with and involve parents.
- Goal Five: 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.**

**SEQUOYAH PLANNED PARENT ACTIVITIES**

*DESIGNED TO ASSIST PARENTS WITH INCORPORATING DEVELOPMENTALLY APPROPRIATE LEARNING ACTIVITIES INTO THE HOME ENVIRONMENT AND OTHER ACTIVITIES DETERMINED BY THE SCHOOL TO HELP A PARENT ASSIST IN HIS/HER CHILD'S LEARNING:*

Oct. 2, Great Sequoyah Campout

Oct. 26, Sock Hop

March 7, S.T.E.A.M. Night

April 5, Spring Fling

Additional information will be sent out as events are finalized. A full calendar is available on the website and through the school office.

**For Volunteer Opportunities**, please contact  
PTO President Angela Bonds or Barbara McShane at (479)968-2134