



UPPER ELEMENTARY FIFTH GRADE SCHOOL

1201 West 4th Place
Russellville, Arkansas 72801
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FAMILY AND COMMUNITY ENGAGEMENT PLAN 2018-2019 SCHOOL YEAR

Cathy Koch, Principal
cathy.koch@russellvilleschools.net

MaryAnn Tallent, Learning Community Committee Chair, Counselor
maryann.tallent@russellvilleschools.net

Upper Elementary Fifth Grade serves Fifth Graders

Russellville Upper Elementary Fifth Grade School

Serving Fifth Grade Students

Upper Elementary Fifth Grade School Family and Community Engagement and Learning Community Committee:

Mary Ann Tallent, Family and Community Engagement
Facilitator/Counselor
Kelley Honghiran
Cathy Koch, Principal

Lynda Clark
Shea Williamson
Connie Campbell, Parent

Upper Elementary Fifth Grade Parent Teacher Organization: 2018-2019 School Year PTO Officers

Connie Campbell, President
Kathleen Stingley, Secretary
Kelly Narveson, Treasurer

PARENTS WHO NEED ADDITIONAL INFORMATION ABOUT RUSSELLVILLE UPPER ELEMENTARY FIFTH GRADE SCHOOL FAMILY AND COMMUNITY ENGAGEMENT PLAN OR FAMILY AND COMMUNITY ENGAGEMENT REQUIREMENTS PLEASE CONTACT:

Cathy Koch, Principal
cathy.koch@russellvilleschools.net
479-968-2650

RUSSELLVILLE UPPER ELEMENTARY FIFTH GRADE VISION AND MISSION

Our Vision

Our school vision is to offer a nurturing, learning environment where all the members of our learning community grow and achieve together. Our goal is for all of our staff, students, families, and community to be active participants in our learning journey.

Our Mission

Our mission is to deliver quality standards-based instruction that meets the needs of all our students and involves various members of our school community.

UE5G: Let your dreams TAKE FLIGHT!

Upper Elementary Fifth Grade'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: **Upper Elementary Fifth Grade will engage in effective family and community engagement strategies and support partnerships among school, parents, families, and the community to improve student achievement and to create a learning community that promotes parent participation:**

Upper Elementary Fifth Grade 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.

Upper Elementary Fifth Grade will publish and distribute Parent Packets annually in the fall, prior to October 1. Available in English and Spanish, our family kits include the following:

Enrollment information, student handbook, information about joining PTO, volunteer survey forms, district applications and enrollment forms, school map, supply list, map of traffic flow procedures, contact information for staff, information regarding how parents can help students succeed in school (six inserts regarding ways parents can help their students and be involved at school) *[Responsible: Cathy Koch Principal and Mary Ann Tallent, Family and Community Engagement Facilitator: by October 1 annually]*

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

Upper Elementary Fifth Grade will annually survey parent interest in volunteering at school through a uniform District survey sent with student packets in the Fall each year. The responses will be maintained and utilized for contacting parents for volunteering. 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. A parent volunteer resource book will be provided to all parents. *[Responsible: Cathy Koch, Principal; and Mary Ann Tallent, Certified Parent Facilitator: August annually]*

Upper Elementary Fifth Grade will have a **designated certified Family and Community Engagement facilitator**, MaryAnn Tallent, appointed by the building principal. Mrs. Tallent 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: Cathy Koch, Building Principal, and Mary Ann Tallent, Certified Parent Facilitator: Annually in August and September]*

Parents will be consulted regarding planning for Family and Community Engagement and in the consideration of programs.

GOAL 1 CONTINUED:

Upper Elementary Fifth Grade teachers will send home **curriculum based homework assignments** which meet the needs of students through differentiation. These will be sent home weekly.

Parents will be notified as required regarding teacher licensure and school report card.

Parents will be invited to Meet The Teacher on August 9th, to meet their child's teacher and receive information about the school, including receipt of Family Kits.

Parent Meetings and Events for Upper Elementary Fifth Grade are included in a schedule/calendar on the District web page: www.russellvilleschools.net. **Upper Elementary Fifth Grade also posts a calendar on the school web site.**

Upper Elementary Fifth Grade shall maintain an identified Parent Center and maintain information for parents and will advertise selections available periodically. *[Responsible: Cathy Koch, Principal; Mary Ann Tallent, Certified Family and Community Engagement Facilitator; Ongoing]* Upper Elementary Fifth Grade's Parent Center is located in the School Counselor's office at the entrance to the building and is open to parents daily.

Upper Elementary Fifth Grade 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: Cathy Koch, Principal: to notify designated directors, supervisors, and coordinators: Ongoing]*

Upper Elementary Fifth Grade staff will ensure that all parents are welcomed in the school and that policies and procedures are not present that would discourage parental visits to schools or to their child's classroom.

Upper Elementary Fifth Grade website will be maintained with appropriate Family and Community Engagement plans and information annually *[Responsible: Cathy Koch, Annually by October 15].*

Upper Elementary Fifth leadership team, along with the Upper Elementary Fifth Grade staff and parents, will address any physical safety concerns in and around the building.

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

Upper Elementary Fifth Grade will maintain a coordinated Family and Community Engagement program in which the involvement activities enhance the involvement strategies of other programs, including Special Education, English Language Learners, and other programs for students.

Upper Elementary Fifth Grade teachers will keep parents informed of events at school and of ways they can assist their children in learning. Teachers will communicate to notify parents of: (1) daily assignments/tests, (2) incomplete assignments, (3) special up-coming events, (4) behavioral infractions, and (5) other topics. Various modes of communication, including email, phone, social media, Remind 101 and personal conferences will be utilized according to student need and parental preference.

UE5G will continue implementation of our Wellness Action Plan that (1) invites participation from all staff, students, parents and community members, (2) encourages positive choices which promote wellness in all of us, and (3) embraces the academic, cultural and socio-economic diversities of our learning community.

GOAL TWO CONTINUED:

Upper Elementary Fifth Grade Teachers will work with parents and students to develop and implement individual plans based on the Arkansas Frameworks for all students performing below the proficient level.

Parents will be provided with resources for resolving complaints and concerns annually in the handbook: 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.**

Upper Elementary Fifth Grade 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 Upper Elementary Fifth Grade 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: **Upper Elementary Fifth Grade will work to build and support parent and family capacity for strong parental involvement.**

Upper Elementary Fifth Grade will ensure the provision of 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 parental involvement activities *[Responsible: Cathy Koch, Principal, or designee: by May 30, annually.]*

Upper Elementary Fifth Grade 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 our Parent Teacher Organization and other parent programs, including review of Title One potential programs, and in Arkansas Comprehensive School Improvement Planning (ACSIP). **Upper Elementary Fifth Grade staff will keep parents informed** about family and community engagement and involvement programs, meetings, and other activities in which they could be involved. All such communication shall be, to the extent practical, in a language the parents can understand. Parents are requested to contact Cathy Koch, 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 automated school callouts as well as interpreters at regularly scheduled parent/teacher and other conferences and meetings.

Upper Elementary Fifth Grade 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:

Upper Elementary Fifth Grade staff will provide resources to parents in ensuring that **parents receive assistance in understanding such topics as Common Core State Standards and student academic achievement standards** as well as state assessments. Formative assessments will be included in this process. **Parents will receive ongoing information about the transition to Common Core in Arkansas and the district.** *[Responsible: Cathy Koch, Principal; Dr. Chris Barnes, Elementary Director of Instruction: Ongoing]*

GOAL FOUR: Upper Elementary Fifth Grade 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 parental/community involvement 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 **Upper Elementary Fifth Grade 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. Parents, students, and staff members will participate in activities toward developing the school vision and mission. Data collected will be used to adopt the current vision or to recreate a new vision statement reflective of current stakeholders' ideas.

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. *[Responsible: District Instructional Technology Committee; District Family and Community Engagement/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 meeting. The Arkansas School Board Association Recommended Policies will be utilized in addition to Non Regulatory Guidance and other relevant resources. *[Responsible: Cathy Koch, Upper Elementary Fifth Grade Principal; Alene Bynum, Assistant Superintendent; Jenny Barber, Federal Programs Supervisor/ACSIP Chair: by January annually]*

The existing Upper Elementary Fifth Grade Family and Community Engagement plan will be reviewed annually for inclusion of appropriate content. *[Responsible: Cathy Koch, Principal: prior to November 1, annually]*

RUSSELLVILLE SCHOOL DISTRICT

Dr. Mark Gotcher , Superintendent

Russellville School Board:

Jami Mullen, President

Morgan Barrett

Jason Golden

Chris Cloud

Wesley White

Allan George

Jeff Phillips

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.

Upper Elementary Fifth Grade Parent Activities Planned 2018-2019 SCHOOL YEAR

INFORMATION FOR PARENTS ON HOW TO INCORPORATE 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:

August 9, 2018 – Meet the Teacher

May 21, 2019 – UE5G Musicals

UE5G Book Club Night – Date TBA

Parents are invited to participate in field trips and assemblies. Dates will be announced throughout the year.

We will host a parent night in May 2019 for incoming families to ease their transition from the K-4 school setting to fifth grade. A specific date has not yet been set for this year. Information is relayed to parents through individual flyers, social media and the school automated call-out system regarding dates and times for events.

Please see the calendar on the web site or contact the school office for additional information.

VOLUNTEER OPPORTUNITIES AT FIFTH GRADE:

We welcome volunteers who wish to give of their time at our school. We have volunteers who work behind the scenes to support student wellness and success. Guest speakers and individuals who may wish to be involved by with projects or events are also an asset to our school. A volunteer survey is sent home each year to match parents to volunteer opportunities of interest to them. Volunteer survey data are filed at school for easy access by school personnel as volunteers are needed throughout the year.

For guest speakers or help with events, contact: Your child's classroom teacher

Please contact our office at 479-968-2650 for additional information about ways you can serve.

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.