



RUSSELLVILLE MIDDLE SCHOOL

1203 West 4th Place
Russellville, AR 72801

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FAMILY AND COMMUNITY ENGAGEMENT PLAN 2018-2019 SCHOOL YEAR

Melinda Swift, Learning Community Committee Chair,
Melinda.Swift@russellvilleschools.net

Bryan Swymn, Principal
byran.swymn@russellvilleschools.net

Jeff Holt, Assistant Principal
Jeff.holt@russellvilleschools.net

Christopher King, Assistant Principal
christopher.king@russellvilleschools.net

Russellville Middle School serves Sixth and Seventh Graders

Russellville Middle School is not identified as a Title One School Wide School

Russellville Middle School

Serving Sixth and Seventh Grade Students

Russellville Middle School Family and Community Engagement and Learning Community Committee:

Melinda Swift, Family and Community
Engagement Facilitator
Bryan Swymn, Principal
Jeff Holt, Assistant Principal
Christopher King, Assistant Principal
LeighAnne Forehand

Ana Velazquez, parent
Tonia Ouzts , parent
Kristi Goodman, parent
Meron Shoptaw, parent
Tonjia Waldon, parent
Michele Barraza, parent

Russellville Middle School Parent Teacher Association: 2018-2019 School Year

Tonia Ouzts, President

Please contact the school office for information on how to get involved

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

Bryan Swymn, Principal
bryan.swymn@russellvilleschools.net
479-968-2557

RUSSELLVILLE MIDDLE SCHOOL

Engaging Hearts and Minds

Russellville Middle School is on Facebook: "Like" the page for updates.

FAMILY AND COMMUNITY ENGAGEMENT PLAN GOALS FOR 2018-2019:

Russellville Middle 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: **Russellville Middle 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:**

Russellville Middle School 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.

Russellville Middle School will publish and distribute Parent Packets annually in the fall, prior to October 1. Included in the packet are: RMS Handbook (online), PE shirt order form, campus map, Parent Acknowledgement and Permission forms, Welcome letter, Free/Reduced Lunch packet, Volunteer packet/form, school transportation information. *[Responsible: Bryan Swymn Principal and Melinda Swift, Family and Community Engagement Facilitator Annually: October 1, published by November 1.]*

Russellville Middle School will involve parents in the decision making process and consideration of programs.

Russellville Middle School 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. *[Responsible: Bryan Swymn, Jeff Holt, and Christopher King, Principals; and Melinda Swift, Certified Parent Facilitator: Annually in August]*

Russellville Middle School will have a **designated certified Family and Community Engagement facilitator**, Melinda Swift, to 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: Bryan Swymn Building Principal, and Melinda Swift, Family and Community Engagement Facilitator: Annually in August and September]*

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

GOAL ONE CONTINUED:

Russellville Middle School teachers will send home **curriculum based homework assignments** which meet the needs of students through differentiation and direct practice of skills. Teachers will communicate schedules individually.

Russellville Middle School will begin to inform parents about **how to be involved in career and curriculum choices in secondary schools** through parent seminars.

An **Annual Public meeting** shall be scheduled at **Russellville Middle School** prior to November annually for reporting to parents and patrons the school's progress in meeting state and federal standards for achievement. Open House is on August 9, 2018. Family and Community Engagement Meeting is on September 17, 2018. The Report to Patrons is in October 23, 2018. 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. Russellville Middle School: scheduled August 9, 2018, September 27, 2018 and October 23, 2018 Annual Public Meeting and Report to Patrons. *[Responsible: Bryan Swymn Principal prior to November 15 annually]*

Parents will be notified as required regarding teacher licensure and school report card. Currently, most teachers at Russellville Middle School are listed as Highly Qualified and the school meets all Arkansas standards for accreditation. Letters are sent to parents with pertinent information.

Additional Parent Meetings and Events for Russellville Middle School are included in a schedule/calendar on the District and school web page <http://www.russellvilleschools.net/>

Russellville Middle School shall maintain an identified Parent Center and maintain information for parents and will advertise selections available periodically. This center is located in the lobby at Russellville Middle School and is open to parents daily from 7:45-3:30 and additional times as arranged. *[Responsible: Bryan Swymn Principal; Melinda Swift, Family and Community Engagement Facilitator; Ongoing]*

Russellville Middle School 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: Bryan Swymn Principal: to notify designated directors, supervisors, and coordinators: Ongoing]*

Russellville Middle School 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.

Russellville Middle School web site will be maintained with appropriate Family and Community Engagement plans and information annually *[Responsible: Bryan Swymn.: Annually by October 1.* In addition, at Russellville Middle School, the principal will maintain a building level website with pertinent information for parents and the community.

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

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

Russellville Middle School will maintain a coordinated Family and Community Engagement program where the involvement activities enhance the involvement strategies of other programs, including Special Education, English Language Learners, and other programs for students.

Russellville Middle School teachers will keep parents informed of events at school and ways to assist their children in learning.

Russellville Middle School teachers will work with parents and students to develop individual plans based on the Arkansas Standards for all students, including those performing below the proficient level and to develop college and career readiness.

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.

Russellville Middle School 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 Russellville Middle School 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: Russellville Middle School will work to build and support parent and family capacity for strong family and community engagement and parental involvement.

Russellville Middle 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. *[Responsible: Bryan Swymn Principal or designee: by May 30, annually]*

Russellville Middle 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 23, 2018 and February 11, 2019]*

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

GOAL THREE CONTINUED

Russellville Middle 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 in an attachment to this plan. All such communication shall be, to the extent practicable, in a language the parents can understand. Parents are encouraged to contact Bryan Swymn, Principal, Jeff Holt, Assistant Principal or Christopher King, Assistant 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.

Russellville Middle School 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.

Russellville Middle School 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. Assessments such as Aimsweb testing and teacher-produced tests will be included in this process. *[Responsible: Bryan Swymn Principal; Judy Pennington, Director of Secondary Instruction: Ongoing]*

GOAL FOUR: Russellville Middle School and Russellville School District will conduct, with the involvement of parents, ongoing evaluation of the content and effectiveness of the family and community engagement 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 or 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 September board meeting annually]*

Goal Four Continued

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 2018 meeting. The Arkansas School Board Association Recommended Policies will be utilized in addition to Non Regulatory Guidance and other relevant resources. *[Responsible: Bryan Swymn, Jeff Holt, and Christopher King, Russellville Middle School Principals; Alene Bynum, Assistant Superintendent; Jenny Barber, Federal Programs Supervisor/ACSIP Chair: by January annually.]*

The existing Russellville Middle School Family and Community Engagement plan will be reviewed annually for inclusion of appropriate content. *[Responsible: Bryan Swymn, Jeff Holt and Christopher King, Principals: prior to November 1 annually]*

RUSSELLVILLE SCHOOL DISTRICT

Mark Gotcher, Superintendent

Russellville School Board:

Jami Mullen, President

Allan George

Morgan Barrett

Wesley White

Chris Cloud

Jeff Phillips

Jason Golden

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.

Russellville Middle School 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:

Information will be sent to parents as plans are finalized.

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

VOLUNTEER OPPORTUNITIES AT Middle School:

PTO- Tonia Ouzts

Tutoring- Bryan Swymn

Athletic events/concession - Dee Broyles

Please contact Bryan Swymn, Jeff Holt, or Christopher King at 479-968-2557 for additional opportunities to volunteer.

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.