

AR  
 Russellville Jr. High School (Russellville School District)  
 2000 West Parkway Drive  
 Russellville AR 72802  
 479-968-1599

### School Parent and Family Engagement Plan

<b>School Name:</b>	Russellville Junior High
<b>Facilitator Name:</b>	Terra Hale
<b>Plan Review/Revision Date:</b>	
<b>District Level Reviewer, Title:</b>	
<b>District Level Approval Date:</b>	

#### Committee Members, Role:

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

First Name	Last Name	Position
Terra	Hale	Teacher and Family and Community Engagement Facilitator
Matt	Kordsmeier	Principal
Sarah	Monfee	Assistant Principal
Joe	Sitkowski	Assistant Principal
Aimee	Mimms	Teacher
Ben	Goodman	Teacher

#### Committee Members, Role:

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

First Name	Last Name	Position
Courtney	Jones	Counselor
Dylan	Erwin	Teacher
Greg	Hankins	Teacher
Jackie	Bays	Teacher
Sara	Abbott	Teacher
Matt	Howerton	Teacher

#### Committee Members, Role:

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

First Name	Last Name	Position
Katy	Brockinton	Teacher
Hannah	Edgell	Teacher
Reece	Carter	Teacher
Sandy	Hocker	Teacher

Scott	Johnson	Teacher
Susan	Newman	Teacher

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**Committee Members, Role:**

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

First Name	Last Name	Position
Sarah	Shamsie	Counselor
James	Scott	Teacher
Mary	Blaylock	Teacher
Danna	Hines	Teacher
Leslie	Boles	Teacher and Parent
Amanda	Johnson	Parent and PTO President

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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?**

Russellville Junior High 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 School level Improvement Plan, or by October 1 each year.

Russellville Junior High School will involve parents in the decision making process and consideration of programs. A meeting will be held on Tuesday, September 24th in order to involve parents in the planning, review, and improvements of the parent and family engagement programs.

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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?**

Russellville Junior High School is not a Title I school.

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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?**

Russellville Junior High School will publish and distribute Parent Packets annually in the fall, prior to October 1. The packet includes: 2019-2020 Faculty; 2019-2020 Bell Schedule; 2019-2020 School Calendar; 2019-2020 PTO Board; Map of School; Important phone numbers; HAC (Home Access Center); Eighth Grade Courses at RJHS; High School Graduation Requirements; Testing Dates; Tips for Developing Organizational Skills in Children; Extracurricular Activities; Emergency Plans for RJHS; Proof of Immunization; Medication Guidelines; FERPA; Bullying; Dress Code; Results of Fighting; Discipline Procedures [Responsible: Matt Kordsmeier, Sarah Monfee, and Joe Sitkowski, Principals and Terra Hale, Family and Community Engagement Facilitator Annually: October 1/published annually by November 1] Parents are asked to let the school know that this information has been received in the student handbook by signing the assurance page included in the packet.

Russellville Junior High School will have a designated certified Family and Community Engagement facilitator, Terra Hale, appointed by the building principal. Mrs. Hale can be reached through the RJHS office (479-968-1599) or by email (terra.hale@rsdk12.net) Mr. Kordsmeier and Mrs. Hale shall help organize meaningful training for staff and parents; promote and encourage a welcoming atmosphere to foster Family and Community Engagement; undertake efforts to ensure that parental participation is recognized as an asset to the school. [Responsible: Matt Kordsmeier, Sarah Monfee, and Joe Sitkowski, Building Principals, and Terra Hale, Certified Parent Facilitator: Annually in August and September]

Russellville Junior High School will annually survey family and parent interest in volunteering at school through a PTO (Parent Teacher organization) 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: Matt Kordsmeier, Sarah Monfee, and Joe Sitkowski, Principals; and Terra Hale, Certified Parent Facilitator: Annually in August and September]

The full text of the Family and Community Engagement Plan for the District may be obtained through the District web site <http://www.rsdk12.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.

An Annual Public meeting shall be scheduled at Russellville Junior 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. Parent Involvement Meeting/Open House/Report to Patrons will be held in August. 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 Junior High School: scheduled August 8, 2019 Annual Public Meeting and Report to Patrons. [Responsible: Matt Kordsmeier, Sarah Monfee, and Joe Sitkowski, Principals prior to November 15 annually AR Standards for Accreditation of Schools, AR Act 603 2003]

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

Additional Parent Meetings and Events for Russellville Junior High School are included in a schedule/calendar on the District and school web page: [www.rsdk12.net](http://www.rsdk12.net)

Russellville Junior High 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 Family and Community Engagement through support such as Interpreters and Translation and maintenance of barrier free building and meeting access, flexible scheduling, and other services. [Responsible: Matt Kordsmeier, Sarah Monfee, and Joe Sitkowski, Principals: to notify designated directors, supervisors, and coordinators: Ongoing]

Russellville Junior High 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 Junior High School web site will be maintained with appropriate Family and Community Engagement plans and information annually [Responsible: Matt Kordsmeier, Sarah Monfee, and Joe Sitkowski, Principals to supply information to James Foster, Director of Instructional Technology and Web Master: Annually by November 1] In addition, at Russellville Junior High School, the principals will maintain a building level website with pertinent information for parents and the community. Most teachers and administrators use online programs such as Remind to keep both parents and students up-to-date on class assignments and upcoming tests. Terra Hale also maintains parent newsletter in which parents subscribe to a weekly email update on school events. The school also has a Facebook page.

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

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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?**

Russellville Junior High School is not a Title I school.

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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 Junior High School is not a Title I school.

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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?**

Russellville Junior High School 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.

Russellville Junior High School teachers will keep parents informed of events at school and of ways to assist their

children in learning.

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

Russellville Junior High School Career Development teachers will work with parents to help facilitate mock interviews and to serve as guest speakers to discuss the importance of career readiness and to inform students on specific job skills.

Parents will be provided with resources for resolving complaints and concerns annually in the handbook: <http://www.rsdk12.net/o/district/browse/6522> Choose 6.7 Complaints.

Russellville Junior High School Family and Community Engagement Committee, in collaboration with the District Family and Community Engagement and RJHS School Improvement Plan 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 Junior High School families; mentor and train parents to enhance and promote the involvement of other parents; provide support for other family and community engagement and parental involvement activities as parents may reasonably request. [Responsible: Family and Community Engagement Committee: Ongoing]

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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?**

Russellville Junior 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/parental involvement activities. [Responsible: Matt Kordsmeier, Sarah Monfee, and Joe Sitkowski, Principals, or designee: by May 30 annually.

Russellville Junior 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 22, 2019 and February 10, 2020]

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

Russellville Junior 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 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 Matt Kordsmeier, Sarah Monfee, and Joe Sitkowski, Principals, 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 Junior High 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 Junior High 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. Locally used assessments, such as common formative and summative assessments for each department, will be included in this process. Parents will receive ongoing information about the standards in Arkansas and the District. [Responsible: Matt Kordsmeier, Sarah Monfee, and Joe Sitkowski, Principals; Judy Pennington, Secondary Director of Instruction: Ongoing]

To ensure the continued improvement of the District's parental/community involvement program, an annual review of Family and Community Engagement 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 Russellville Junior High School 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, community, 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 Family and Community Engagement; barriers to Family and Community Engagement. A parent survey will be completed by December annually and the results compiled to be used at both the District and Building level to identify and address barriers to Family and Community Engagement, target areas of need as well as interest for parents, and evaluate activities conducted. [Building and 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 annual meeting. The Arkansas School Board Association Recommended Policies will be utilized in addition to Non Regulatory Guidance and other relevant resources. [Responsible: Matt Kordsmeier, Sarah Monfee, and Joe Sitkowski, Russellville Junior High School Principals; Dr. Danny Brackett, Assistant Superintendent; Jenny Barber, Federal Programs Supervisor/ACSIP Chair: by January 5, annually]

The existing Russellville Junior High School Family and Community Engagement plan will be reviewed annually for inclusion of appropriate content. [Responsible: Matt Kordsmeier, Sarah Monfee, and Joe Sitkowski, Principals: prior to October 1 annually]

## **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?**

In order to ensure professional development requirements are met for each teacher and administrator, Russellville Junior High will provide professional development to all teachers and administrators the week prior to the first day of school in August each year. Teachers will also be provided ongoing professional development during their planning period and/or after-school meetings throughout the year. Some mandatory professional development is provided through Arkansas IDEAS.

Teachers are encouraged to include parents as active partners in their child's education through grade communication through eSchool, emails, Remind messaging, progress reports, and parent/teacher conferences throughout the year.

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## **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?**

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**(See complete [Arkansas Guide for School Parent and Family Engagement Plan](#) for references)**

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