

AR
 Russellville Middle School (Russellville School District)
 1203 W 4th PL.
 Russellville AR 72801
 8709550330

School Parent and Family Engagement Plan

School Name:	Russellville Middle School
Facilitator Name:	Melinda Swift
Plan Review/Revision Date:	9/11/2019 , 10-18-19
District Level Reviewer, Title:	Leadership
District Level Approval Date:	Final approval 10-18-19

Committee Members, Role:

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

First Name	Last Name	Position
Melinda	Swift	teacher
Bryan	Swymn	principal
Christina	Carter	parent
Gina	Skelton	parent
Ebony	Thompson	parent
Christopher	King	assistant principal

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?

RMS will hold a parent engagement meeting annually to develop, plan, review, improve, and evaluate the parent and family engagement plan (September 11, 2019)

RMS will maintain, publish, and review the Family and Community Engagement Plan regularly.

RMS will review and evaluate the Family and Community Engagement Plan annually by October 1st.

RMS reached out to a variety of parents with differentiated cultures and economic backgrounds to participate on the committee.

RMS will involve parents in the decision making process and consideration of programs. Parents, alumni, and community will be encouraged to participate in building and district planning. A meeting will be held on September 11th to involve parents in planning, reviewing, evaluating, and improving the Family and Community Engagement Plan.

RMS will send the Family and Community Engagement Plan to parents in the monthly newsletter to obtain feedback.

Report to the public will be held on September 24, 2019. (September 24, 2019)

Data Talk will be held on September 24, 2019.

PTO meets monthly to help plan and review events and programs.

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

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?

RMS has a designated Family and Community Engagement facilitator, Melinda Swift. Mrs. Swift may be contacted at melinda.swift@rsdk12.net or through the RMS office at 479-968-2557.

The parent and family engagement plan will be distributed to parents by posting the policy on our school website and distributing the plan to parents through the newsletter.

The purpose of the family and community engagement plan is to foster partnerships among students, families, schools, and community assets to minimize barriers.

To communicate with parents about parent programs, meetings, and other activities, RMS will send out a newsletter, post information on all social media, and the school website events.

Phone calls will be made to distribute pertinent information as well.

Letters will be mailed home.

Two way communication is achieved by phone, email, Remind app, Class Dojo, and Google Classroom.

The parent center is located in the front lobby. Important information and valuable resources will be available for parents.

The RSD [website](#) and [Russellville Middle School website](#) will be used to keep parents informed of any school events and parent programs, meetings, and other activities.

The back to school informational welcome back packet, includes a survey for parents with the opportunity to volunteer and assume roles within the school. The packet includes updated contact information for parents, the

current student handbook, bus rules, public release, field trip consent, medical information, immunization records, student electronic device and internet use agreement, homeless questionnaire, agricultural survey, home language survey, smart core consent form, bus rules, and emergency plans. The PTO also includes an opportunity for parents to join the PTO and a survey with various opportunities to serve and volunteer throughout the year. The district calendar is also distributed. The packet is provided in both English and Spanish. Translation services are available for other languages when requested.

The [RMS handbook](#) includes a parent friendly summary of the parent and family engagement plan and how to locate the parent and family engagement plan online. Parents sign the assurance page acknowledging the receipt of the handbook which includes a link to the parent and family engagement plan online.

The [RMS handbook](#) that parents receive includes a schedule of activities planned throughout the school year. Parents sign the assurance page acknowledging the receipt of the handbook which includes the schedule. A volunteer form is sent out in the informational Welcome Back packet for any parents who would like to volunteer. The recommended ways for families to get involved and assume roles is included in the survey.

PTO posts meeting dates and times to a PTO Group Me app and a Volunteer Group Me app. It is also posted on the [Russellville Middle School website](#). PTO will meet monthly and provide a variety of meeting times if requested.

[RMS website](#) link <https://www.russellvilleschools.net/o/rms>. Follow the events section to access the list of scheduled activities and events.

A list of scheduled activities and events for RMS and the district can be found on the [district calendar](#).

RMS 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 the support of interpreters and translators and maintenance of a barrier free building and meeting access, flexible scheduling, and other services.

RMS offers a Hispanic Community Liaison for bridging communication between home and school. The liaison also provides parental resources and translation as needed.

Adelante Russellville: A Hispanic Parent Center for our RSD parents. Various meetings are planned to help parents understand the programs available to them and their students within the community.

Interpreters are available for conferences with parents and guardians.

Translations for forms is available for all teachers and parents when requested.

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

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

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?

RMS teachers will inform parents of events at school and of ways to assist their children in learning.

RMS will distribute Smart Core information. Smart Core is Arkansas' college and career ready curriculum for high school students. Parents are given the Smart Core curriculum which is the foundation for college and career readiness. Parents must also sign acknowledging that their child is choosing the Smart Core Curriculum or waive the right for their student to participate in Smart Core.

The parent resource center is located in the front lobby. Important information and valuable resources will be available for parents. Parent websites and resources can also be found on the [RMS website](#).

RMS partners with Arkansas Tech University. ATU sends student interns to serve in our classrooms and learn with us as we continually grow professionally in job-embedded training. Many alumni participate as ATU interns.

RMS has a PTO that will meet monthly.

The PTO coordinates with other organizations, businesses, and community partners to provide additional supports and resources to families.

RMS PTO members are included in appropriate decision making during the monthly meetings. During the meeting, the monthly calendar and events are discussed to get feedback as well as any programs and improvements needed. Leaders of the organization, as well as, PTO members will be utilized in appropriate decisions.

Members and various roles are:

- President- Gina Skelton
- Vice-President/Member- Tonia Ouzts
- Secretary/Correspondence- Lele Hodges
- Treasurer Report- Kristi Goodman
- Parliamentarian- Brandi Richardson
- Parent Volunteer Chair- Christina Carter
- 6th Grade Spirit Day Chair-Shandy Toland
- 7th Grade Spirit Day Chair-Christina Carter and Courtney Bradley
- Hospitality Chair- Shane Hughes and Ginger Cloud
- T-shirt Fundraiser Chair- Kelly Narverson
- Fundraising Chair- Shandy Toland
- Field Day Chair- Kelsey Dollar
- Principal Report- Bryan Swymn
- Faculty/Staff Report- Dee Broyles

RMS offers a Hispanic Community Liaison for bridging communication between home and school. The liaison also provides parental resources.

Adelante Russellville: A Hispanic Parent Center for our RSD parents. RSD offers a parent center to provide resources for parents and their child's education.

Interpreters are available for conferences with parents and guardians.

Translations for forms is available for all teachers.

Russellville Youth Leadership Program is a program designed to engage parents in responsible parenting.

Backpack Program sponsored by River Valley Food 4 Kids provides food for students who need assistance.

Junior Auxiliary provides clothes for the clothes closet and Project Backpack.

Skye Thompson is our Homeless Liaison to work with parents and guardians who need assistance.

RSD provides free admission to all school age students in the Russellville School District. This program provides more opportunities for students and their families to be involved and attend school activities.

RSD hosts family nights for each school in the district at a Cyclone game.

The informational back to school packet is translated in both English and Spanish. Other translations are available when requested.

The Family and Community Engagement plan will be incorporated into the school's improvement plan.

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?

Open House (August 8, 2019)

During open house, parents are encouraged to attend open house with their child. Parents are provided with materials and resources to help support their student's academic success.

Data Night (September 24, 2019)

Parents receive their child's ACT aspire scores and progress monitoring assessment results. The ACT aspire assessment and other assessments are discussed. Parents are provided with support in order to analyze and interpret the results. Strategies are provided to parents that they can use to support their child's academic progress. The parents are provided ways to help their students in areas of needed growth based on their analysis of the assessment data. Parent resources are provided to parents to use and aid their student's learning such as Khan Academy, read 20-30 minutes a night, commonlit.org, and [newsela](#). Other resources include the [Arkansas Department of Education website](#) and Parent [Resources](#). Responsible parenting advice is shared.

Benchmark assessment results are mailed home to the parents.

Parent Teacher Conferences (October 22, 2019 and February 10, 2020)

Parents are encouraged to participate in parent teacher conferences. If a parent is unable to attend, alternative and flexible scheduling is available when requested.

RSD provides support for language translations of written and verbal communication as well as interpreters at scheduled parent teacher conferences and any other conferences or meetings.

Home Access Center is available for parents and guardians to access their child's grades and attendance.

Links to tutorials and videos on teacher websites and Google Classroom.

Titan app for parents and guardians to update school lunch accounts.

PTO meetings are held monthly.

Curriculum and standards are posted on the RMS [website](#).

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?

Teachers receive 2 hours of parental involvement training every 4 years in accordance with DESE.

Annually, parent communication expectations and best practices are provided in the professional development meetings prior to the beginning of school. Parent communication expectations include how to reach out, communicate with, and work with parents as equal partners in their child's learning. Teachers will understand that parents play an integral role in assisting student learning and that there is a need to get parents to contribute in their child's education and learning. Teachers are encouraged to include parents as active partners in their child's education through grade and behavior communication through eSchool, emails, Remind, Class Dojo, Google Classroom, progress reports, and parent teacher conferences.

Teachers are also given resources for translation services to use to make certain that information is in a format and language that parents can understand. Teachers will also be given information to schedule an interpreter for any future meetings or phone calls in which translation services are needed.

Before parent teacher conferences, teachers will receive best practices for communication with parents during parent teacher conferences.

The school [handbook](#) includes the school's process for resolving parent concerns.

Russellville Youth Leadership Program is a program designed to engage parents in responsible parenting.

Arkansas IDEAS is used to provide professional development in parent involvement.

Staff meetings and staff handbook provide additional parent involvement training and best practices to involve parents in their child's education.

Counselors are a resource for teachers.

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?

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