

AR
Center Valley Elem School (Russellville School District)
5401 State Road 124
Russellville AR 72801
479-968-4540

School Parent and Family Engagement Plan

School Name:	Center Valley Elementary
Facilitator Name:	Angela McGuigan
Plan Review/Revision Date:	9/11/2019 , 10-4-19
District Level Reviewer, Title:	Leadership
District Level Approval Date:	Final Approval 10-4-19

Committee Members, Role:

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

First Name	Last Name	Position
Angela	McGuigan	Counselor/Parent Involvement Facilitator
Maegan	Pollack	Parent Involvement Committee Chair
Tami	Chandler	Principal
Kim	Meatheany	Community Member
Vicki	Pool	PTO Representative
Alyson	Ragsdale	Teacher

Committee Members, Role:

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

First Name	Last Name	Position
Chelsey	Cravens	Teacher
Kim	Wyborny	Reading Interventionist
Robin	Deaton	Teacher
Ashley	Dickey	Teacher
Victoria	Golden	Instructional Facilitator

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?

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. 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.

On September 16, 2019 a review was conducted to update the Family Engagement Plan. Revisions were made incorporate new family events, and update the Center Valley Elementary Calendar, and make needed corrections to follow any new guidelines. Input was requested, and feedback was welcomed from reviewers.

Center Valley Elementary will conduct a review of the plan again in the spring, and will encourage a greater amount of parent participation. Follow up reviews will be scheduled if needed.

[Family Kit Review Sign In Sheet](#)

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?

Title I meeting shall be scheduled at Center Valley prior to November 15, 2019 for reporting to parents and patrons the school's progress in meeting state and federal standards for achievement. 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; Center Valley: scheduled September 6, 2019 Title I Meeting and Report to Patrons. [Responsible: Tami Chandler, Principal prior to November 16 annually AR Standards for Accreditation of Schools, AR Act 603 2003]

[Title I Sign In Sheet](#)

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?

Center Valley Elementary will maintain, publish, and review regularly the Parent Involvement Plan . Parents, alumni, and the community will be encouraged to participate in building and district level long range planning.

The counselor will schedule a Watch Dog Dad Orientation meeting, to encourage dads to become active role models in the school. (For more information on this volunteer opportunity for fathers, please see our web site or contact Tami Chandler.)

Information will be on the school website and will be sent out to parents as other events are finalized.

Center Valley Elementary will publish and distribute Parent Packets annually in the fall, prior to October 1. The packets will include: School District Calendar; Classroom Management Plans; Grade Level Appropriate Homework Expectations; Parent tips to assist students with reading, writing and math skills; PTO Information; Quarterly Parent Volunteer Opportunities; Staff Roster with job duties listed; Web Page Information. [Responsible: Tami Chandler, Principal; Angela McGuigan, Learning Community Chair and Parent Involvement Facilitator Annually: October 1 2019/published by November 1, 2019] Copy of [Family Kit Review Sign In Sheet](#)

Center Valley Elementary will involve parents in the decision making process. Center Valley Elementary will annually survey parent interest in volunteering at school through a uniform survey sent with students, in partnership with the CVE PTO, during 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 list of ways a parent can volunteer will be included in the Family Information Kit. [Responsible: Angela McGuigan, Certified Parent Facilitator: Annually in August and September of 2019] AR ACT 603 2003

Center Valley has a designated certified parent involvement facilitator , Counselor, Angela McGuigan and 2nd grade teacher, Maegan Pollack, appointed by the building principal. Mrs. McGuigan 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: Tami Chandler, Building Principal, Angela McGuigan, Counselor: Annually in August and September of 2019] AR ACT 603 2003 AR ACT 307 2007, AR ACT 1469 and 397 2009

Parents will be consulted regarding planning for parent involvement and in the consideration of programs.

Center Valley teachers and principal , in compliance with ACT 307 of 2007 and ACT 397 of 2009: will provide weekly homework to evaluate student progress and parent nights to train parents in collaboration and implementation of homework.

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

Additional Parent Meetings and Events for Center Valley are included in a schedule/calendar on the District web page: <https://www.rsdk12.net/o/district/events>.

Center Valley 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: Tami Chandler, Principal: to notify designated directors, supervisors, and coordinators: Ongoing] ESEA TITLE I, SECTION 1111; Title VI; Title II ADA

Center Valley 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.

Center Valley School website will be maintained with appropriate parent involvement plans and information annually [Responsible: Tami Chandler, Principal to supply information to district technology web master, Annually by November 1, 2019] In addition, at Center Valley, the media specialist will maintain a building level website, Twitter, and Center Valley Facebook with pertinent information for parents and the community, and teachers at Center Valley will inform parents about classroom activities through notes, email, and Remind 101 or Dojo for their classrooms with pertinent information for parents.

Center Valley School leadership committee will collaborate with the School Resource Officer to address safety issues of the school environment such as parking, playground issues, and traffic control during arrival and dismissal. Counselor and Staff will provide continued instruction and intervention regarding bullying and promotion of positive behaviors/character education. The principal will document action and notification of parents. RESOURCES FOR PARENTS: Parents and teachers will be notified of the anti-bullying enforcement procedures that promote desired interaction between students of all grades.

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?

Center Valley Elementary has a detailed school-parent compact that was developed jointly with parents. Each year the compact provided to every family allowing feedback for recommended changes, along with the opportunity to ask questions.

The compact focuses on a strong collaboration for student success. The compact outlines the responsibilities of teachers, parents, and students respectively. A copy can be found [here](#).

[Compact Review Sign In Sheet](#)

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 School District annually receives more than \$500,000 in Title I allocation. The district reserves annually at least 1 percent for parent and family engagement activities. In accordance with the federal regulations, at least 90% of that 1% is allocated to Title I schools, with priority given to high-need schools. The free and reduced lunch population count from Cycle Two of the prior school year is used to assist in equitable distribution of funds to schools.

During the annual Title I meeting, the Center Valley Elementary Parent Involvement committee shared ideas on parent events that Center Valley would host throughout the year. During this time, purchases were discussed in regards to how the budget would be spent. It was shared that the Parent Involvement committee would be sharing updates throughout the year, and invite feedback as upcoming events arise. Center Valley will host a Facebook Live event on Monday, October 7, 2019, to discuss the current budget status, and get input from parents on how the remainder of funds will be spent throughout the rest of the year.

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?

Center Valley will maintain a coordinated parent involvement 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.

Center Valley 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 local Arkansas Better Chance for Success Providers Friendship Community Care, ABC Child Development Academy , and other providers.

Center Valley Parent Involvement Meetings will be held in September for K-4 students and their families. During

the meetings, parents will receive information regarding writing instruction and expectations. They will participate in similar experiences relative to their child's writing assessments. A list of activities is included as an attachment to this plan.

Center Valley will hold a STEAM Family Night for K-4 students and their families. Parents will receive information about STEAM instruction and engage with their child/ren in STEAM activities. The Center Valley nurse will provide articles on health related issues such as: fresh fruits and vegetables, food plate, outdoor activities, and what kids have to say about health. Parents will be invited to Bring Your Parent to PE week September 23-27.

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:

<https://www.rsdk12.net/o/district/page/board-of-education--575> Choose 6.7 Complaints.

Parents with suggestions or concerns about policy or procedure for parental complaints are encouraged to contact Dr. Danny Brackett, Assistant Superintendent (danny.brackett@rsdk12.net / Phone 479-968-1306); Mailing address is: Russellville School District P.O. Box 928 Russellville AR 72811.

Center Valley Parent Involvement Committee in collaboration with the District Parent Involvement 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 Center Valley 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: Parent Involvement Committee: Ongoing]

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?

Center Valley 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 21, 2019; February 11, 2020: 1:00-7:00 p.m.)

Parents are encouraged to participate in Parent Teacher Organizations and other parent programs, including review of Title One potential programs. [Parent Teacher Organization Registration Form](#)

Center Valley Elementary School Building staff will keep parents informed about parental involvement programs, meetings, and other activities in which they could be involved. [Copy of Fall Parent Volunteer Opportunities](#)

All such communication shall be, to the extent practicable, in a language the parents can understand. Parents are requested to contact Tami Chandler, 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 the school call-out system as well as Interpreters at regularly scheduled Parent Teacher and other conferences and meetings.

Center Valley 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.

Center Valley 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 Formative

Assessment data and teacher produced tests will be included in this process. Parents will receive ongoing information about the ACT Aspire assessment and Istation assessment in Arkansas and the District. [Responsible: Angela McGuigan, Counselor; Victoria Golden, Instructional Facilitator; Kari Turney, Elementary Director of Instruction: Ongoing]

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?

The annual review of the parent involvement policy 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 parent involvement 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 will be scheduled during the first quarter, for parent representatives from all buildings. A parent survey will be completed by December 2019 and the results compiled in February 2020 to be used at both the District and Building level to identify and address barriers to parental involvement, target areas of need as well as interest for parents, and evaluate activities conducted. [Responsible: District Instructional Technology Committee; District Parental Involvement/ACSIP Committee: by March 1, 2020.]

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)
