

AR
 Sequoyah Elementary School (Russellville School District)
 1601 West 12th Street
 Russellville AR 72801
 479-968-2134

School Parent and Family Engagement Plan

School Name:	Sequoyah Elementary School
Facilitator Name:	Trecia Willcutt
Plan Review/Revision Date:	9/17/2019 , 9-24-19
District Level Reviewer, Title:	Leadership
District Level Approval Date:	Final approval 9-24-19

Committee Members, Role:

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

First Name	Last Name	Position
Trecia	Willcutt	Family & Community Engagement Facilitator & Counselor
Barbara	McShane	Principal
Brad	Beatty	Assistant Principal/Instructional Facilitator
Carolyn	Mitchell	Parent
Teyah	Jarra	Classified Staff
Becky	McVay	Resource Interventionist

Committee Members, Role:

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

First Name	Last Name	Position
Leighann	Putnam	3rd Grade Teacher
Chelsea	Hickman	1st Grade Teacher
Tammy	Harrison	4th Grade Teacher

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?

1. Parents, alumni, and the community are invited to participate in our building level long range planning.
 2. Parents, community members, school staff, and member(s) of the administration review and make recommendations annually prior to the submission of the plan.
 3. A diverse group of representatives are invited; mixed genders, races, ages, and ethnicity
 4. Written recommendations were submitted to the committee after the annual review was completed.
 5. Additional parent meetings and events are included in a schedule made available in print and electronically.
-

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?

1. Title I meeting was held at Sequoyah on September 3, 2019. Topics addressed on the agenda were:
Curriculum for K-4, Academic Assessments used to measure student progress, proficiency level students are expected to meet, parent copies of their child's state assessment scores, information on how parents can file a grievance/complaint, information on how parents with disabilities are served through the process and their rights, and how to access the Arkansas Department of Education's website.
 2. Sequoyah Elementary will review with parents Title One, Part A of the Elementary and Secondary Act (ESEA) requirements for School Wide Status and Title I related Parental Involvement tasks as part of the study year process. [Responsible: Barbara McShane, Principal and Sequoyah Elementary ACSIP Committee: ongoing]
 3. Each school receiving Title I funding shall develop a plan for family and community engagement that includes the elements within the District policy and plan. The individual schools shall have family and community engagement plans developed with input from parents whose children participate in the Title I program, and shall annually involve parents in reviewing the Title I program, the policy, and the plan to ensure continued improvement.
-

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?

1. The plan is posted on the school website which includes the contact information of the parent facilitator:
Trecia Willcutt, trecia.willcutt@rsdk12.net, 479.968.2134.
2. The plan is available in a language the parents can understand.
3. A parent information packet is distributed annually which includes a link to the plan, who is responsible for each goal/task, a variety of opportunities for parents to get involved with a contact name and phone number, and a schedule of activities planned throughout the school year.
4. A parental involvement survey pertaining to student's education will be made available at Fall Parent/Teacher conferences.
5. Two-way meaningful communication is provided by two flexible scheduling parent/teacher conferences annually, information in alternate languages, take-home folders, school messenger, websites, and progress

reports.

6. PTO, Awards Assemblies, extra-curricular activities, academic tutoring, and home visits are all offered at various times; morning, afternoon, and evenings. (Parent Information Kit)

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?

1. Our School-Parent Compact was created and revised by parents and the leadership team collaboratively by outlining school, parent, and student responsibilities at home and at school.
2. School responsibilities include providing high-quality curriculum and instruction. Providing parents with frequent reports on their children's progress as well as reasonable access to staff. Providing parents opportunities to volunteer in classroom activities as well as planning, reviewing, and improving the school's parental involvement policy. School staff is encouraged to use volunteer surveys to compile a volunteer resource book listing interests and availability of volunteers. Parents are provided with a list of PTO meeting dates as well as volunteer opportunities which are available.
3. Parent responsibilities include ensuring student attendance, making sure homework is completed, promoting healthy sleeping and eating routines, along with communicating promptly and effectively with the school.
4. Students roles include but are not limited to: reading regularly at home, completing homework and returning to school, listening and following teacher directions, accepting responsibility for learning and behavior and respecting yourself and others.

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?

1. 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 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.
2. Funds may be used to support after school programs, family academic/activity nights and enrichment opportunities for kindergarten families through Family Activity Bags that provide Science, Engineering, Art and Music tasks for parents and student to collaboratively complete together.

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?

1. Sequoyah is fortunate to benefit from many community resources that impact our instructional programs. These include partnerships with Arkansas Tech University STEM Center and several university academic department. In addition community members and local experts come to share real world connections to concepts being taught. These include Elmo's crane service, Dr. Anothony Davis, a local neurologist, and a local meteorologist to name just a few.
 2. Staff and Kindergarten teachers plan and conduct a variety of transition activities to ensure the smooth transition of children from early childhood programs into school. Parent Center is maintained with information for parents. Location and availability is included in annual Parent Information Packet.
 3. Parents are encouraged to participate in the Parent Teacher Association and other parent programs, including review of Title One potential programs, and in Arkansas Comprehensive School Improvement Planning.
 4. Food Backpack Program partners with River Valley Food 4 Kids to provide food assistance for families.
 5. ATU sororities and fraternities conduct an annual shoe and food drive for our students.
-

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?

1. Parent meetings and events for Sequoyah are included in a schedule/calendar on the district web page. Sequoyah also posts a calendar on the school web site and a monthly calendar paper copy of scheduled events goes home with each student at the beginning of each month.
 2. Sequoyah teachers will send home curriculum based homework assignments which meet the needs of students. These will be sent home weekly. P.T.A. volunteer coordinator will work with teachers to provide tutors as needed.
 3. Sequoyah Elementary 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 made formative assessments and teacher produced tests will be included in this process.
 4. Parents Information Packets contain free-reduced lunch forms along with a medical form to inform school of any food allergies.
 5. Home & School Connection information brochures will go out monthly which are used to emphasize the importance of education, improve children's behavior and enhance family life, enhance school success, boost academics with fun activities, strengthen the home and school partnership, promote health and safety, and nurture character traits and build social-emotional skills.
-

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?

1. Parents will be notified as required regarding teacher licensure and school report card. All teachers at Sequoyah are listed as Highly Qualified and the school meets all Arkansas standards for accreditation.
2. The designated, certified Family and Community Engagement facilitator (Mrs. Willcutt) 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.

3. Sequoyah Elementary staff will ensure that all parents are welcomed in the school. The school strives to provide a warm and welcoming environment and an open invitation for families through multiple activities. (i.e. Grandparents Day, Academic nights, Awards Assemblies, Birthday lunch, guest speaking in a classroom, Tuesday morning helper, etc.)
4. Sequoyah Elementary will publish and distribute Parent Packets annually in the fall, prior to October 1. Packets will include a welcome letter from principal, a letter from the counselor, a registration form, medical form, internet policy form, home language survey, agricultural form, homeless survey, ARkids information, bus form, parent acknowledgement/permission form, demographics form, free-reduced lunch form, youngest child receives a calendar, 2 handbooks (the district elementary handbook and Sequoyah handbook), ANO Emergency Evacuation Instructions, and an insurance application.

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)
