

AR  
 Russellville Intermediate School (UE5G) (Russellville School District)  
 1201 West 4th Place  
 Russellville AR 72801  
 479-968-2650

### School Parent and Family Engagement Plan

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| <b>School Name:</b>                    | Russellville Intermediate School (Russellville Upper Elementary) |
| <b>Facilitator Name:</b>               | Maryann Baker  |
| <b>Plan Review/Revision Date:</b>      | 9/20/2019  |
| <b>District Level Reviewer, Title:</b> | Leadership   |
| <b>District Level Approval Date:</b>   | 9-20-2019  |

#### Committee Members, Role:

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

| First Name | Last Name | Position                      |
|------------|-----------|-------------------------------|
| Maryann    | Baker     | Parent Facilitator/ Counselor |
| Cathy      | Koch      | Principal                     |
| Julie      | Peters    | Parent                        |
| Christie   | Graham    | Parent                        |
| Amy        | Hart      | Instructional Support Staff   |
| Kelley     | Honghiran | Media Specialist              |

#### Committee Members, Role:

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

| First Name | Last Name | Position |
|------------|-----------|----------|
| Aaron      | Lensing   | Teacher  |
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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 Intermediate School will develop our parent and family engagement plan through collaboration with our parent involvement committee, comprised of staff and parent representatives. The plan will be reviewed by parent and faculty representatives annually for possible improvements to ensure continual improvement and engagement from all stakeholder groups.

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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?**

RIS is not a Title One 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 Intermediate School will post our family engagement policy on our school and district websites. The plan will be available to parents in English and Spanish to ensure equal access of the information to all stakeholders. In addition to the plan, the school will continually communicate calendar events in which parents are invited to participate through social media, the school website and Apptegy callouts.

All parents receive family kits at the beginning of each school year. Kits are distributed in English and/or Spanish and provide parents with ways they can be actively involved in their child's education. The kit includes a survey that parents can complete to indicate ways they would like to volunteer in the school as well as a calendar of events they may wish to attend.

Teachers communicate with parents using the Remind 101 app as well as school email or phone, at the preference of the parents to ensure regular, two-way communication regarding each student's progress. Information is provided to parents with instructions for accessing their child's grades online through the Home Access Center in eSchool.

Progress reports and report cards are sent home regularly throughout the year to inform parents of their child's academic performance. Parent conferences are held in October and February each year to allow for meaningful discussion between parents and teachers regarding student success in school.

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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?**

RIS is not a Title One 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?**

RIS is not a Title One 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 Intermediate School enjoys strong partnerships with our community. One important partnership is 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. ATU also partners with our school to host fifth grade camp each year. Students and Instructors from the Parks and Recreation Department at ATU join us in providing an outdoor educational experience for our students to learn about teamwork and to develop new friendships prior to their transition to middle school. River Valley Food for Kids is another important partner. Community sponsors make it possible for us to send home food backpacks to over 60 students each week. Our community supports our school in multiple ways, from fundraising for a needed banner to guest speakers that talk to students about the stock market.

Our Parent Teacher Organization (PTO) is extremely helpful in supporting our school programs. They provide each class a field trip to our State Capitol, and they help to support school competitions by purchasing our trophies and paying registration fees. They also host a yearly Good Manners Tea in which parents volunteer to help serve as students demonstrate skills learned through guidance lessons about social etiquette, meeting new people and connecting with others in positive ways. They help support our yearly camp experience which utilizes volunteers from ATU and Russellville High School as well as school and district staff. PTO members serve on committees and help make decisions about our school programs, such as the family engagement plan.

The school media specialist enlists the help of a local bookstore each year to motivate students to read more books. A local arcade works with our school and parent organization to provide incentives for students. PTO also helps our school provide a new paperback book for each child for their birthday.

Through the donations and support of our PTO, ATU and other community businesses, we work to ensure that all students at RIS have an equal opportunity to learning incentives and special school events.

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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?**

Parents are provided with information annually on ways they can help their child be more successful in school. Tips for helping with homework and school assignments are made available in family kits. Parents are informed of PTO meeting dates and membership forms are sent out in family kits in August of each school year.

Online videos are provided on our school website to support parents with math instruction/homework. Other online resources are made available as well through our school website. Our school offers live, social media and AppTegy callouts to inform parents of resources as well as school events.

ACT Aspire data is mailed home annually with information for understanding the student score reports. Parents are invited to schedule conferences (face to face or by phone) at any time to discuss question or concerns regarding their student.

Parent-Teacher conferences provide face-to-face discussions of the student's academic performance and progress. Interpreters are provided to ensure that all stakeholders are able to communicate.

Information about our school is shared through PTO meetings, the school website, social media and AppTegy.

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**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?**

RIS teachers receive training in parental involvement as required by the state. Teachers keep open communication with parents through Remind 101, email, phone calls, and conferences to ensure that all parents are informed of their child's progress and to learn from parents about the students they serve. Information sent home from the school is provided in English and Spanish to ensure that all parents are able to understand it.

RIS understands the important role that parents play in their child's education. The student handbook provides information about school events as well as school policies and the school's process for resolving parent concerns.

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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?**

RIS is not a Title One School.

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

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