



## RUSSELLVILLE JUNIOR HIGH SCHOOL

2000 West Parkway  
Russellville, AR 72801

Phone: 479-968-1599  
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### PARENT INVOLVEMENT PLAN 2015-2016 SCHOOL YEAR

Terra Hale, Parent Involvement Facilitator and Chair, Learning Community  
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Al Harpenau, Principal  
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Shavon Jackson, Assistant Principal  
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**Russellville Junior High School serves Eighth and Ninth Graders**

Free and Reduced Lunch Program Participation: 59%

*Russellville Junior High School is not identified as a Title One School Wide School*

**Russellville Junior High School**

## Serving Eighth and Ninth Grade Students

2015 AMO Status:

### Russellville Junior High School Parent Involvement and Learning Community Committee:

Terra Hale, Parent Involvement Facilitator  
Al Harpenau, Principal  
Shavon Jackson, Assistant Principal  
Matt Kordsmeier, Assistant Principal  
Aimee Mims  
Ben Goodman  
Courtney Jones  
Dylan Erwin  
Greg Hankins  
Kim Parker  
Jackie Bays  
Tracie Lovell

Jeff Kee  
Matt Howerton  
Cindy Kee  
Pam Gmaz  
Reese Carter  
Sandy Hocker  
Scott Johnson  
Sylvia Woods  
Tamara Laws  
Rebecca Ward  
Mary Blaylock  
Danna Hines

### Russellville Junior High School Parent Teacher Association:

2015-2016 School Year

*Please contact the school office for information on how to get involved*

PARENTS WHO NEED ADDITIONAL INFORMATION ABOUT THE  
RUSSELLVILLE JUNIOR HIGH SCHOOL PARENT INVOLVEMENT PLAN OR PARENT INVOLVEMENT  
REQUIREMENTS PLEASE CONTACT:

Al Harpenau, Principal  
[al.harpenau@russellvilleschools.net](mailto:al.harpenau@russellvilleschools.net)  
479-968-1599

## RUSSELLVILLE JUNIOR HIGH SCHOOL

Russellville Junior High School Mission Statement:  
Educating Every Student, Every Day ~ Whatever It Takes!  
Student Mission Statement:

## WHIRLWINDS:

Whirlwinds Have Individual Responsibility to Learn  
With Integrity, Nobility, Determination, and Sincerity.

PARENT INVOLVEMENT PLAN GOALS FOR 2015-2016:

**Russellville Junior High School's Learning Community/Parent Involvement Committee** prioritizes involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. The following components will be included in the four goals for our Parent Involvement Plan:

- Communication between home and school is regular, meaningful, and includes information from each view point.
- Responsible parenting and teaching is promoted and supported.
- Parents are very important to assisting student learning.
- Parents are welcome at school, and their assistance and support is welcomed and encouraged.
- Parents are full partners in decisions that are made about parent involvement.
- Community and other resources are made available to parents and teachers.

**GOAL ONE:** **Russellville Junior High School will engage in effective parental involvement strategies and support partnerships among school, parents, and the community to improve student achievement and to create a Learning community that promotes parent participation:**

**Russellville Junior High School will maintain, publish, and 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 parent involvement plan will be reviewed annually prior to the submission of the Building Arkansas Comprehensive School Improvement Planning (ACSIP), or by October 1 each year.

**Russellville Junior High School will publish and distribute Parent Packets annually in the fall, prior to October 1.** The packet includes: 2015-2016 Faculty; 2015-2016 Bell Schedule; 2014-2015 School Calendar; 2014-2015 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: Al Harpenau and Shavon Jackson Principals and Terra Hale, Parent Involvement Facilitator Annually: October 1 2015/published by November 1, 2015] ESEA TITLE I SECTION 1118, AR Act 603 2003 and Act 1002 2012.*

**Russellville Junior High School will involve parents in the decision making process** and consideration of programs.

**Russellville Junior High School will annually survey parent interest in volunteering** at school through a uniform District 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: Al Harpenau and Shavon Jackson, Principals; and Terra Hale, Certified Parent Facilitator: Annually in August and September of 2015] AR ACT 603 2003*

Russellville Junior High School will have a **designated certified parent involvement facilitator**, Terra Hale, appointed by the building principal. Ms. Hale 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: Al Harpenau and Shavon Jackson, Building Principals, and Terra Hale, Certified Parent Facilitator: Annually in August and September of 2015] 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.

**Russellville Junior High School teachers** will send home **curriculum based homework assignments** which meet the needs of students through differentiation and direct practice of skills. Teachers will communicate schedules individually.

**GOAL ONE CONTINUED:**

Russellville Junior High School will schedule seminar(s) to inform parents about **how to be involved in career and curriculum choices in secondary schools** through parent seminars. This is scheduled in the Spring annually and information will be sent out to all parents.

An **Annual Public meeting** shall be scheduled at **Russellville Junior High School** prior to November 15, 2015 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 2015. 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 12, 2015 Annual Public Meeting and Report to Patrons. *[Responsible: Al Harpenau, Matt Kordsmeier and Shavon Jackson, 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. Currently, all teachers at Russellville Junior High School are listed as Highly Qualified and the school meets all Arkansas standards for accreditation.

**Additional Parent Meetings and Events for Russellville Junior High School are included in a schedule/calendar on the District and school web page:** <http://rms.russellvilleschools.net/calendar>.

**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 parental involvement through support such as Interpreters and Translation and maintenance of barrier free building and meeting access, flexible scheduling, and other services. *[Responsible: Al Harpenau, Matt Kordsmeier, and Shavon Jackson, Principals: to notify designated directors, supervisors, and coordinators: Ongoing] ESEA TITLE I, SECTION 1111; Title VI; Title II ADA*

**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 parent involvement plans and information annually *[Responsible: Al Harpenau, Matt Kordsmeier, and Shavon Jackson, Principals to supply information to James Foster, Director of Instructional Technology and Web Master: Annually by November 1, 2015]* In addition, at Russellville Junior High School, the principals will maintain a building level website with pertinent information for parents and the community. Mainly teachers use online programs such as Remind to keep both parents and students up-to-date on class assignments and upcoming tests. The school has started using Remind this year to send out reminders on school happenings. 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.

**GOAL TWO: Russellville Junior High School will collaborate with Russellville School District to provide coordination in planning and implementing effective parental involvement:**

The following is **information about the State Parental Information and Resource Centers (PIRC) ESEA Section 5561-5566**

Jones Center for Families  
922 East Emma Avenue  
Springdale, AR 72764  
(479) 756-8090 phone  
(479) 750-7444 fax  
<http://www.thejonescenter.org/>

UAMS  
1 Children's Way Slot 512021B  
Little Rock AR 72202  
(501) 364-7580 phone  
(501) 364-1588 fax  
<http://www.parenting-ed.org/>

Arkansas Center for Effective Parenting  
Department of Pediatrics

AR State Parent Education Network  
<http://www.arkansasctf.org/apan.html>

**Russellville Junior High School will maintain a coordinated parent involvement program** where 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 ways to assist their children in learning. Teachers will communicate in the student assignment book as a way to notify parents of: (1) daily assignments/tests, (2) incomplete assignments, (3) special up-coming events, (4) behavioral infractions, and (5) other topics.

**Russellville Junior High School** teachers will work with parents and students to develop and implement Academic Improvement Plans (AIPs) based on the Arkansas Frameworks for all students 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:**

Russellville Board Policy (KN1-3 Grievance/Complaint Resolution) follows: The Russellville School District is open to grievances that arise through actions of its employees or the operating procedures and policies of the District. Complaints should begin as close as possible to the origin of the issue. It is the Board's expectation that grievances be initiated and hopefully satisfied at the level where the complaint started; however, the procedure outlined below provides clear paths for due process of issues that are not resolved at the building level. The Board expects the staff and the grieving party to be courteous when a complaint occurs. Parents are asked to contact the school or appropriate Central Office administrator during the work day. The Superintendent will assist parents when an issue is taken to the Board level. Student discipline issues cannot be grieved to the Board level except the following: when the Superintendent originates the punishment, or when the recommended punishment exceeds 10 days of suspension. This limitation follows existing Arkansas law. Personnel issues cannot be grieved to the Board level except in very rare instances. The highest level for personally identifiable personnel grievances is the Superintendent level. This policy which includes the procedures for filing a complaint or grievance are included in student handbooks annually and are also provided to parents upon request. Complaints/grievances shall be presented in the following sequences by type of complaint:

Instruction/Instruction Materials: 1. Teacher; 2. Principal; 3. Appropriate Central Office Administrator (assigned by the Superintendent); 4. Superintendent; 5. Board.

Discipline: 1. Teacher; 2. Principal; 3. Superintendent; (may request another Central Office Administrator to review the complaint for expediting the issue); 4. Board (long term suspension or discipline initiated by the Superintendent only).

School Personnel: 1. Teacher; 2. Principal; 3. Assistant Superintendent for personnel or other appropriate Central Office Administrator; 4. Superintendent; 5. Board (limitations occur when the complaint personally identifies an employee – the Superintendent will determine when a personnel issue can be grieved to the Board)

Transportation: 1. Bus Driver; 2. Director of Transportation; 3. Superintendent; 4. Board (limitations occur if the complaint is regarding a bus driver or student discipline issue)

Building Level Operations: 1. Principal; 2. Superintendent; 3. Board (limitations could occur when personnel issues are found within the complaint)

District Operations: 1. Appropriate Central office Administrator (assigned by the Superintendent);

2. Superintendent; 3. Board (limitations could occur when personnel issues are found within the complaint)

Board Operations and Policies: 1. Superintendent; 2. Board

Other possible categories of grievances may occur. The grieving party should contact the Superintendent for assistance when in doubt concerning how to proceed when the issue is outside the categories stated above. Grievances that are brought to the Board level should be in writing and submitted to the Superintendent by Wednesday of the week prior to a Board meeting. Regular meetings of the Russellville Board are the third Tuesday of each month unless changed by a majority of the Board members agreeing to the change.

**GOAL TWO CONTINUED:**

**Parents with suggestions or concerns** about policy or procedure for parental complaints are encouraged to contact Alene Bynum, Assistant Superintendent ([alene.bynum@russellvilleschools.net](mailto:alene.bynum@russellvilleschools.net) / Phone 479-968-1306); Mailing address is: Russellville School District P.O. Box 928 Russellville AR 72811.

**Russellville Junior High School 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 Russellville Junior High School 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]*

**GOAL THREE:** Russellville Junior High School will work to build and support parent and family capacity for strong parental involvement.

Russellville Junior High School will ensure the provision of annual training for all teachers and specialists, the principal, and certified parent involvement facilitator - and will provide the support necessary to enable them to plan and implement effective parental involvement activities (teachers: two or more hours annually; administrators three or more hours annually as part of the required 60 hours of professional development). *[Responsible: Al Harpenau and Shavon Jackson, Principals, or designee: by May 31, 2016]*

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. *[Building Principals and Teachers: October 26, 2015; February 9, 2016: from 3:00-8:00 p.m.]*

Parents are encouraged to participate in Parent Teacher Association 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 parental involvement 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 Al Harpenau and Shavon Jackson, 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 School Messenger as well as Interpreters at regularly scheduled Parent Teacher and other conferences and meetings.

**GOAL THREE CONTINUED:**

**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 transition to Common Core in Arkansas and the District.** *[Responsible: Al Harpenau and Shavon Jackson, Principal; Judy Pennington, Secondary Director of Instruction: Ongoing]*

**GOAL FOUR:** **Russellville Junior High School and Russellville School District will conduct, with the involvement of parents, ongoing evaluation of the content and effectiveness of the parental involvement policy and plans as they relate to strategies for increasing parental participation and identifying barriers to greater participation:**

**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. *[Responsible: District ACSIP and Parent Involvement Committee; prior to October 1, 2015 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 Parent Involvement Committee; prior to the September 15, 2015 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 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 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 parent survey will be completed by December 18, 2015 and the results compiled in February 2016 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, 2016]*

**Goal Four Continued**

**The existing parent involvement 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 2015 meeting. The Arkansas School Board Association Recommended Policies will be utilized in addition to Non Regulatory Guidance and other relevant resources. *[Responsible: Al Harpenau, Matt Kordsmeier, and Shavon Jackson, Russellville Junior High School Principals; Alene Bynum, Assistant Superintendent; Jenny Barber, Federal Programs Supervisor/ACSIP Chair: by January 5, 2016.]*

**The existing Russellville Junior High School parent involvement plan will be reviewed annually** for inclusion of appropriate content. *[Responsible: Al Harpenau, Matt Kordsmeier, and Shavon Jackson, Principals: prior to November 1, 2015]*

**RUSSELLVILLE SCHOOL DISTRICT****Randall Williams, Superintendent****Russellville School Board:**

Morgan Barrett

Chris Cloud

Breanne Davis

Allan George

Jami Mullen

Jeff Phillips

Wesley White

**RUSSELLVILLE SCHOOL DISTRICT VISION:**

Russellville School District Educates, Equips, and Empowers all students to be productive, contributing members of their school, their community, and their world.

**RUSSELLVILLE SCHOOL DISTRICT BOARD OF EDUCATION GOALS:**

- Goal #1: Be the “School of Choice” in our region for parents, students, and employees.
- Goal #2: Increase partnerships that create a unified community that values and supports education.
- Goal #3: All students achieve a level of preparedness and readiness to reach their individual potential so that businesses and universities SEEK OUT RSD STUDENTS!

\*All goals will include a culture of high expectations AT EVERY LEVEL.

## **Russellville Junior High School Parent Activities Planned 2015-2016 SCHOOL YEAR**

*INFORMATION FOR PARENTS ON HOW TO INCORPORATE DEVELOPMENTALLY APPROPRIATE LEARNING ACTIVITIES INTO THE HOME ENVIRONMENT, AND OTHER ACTIVITIES DETERMINED BY THE SCHOOL TO HELP A PARENT ASSIST IN HIS/HER CHILD'S LEARNING:*

Parent Teacher Conference October 26, 2015 and February 9, 2016

All About Me Day: May 20, 2016

Seminars about choosing courses and careers: Spring 2016

Information will be sent to parents as plans are finalized.

Please see the calendar on the web site or contact the school office for additional information.

### **VOLUNTEER OPPORTUNITIES AND CONTACTS AT Junior High School:**

Whirlwind Rally – Michelle Covington and Shandy Toland

Award Pictures – Michelle Covington

Teacher Hospitality – Holly Pace and Sandy Skartvedt

Volunteer Coordinator – Jennifer Saxton and Lisa Barnes

Fundraising – Mandi Cooper

Student Hospitality- Dianna Meadows and Rebecca Massey

Box Tops – Lori Tanner

Career Development – Cara Payne

Membership – Valerie Enchelmayer

Please contact Al Harpenau, Matt Kordsmeier, or Shavon Jackson at 479-968-1599 for other opportunities to volunteer.