



UPPER ELEMENTARY FIFTH GRADE SCHOOL

1201 West 4th Place
Russellville, Arkansas 72801
479-968-2650
Fax 479-967-5538

PARENT INVOLVEMENT PLAN 2016-2017 SCHOOL YEAR

MaryAnn Tallent, Learning Community Committee Chair, Counselor
maryann.tallent@russellvilleschools.net

Cathy Koch, Principal
cathy.koch@russellvilleschools.net

Upper Elementary Fifth Grade Elementary School serves Fifth Graders

Free and Reduced Lunch Program Participation: 64%

Russellville Upper Elementary Fifth Grade School

Serving Fifth Grade Students

2014 Annual Measurable Outcomes Status:

Achieving School in Literacy; Needs Improvement School in Math

Upper Elementary Fifth Grade School Parent Involvement and Learning Community Committee:

Mary Ann Tallent, Parent Involvement
Facilitator/Counselor
Meagan Green
Aimee Dixon
Cleo Clark
Steve Heaton
Rachel Hogue
Tracy Roberts

Cathy Koch, Principal
Amy Hart
Lisa Everhart
Lynda Clark
Donna Hendrix
Eva Jones
Shea Williamson
Valerie Enchelmayer, Parent

Upper Elementary Fifth Grade Elementary School Parent Teacher Organization: 2015-2016 School Year PTO Officers

Valerie Enchelmayer, President
Sara Jondahl, Secretary
Katie Van Es, Treasurer

**PARENTS WHO NEED ADDITIONAL INFORMATION ABOUT THE
UPPER ELEMENTARY FIFTH GRADE ELEMENTARY SCHOOL PARENT INVOLVEMENT PLAN OR
PARENT INVOLVEMENT REQUIREMENTS PLEASE CONTACT:**

Cathy Koch, Principal
cathy.koch@russellvilleschools.net
479-968-2650

RUSSELLVILLE UPPER ELEMENTARY FIFTH GRADE VISION AND MISSION

Our Vision

Our school vision is to offer a nurturing, learning environment where all the members of our learning community grow and achieve together. Our goal is for all of our staff, students, families, and community to be active participants in our learning journey.

Our Mission

Our mission is to deliver quality standards-based instruction that meets the needs of all our students and involves various members of our school community.

UE5G: Let your dreams TAKE FLIGHT!

PARENT INVOLVEMENT PLAN GOALS FOR 2016-2017:

Upper Elementary Fifth Grade Elementary 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: **Upper Elementary Fifth Grade Elementary 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:**

Upper Elementary Fifth Grade Elementary 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.

Upper Elementary Fifth Grade Elementary will publish and distribute Parent Packets annually in the fall, prior to October 1. Available in English and Spanish, our family kits include the following:

Enrollment information, student handbook, information about joining PTO, volunteer survey forms, district applications and enrollment forms, school map, supply list, map of traffic flow procedures, contact information for staff, information regarding how parents can help students succeed in school (six inserts regarding ways parents can help their students and be involved at school) *[Responsible: Cathy Koch Principal and Mary Ann Tallent, Parent Involvement Facilitator: August 2016] ESEA TITLE I SECTION 1118, AR Act 603 2003 and Act 1002 2011.*

Upper Elementary Fifth Grade Elementary will involve parents in the decision making process, and will involve them in decisions regarding Title One Parent Involvement expenditure decisions.

Upper Elementary Fifth Grade Elementary 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: Cathy Koch, Principal; and Mary Ann Tallent, Certified Parent Facilitator: August of 2016] AR ACT 603 2003.*

Upper Elementary Fifth Grade will have a **designated certified parent involvement facilitator**, MaryAnn Tallent, appointed by the building principal. Mrs. Tallent 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: Cathy Koch, Building Principal, and Mary Ann Tallent, Certified Parent Facilitator: Annually in August and September of 2016] 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.

Upper Elementary Fifth Grade teachers will send home **curriculum based homework assignments** which meet the needs of students through differentiation. These will be sent home weekly.

An **Annual Public meeting** shall be scheduled at **Upper Elementary Fifth Grade** prior to November 15, 2016 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 September 6, 2016. 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 Common Core State Standards, State and local student assessments, 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. Upper Elementary Fifth Grade: scheduled September 6, 2016, Annual Public Meeting and Report to Patrons. *[Responsible: Cathy Koch, Principal 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 Upper Elementary Fifth Grade are listed as Highly Qualified and the school meets all Arkansas standards for accreditation.

Additional Parent Meetings and Events for Upper Elementary Fifth Grade are included in a schedule/calendar on the District web page: www.russellvilleschools.net. Upper Elementary Fifth Grade also posts a calendar on the school web site.

Upper Elementary Fifth Grade Elementary shall maintain an identified Parent Center and maintain information for parents and will advertise selections available periodically. *[Responsible: Cathy Koch, Principal; Mary Ann Tallent, Certified Parent Involvement Facilitator; Ongoing]* Upper Elementary Fifth Grade's Parent Center is located in the School Counselor's office at the entrance to the building and is open to parents daily.

Upper Elementary Fifth Grade 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: Cathy Koch, Principal: to notify designated directors, supervisors, and coordinators: Ongoing] ESEA TITLE I, SECTION 1111; Title VI; Title II ADA*

Upper Elementary Fifth Grade Elementary 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.

Upper Elementary Fifth Grade Elementary School web site will be maintained with appropriate parent involvement plans and information annually *[Responsible: Cathy Koch, Principal to supply information to Ashley Snellenberger, RSD Communications Coordinator: Annually by November 1, 2016]*. In addition, at Upper Elementary Fifth Grade, the principal will maintain a building level website with pertinent information for parents and the community. Teachers are developing web pages as the school and district transition to Google Applications.

Upper Elementary Fifth Grade Elementary School leadership team, along with the Upper Elementary Fifth Grade staff and parents, will address any physical safety concerns in and around the building.

GOAL TWO: Upper Elementary Fifth Grade 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/apen.html>

Upper Elementary Fifth Grade Elementary 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.

Upper Elementary Fifth Grade Elementary 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. Additional communication means such as email, phone, and personal conferences will be utilized according to student need and parental preference.

UE5G will continue implementation of our Wellness Action Plan that (1) invites participation from all staff, students, parents and community members, (2) encourages positive choices which promote wellness in all of us, and (3) embraces the academic, cultural and socio-economic diversities of our learning community.

Upper Elementary Fifth Grade Elementary 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.

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)

GOAL TWO (continued):

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.

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

Upper Elementary Fifth Grade Elementary 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 Upper Elementary Fifth Grade 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: Upper Elementary Fifth Grade Elementary School District will work to build and support parent and family capacity for strong parental involvement.

Upper Elementary Fifth Grade Elementary will ensure the provision of 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; administrators three or more hours (according to Professional Development Guidelines, 2014-15 and every fourth year after) as part of the required 36 hours of professional development). [Responsible: Cathy Koch, Principal, or designee: by May 30, 2019.]

Upper Elementary Fifth Grade 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 24, 2016; February 7, 2017: from 1:00-7:00p.m.]

Parents are encouraged to participate in Parent Teacher Association and other parent programs, including review of Title One potential programs, and in Arkansas Comprehensive School Improvement Planning (ACSIP).

Upper Elementary Fifth Grade Elementary School Building 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 Cathy Koch, 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:

Upper Elementary Fifth Grade Elementary 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.

Upper Elementary Fifth Grade Elementary staff will provide resources to parents in ensuring that **parents receive assistance in understanding such topics as Common Core State Standards and student academic achievement standards** as well as state assessments. Formative assessments will be included in this process. **Parents will receive ongoing information about the transition to Common Core in Arkansas and the District.**
[Responsible: Cathy Koch, Principal; Dr. Chris Barnes, Elementary Director of Instruction: Ongoing]

GOAL FOUR: Upper Elementary Fifth Grade Elementary 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, 2016 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, 2016 School Board Meeting]*

The **Upper Elementary Fifth Grade 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.

[Responsible: District Instructional Technology Committee; District Parental Involvement/ACSIP Committee: by March 1, 2017]

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 2017 meeting. The Arkansas School Board Association Recommended Policies will be utilized in addition to Non Regulatory Guidance and other relevant resources. *[Responsible: Cathy Koch, Upper Elementary Fifth Grade Principal; Alene Bynum, Assistant Superintendent; Jenny Barber, Federal Programs Supervisor/ACSIP Chair: by January 6, 2017.]*

The existing Upper Elementary Fifth Grade Elementary parent involvement plan will be reviewed annually for inclusion of appropriate content. *[Responsible: Cathy Koch, Principal: prior to November 1, 2016]*

RUSSELLVILLE SCHOOL DISTRICT

Randall Williams, Superintendent

Russellville School Board:

Allan George, President

Wesley White

Morgan Barrett

Jami Mullen

Chris Cloud

Jeff Phillips

Breanne Davis

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. |

Upper Elementary Fifth Grade Parent Activities Planned 2016-2017 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:

August 10, 2016 – Meet the Teacher

September 6, 2016 – Open House/Parent Night

November 17, 2016 – Fall Musicals

Parents are invited to participate in field trips and assemblies. Dates will be announced throughout the year.

We will host a parent night in May 2017 for incoming families to ease their transition from the K-4 school setting to fifth grade. A specific date has not yet been set for this year. Information is relayed to parents through individual flyers, social media and the school automated call-out system regarding dates and times for events.

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

VOLUNTEER OPPORTUNITIES AT FIFTH GRADE:

We welcome volunteers who wish to give of their time at our school. We have volunteers who mentor or tutor students and others who work behind the scenes to support student wellness and success. We also welcome guest speakers and individuals who may wish to be involved by helping with projects or events. A volunteer survey is sent home each year to match parents to volunteer opportunities of interest to them. Volunteer survey data are filed at school for easy access by school personnel as volunteers are needed throughout the year.

For tutoring, contact: Mrs. Euvon Dunbar

For mentoring, contact: Mrs. Cathy Koch

For guest speakers or help with events, contact: Your child's classroom teacher

Please contact Cathy Koch at 479-968-2650 for additional information.