

ROMINE ELEMENTARY SCHOOL

3400 ROMINE RD

501.447.6300



PARENT AND FAMILY ENGAGEMENT PLAN AND INFORMATION PACKET

Tyrone Harris,
Principal

Debra Sloan, Co-Parent Facilitator
Dequonce Marbury, Co-Parent Facilitator

Little Rock School District
Romine Elementary School
2020-2021 Parent and Family Engagement Plan and Information Packet

School Mission: All stakeholders will collaborate to develop well-disciplined, motivated, high achieving students by providing high quality, differentiated instruction and interventions to meet the educational, social, and emotional needs of students.

Principal: Tyrone Harris
Parent Facilitators: Debra Sloan, Dequonce Marbury

Romine is a school-wide Title 1 school for grades P3-5th. The number of students on free and reduced lunch is 100%.

Parent & Family Engagement Committee Members

Tyrone Harris, Principal
Debra Sloan, IT Specialist/Parent Facilitator
Dequonce Marbury, Behavior Specialist, Parent Facilitator
Andrea Brooks, Counselor
Elizabeth Cranford, Resource Teacher
Margaret Thomas, Special Education Teacher
Stephanie Copes, 1st Grade Teacher
Kristin Shumate, 2nd Grade Teacher
Holly Bennett, Pre-K4 Teacher
Yvonne Roach, 4th Grade Teacher
Cecile Jones, Special Education Teacher
Teresa Knapp-Gordon, Media Specialist
Arthur Locke, Parent
Louis Portlock, Community Member

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JOINTLY DEVELOPED

Romine will

- Engage parents in the annual evaluation of the Title 1, Part A Program's parental involvement efforts through an annual perceptual survey using a comprehensive needs assessment completed by parents, teachers and students at the end of the year (Tyrone Harris, 447-6300) A team of teachers, parents and Title 1 staff will review the perceptual data and make changes and revisions for school improvement if necessary. The school will collect data and specific information for recording the number of annual VIPS hours for the school (Teresa Knapp-Gordon, 447-6306). In addition, data will be collected to record parent attendance for all scheduled parent conferences and attendance for Family Literacy/Math Night. Data will be collected to compare the current year Daily Attendance Rate with the previous year's Daily Attendance Rate (Tyrone Harris and the Romine Leadership Team, 447-6302). Parents will be given the parent interest survey at the Parent Teacher conferences in October. The results of the surveys will be reviewed by a school team made up of teachers, parents and Title 1 school staff, and plans will be made by the team to identify and use suggestions feasible to plan and implement (Tyrone Harris, 447-6300) Romine will sponsor an annual parent meeting to inform parents of the General Education Requirements for all students. Parents will be provided information of the district's requirement that all students participate in the Common Core Curriculum unless their parents or guardians or the students 18 years of age or older sign a waiver form to not participate.
- Collect evidence about satisfaction with the program and the school's efforts to increase parental involvement will be a part of the evaluation, the survey will also collect specific information on the (1) growth in number of parents participating in workshops and meetings; (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support student academic growth.
- Involve parents on school improvement planning committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.
- Ask parents to serve on curricular and instructional review committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.
- Engage parents in decision making about the allocation of its Title I, Part A funds for parental involvement. The parent/student handbook will be accessible online to all parents and guardians of enrolled students which will include information about the school's process for resolving parental concerns and issues of violations that apply to Title 1 (Title 1 Complaint Procedures, Part A). The District parent and family engagement plan may be reviewed and signed during parent teacher conference or other parent activities. In addition, upon the request and need, pertinent information will be provided to parents in an understandable language format. (Tyrone Harris, 447-6300).

ANNUAL TITLE I MEETING

Romine conducted an Annual Title 1 meeting on September 17, 2020 for all parents. This meeting will be held separately for the purpose of providing information, explanation and description of the school curriculum, and academic assessments used to measure student progress and information on proficiency levels students are expected to meet. Parental feedback will be generated through the use and distribution of a parent involvement survey given in the Fall 2020. The school will engage parents in decision-making about the allocation of its Title 1, Part A funds for parental involvement. The agenda, sign-in sheet and minutes will be collected and copies will be uploaded in our Title 1 Crate, and a copy kept in the school's file. The school shall submit evidence of the Title I meeting by completing the LRSD Annual Title I Verification Form and submitting to the Title I Office (November 2020).

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COMMUNICATIONS

Romine will communicate with parents to increase parent and family engagement and to support classroom instruction in the following ways: by distributing a monthly calendar of school activities (Tiffani Scott, 447-6300), monthly school wide events calendar and monthly lunch menu ; ParentLink messages by phone and email (Debra Sloan, 447-6321), posting grades weekly on eSchool for the intermediate level (classroom teachers), providing information of events and activities on the district and school webpages (Debra Sloan, 447-6321) and posting events on the school Twitter, Instagram, and Facebook pages, as well as Class Dojo and Schoology (Teresa-Knapp-Gordon, 447-6306). Teachers will create newsletters and have daily communication folders for students to show parents.

The school will have a Family Literacy and Math Night for the all grades in the Fall of 2020, and the Spring of 2021 to instruct parents on how to incorporate developmentally appropriate learning activities in the home environment. Primary and Intermediate teachers will be responsible for Family Nights. Contact your child's teacher if you have any questions.

Date Event Contact Person/Number

August 12, 2020 Open House Tyrone Harris, 447-6302

September 17, 2020 Annual Title I Meeting Debra Sloan, 447-6321, Dequonce Marbury 447-6314

October 5-9, 2020 Scholastic Book Fair Teresa Knapp-Gordon, 447-6306

November 19, 2020 Fall Fest Yvonne Roach, 447-6347

Fall 2020 Math and Literacy Night Kim Romain, 447-6300 Carletta Burchette, 447-6300

November 2020 – December 2020 Parent Partners Meetings, Yvonne Roach, 447-6347

October 26-30, 2020 Red Ribbon Week, Andrea Brooks, 447-6304

Each year the school will distribute informational packets to parents that will include a copy of the school's Parent and Family Engagement Plan, volunteer interest's survey, current school and district calendar of events and the staff contact information (Fall, 2020 and office staff 447-6303).

SCHOOL-PARENT COMPACT

The school developed a school-parent-student compact. This compact will describe and outline how the staff, parents and students will share responsibilities for improving student academic achievement and identify strategies for supporting their child's learning (Tyrone Harris, 447-6300 and designated staff). All stakeholders will sign the compact and a copy will be filed in each student's permanent record. The compact will be distributed to all staff, parents and students during parent teacher conferences on October 8-9 2020 and sent home to the parents who were unable to attend conferences.

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RESERVATION OF FUNDS

LRSD receives over \$500,000 in Title I Part A allocation, therefore, Romine receives an allocation for parents from the district's Title I reservation/set-aside. Romine Elementary will share with the parents during the Annual Title I Meeting that the district has allocated funds that will be used for family engagement activities and programs. As soon as Romine receives our annual parent and family engagement allocation, we will provide an update to the parents and begin using these funds to support parent & family engagement. Romine will ensure that there is ample time to provide a description/explanation of Title I reservation of funds and what the funds will be utilized for, school curriculum, information on forms of academic assessments used to measure student progress.

Parent will receive a survey to provide input on how the funds should be used to increase parental and family engagement.

COORDINATION OF SERVICES

Parents will be informed through the ParentLink messages, Facebook, Instagram, Twitter, Class Dojo, emails, Schoology and website updates about opportunities to volunteer in the schools (Debra Sloan, 447-6321 and Teresa Knapp-Gordon, 447-6306). Pre-School Meet and Greet will provide parents and community connections with the need for and training of volunteers. Parents will also receive information through Romine's PTA meetings, which will be held at least once each quarter.

Romine will hold its Title 1 annual meeting on September 17, 2020 to inform parents of their right to be involved in planning and reviewing of our improvement goals and to describe to parents the curriculum used in the school's academic program. In addition, the various assessments and academic expected proficiency levels were discussed. Parental feedback will be generated through the use and distribution of a parent involvement survey given in the Fall 2020. The school will engage parents in decision-making about the allocation of its Title 1, Part A funds for parental involvement. General body PTA meetings, PTA executive board meetings, and Romine Leadership meetings will be scheduled intermittently for this decision-making process. Romine will coordinate and integrate parent and family engagement strategies through programs and best practices such as Arkansas Better Chance and HIPPIE. We will also take advantage of volunteer and community resources by forming school partnerships with local businesses and school volunteers to support the process of school improvement efforts in meaningful ways.

BUILDING CAPACITY OF PARENTS

Parents will be provided with their eSchool and Schoology passwords and may use a school computer to check grades, use Schoology and check educational websites when necessary (Debra Sloan, 447-6321). A parent resource kiosk is located in the front foyer. Additional resources are available inside the Romine Parent Center located in room #16. Parents will be encouraged to take free materials from the Parent Center. Parents may use the parent center to access resources such as parent magazines, books and other informative materials regarding responsible parenting skills, upcoming school and district sponsored parent involvement activities, health related materials and information on community agencies. In addition to these materials, parents may schedule the parent center for conferences and meetings (call the Parent Facilitator, Debra Sloan (447-6321), Dequonce Marbury (447-6314) to schedule use of the room) as well as have access to the computers. As Title I funds are available, the school will purchase parenting books and other related resources in English and Spanish translated versions to assist parents in supporting their child's learning at home.

The school will have a Family Literacy and Math Night for the all grades in the Fall of 2020 and Spring of 2021 to instruct parents on how to incorporate developmentally appropriate learning activities in the home

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environment. The school will provide training for parents on how to use Schoology to facilitate with virtual instruction. Primary and Intermediate teachers will be responsible for Family Nights. Contact your child's teacher if you have any questions.

Romine will plan the following meetings to increase parent and family engagement, and to build staff and parent capacity: Open House on August 12, 2020 where we will communicate district and school goals, give an overview of ACT 397, Comprehensive Literacy Program, Schoology, Mathematics curriculum, Mental Health and Counseling services, and Self-Contained Programs. Romine will provide a parent training on Schoology on August 20, 2020. Romine's teachers will schedule and conduct four Parent/Teacher conferences days on October 8 and 9, 2020 and February 11 and 12, 2021. Teachers will collaborate and discuss with parents their child's progress in class including IEP's and 504 plans. We will encourage parents including, but not limited to, the following ways: volunteer in their child(ren)'s classroom as reading buddies, teacher assistance, field trip chaperones, lunch time, etc. Parents may also volunteer in various ways during the Scholastic Book Fair, Grandparent's Day, hall monitors, Honors Award Assemblies, Red Ribbon activities, Pre-K Ceremony, and help at the Pre-K and fifth grade transition ceremonies in May. Parents are encouraged to volunteer at least three (3) hours per month at the Fall Fest (Yvonne Roach, 447-6347), and/or Community Helpers Day, Spring 2021.

BUILDING CAPACITY OF SCHOOL STAFF

The school staff will participate in at least two hours of professional development in effective parent involvement strategies. Parents and community members will be provided with opportunities to support the instructional programs at Romine through programs such as Volunteers in Public Schools (VIPS), (Teresa Knapp-Gordon, 447-6306) Guest Readers (Teresa Knapp-Gordon, 447-6306) and Career Day, Andrea Brooks, 447-6304. Brief training sessions will provide parents and community members with information and school policies on discipline and organizational procedures they need to follow in order to put them at ease and make their volunteer experience pleasant and successful (Tyrone Harris, 447-6300).

Romine will plan the following meetings to increase parent and family engagement, and to build staff and parent capacity: Open House on August 12, 2020 where we will communicate district and school goals, give an overview of ACT 397, Comprehensive Literacy Program, Mathematics curriculum, Mental Health and Counseling services, and Self-Contained Programs. Romine will schedule a training for parents on the new learning management system, Schoology on August 27, 2020. Romine's teachers will schedule and conduct four Parent/Teacher conferences days on October 8-9, 2020 and February 11-12, 2021. Teachers will collaborate and discuss with parents their child's progress in class including IEP's and 504 plans. We will encourage parents including, but not limited to, the following ways: volunteer in their child(ren)'s classroom as reading buddies, teacher assistance, field trip chaperones, lunch time, etc. Parents may also volunteer in various ways during the Scholastic Book Fair, Grandparent's Day, hall monitors, Honors Award Assemblies, Red Ribbon activities, Pre-K Ceremony, and help at the Pre-K and fifth grade transition ceremonies in May. Parents are encouraged to volunteer at least three (3) hours per month at the Fall Fest (Yvonne Roach, 447-6347), and/or Community Helpers, Spring, 2021.

The school's principal has identified school parent facilitators for the purpose of communicating regularly with parents regarding school program activities for home-school connection. Due to increased social media access, our school website, Twitter, and Facebook pages will be updated regularly. Our technology specialist will design and implement a school ParentLink telephone message system that will call every parent who provides the school with a working telephone number weekly to announce all school related activities and events (Debra Sloan, 447-6321).

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BUILDING CAPACITY - DISCRETIONARY

Romine Elementary School is a member of Johns Hopkins University of National Network of Partnership Schools (NNPS). The NNPS School, Family, and Community Partnership model is designed to enhance parent participation and involvement in the school and community. The model is research based and references six types of involvement: parenting, communicating, volunteering, student learning, decision-making, and collaborating with the community. To support the six types of involvement, Romine participates on the LRSD NNPS West Schools Cluster Team. For more information, Contact the Parent Facilitators: Debra Sloan, Dequonce Marbury.

Parents will be informed through the ParentLink messages, Facebook, Instagram, Twitter, Schoology, ClassDojo, emails and website updates about opportunities to volunteer in the schools (Debra Sloan, 447-6321 and Teresa Knapp-Gordon, 447-6306). Pre-School Meet and Greet will provide parents and community connections with the need for and training of volunteers. Parents will also receive information through Romine's PTA meetings, which will be held at least once each quarter.

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ROMINE 2020-2021 STAFF

<i>Position</i>	<i>Name</i>	<i>Rm</i>	<i>Email</i>	<i>Phone</i>
Principal	Tyrone Harris	Off.	tyrone.harris@lrzd.org	447-6302
Secretary/Bookkeeper	Tiffani Scott	Off.	tiffani.scott@lrzd.org	447-6303
Classroom Teachers				
Pre-Kindergarten3	Dana Broadway	26	dana.broadway@lrzd.org	447-6348
Pre-Kindergarten3	Dolores Hill	25	dolores.hill@lrzd.org	447-6323
Pre-Kindergarten4	Holly Bennett	24	holly.bennett@lrzd.org	447-6316
Kindergarten	Ryan Westin	13	ryan.westin@lrzd.org	447-6352
Kindergarten	Aliyah Fountain	10	aliyah.fountain@lrzd.org	447-6353
1st Grade	Stephanie Copes	12	Stephanie.copes@lrzd.org	447-6326
1 st Grade	Meri Caldwell	8	meri.caldwell@lrzd.org	447-6319
2 nd Grade	Kristin Shumate	18	kristin.shumate@lrzd.org	447-6310
2 nd Grade	Olivia Minjares	19	olivia.minjares@lrzd.org	447-6345
3 rd Grade	Sharronda Threet	4	sharronda.threet@lrzd.org	447-6342
4 th Grade	Yvonne Roach	6	yvonne.roach@lrzd.org	447-6347
5 th Grade	Erin Burts	5	erin.burts@lrzd.org	447-6341
Specialists				
Counselor	Andrea Brooks	2	Andrea.brooks@lrzd.org	447-6304
Library/Media Specialist	Teresa Knapp-Gordon	MC	teresa.knapp-gordon@lrzd.org	447-6306
Resource	Elizabeth Cranford	15	elizabeth.cranford@lrzd.org	447-6327
K-2 nd Grade	Cecile Jones	14	cecile.jones@lrzd.org	447-6355
3-5 th Grade	Margaret Thomas	3	margaret.thomas@lrzd.org	447-6350
Gifted/Talented	Nona Whittaker	30	nona.whittaker@lrzd.org	447-6333
Reading Recovery Specialist	Jill Gaither	28	jennifer.gaither@lrzd.org	447-6330
Math Facilitator	Kim Romain	22	Kimberly.romain@lrzd.org	447-6309
Literacy Facilitator	Carletta Burchett	22	carletta.burchett@lrzd.org	447-6343
Behavior Interventionist	Dequonce Marbury	6	dequonce.marbury@lrzd.org	447-6314
Music Specialist	Brian Hamby	32	Brian.hamby@lrzd.org	447-6325
Instructional Technology	Debra Sloan	11	debra.sloan@lrzd.org	447-6321
Speech Therapist	Jada Richardson	27	jada.richardson@lrzd.org	447-6324
Nurse	Kami Grisham	Off.	kami.grisham@lrzd.org	447-6305
Art Specialist	Andrea Cheshier	29	andrea.cheshier@lrzd.org	447-6390

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PE Specialist	Trevor Wine	31	trevor.wine@lrsd.org	447-6392
Parent Center		16		447-6339
Special Ed.	Carolyn Jordan	17	carolyn.jordan@lrsd.org	447-6358
SpEd. Testing	Mr. Hopps	21a	George.hopps@lrsd.org	447-6357
Life Strategies	Sherita Bilson	20		447-6346
Support Staff				
K-2, 3-5 Program Paraprofessionals	Christopher Holmes, Annette Lee, Chris Wallace Lachelle Thomas			
Pre-K Program Paraprofessional	Terecia O'Gwin, Tara Stewart, Tyesha Liggins-Acklin, Jessica Howard			
Paraprofessionals	Monekia English, Alicia Gray, Yuris Fuentes			
Custodians	Raymond Baltimore-Head, Jerry Elliot, Margaret Smith, Wanda Bridgeforth			447-6308
Food Service	Joseph Stewart-MGR, Natalie Martin, Deanna Ousely, Sheila Price			447-6307
			Teachers' Lounge	447-6356

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ROMINE ELEMENTARY SCHOOL
PARENT/STUDENT/SCHOOL COMPACT 2020-2021

Each party enters into this agreement to contribute to an effective educational program for each of our children. To achieve this school-wide goal each party is encouraged to:

PARENT WILL:

- *Send my child to school on time every day and avoid early checkouts.
- *Call 447-6300 or send a note when my child is absent.
- *Read aloud to or listen to my child read every night. Make sure that children are reading school library books.
- *Provide a quiet time and location each night for my child to read and study.
- *Establish a scheduled time for students to log into Schoology and facilitate student completion of virtual assignments.
- *Check student progress and grades on eSchool Plus and Schoology daily.
- *Ask my child about school each day.
- *Participate in a minimum of two Romine Special Activities which include:

Back to School Night	Literacy/Math Night	Field Trips
PTA	Programs	School Volunteer
- *Praise my child every day! A praised child is a happy, productive, and successful child.

STUDENT WILL:

- *Read every night.
- *Complete and return homework assigned.
- *Do quality classwork and homework both online and offline. During Virtual Learning, will log on daily and complete assignments in a timely manner.
- *Be a good class and school citizen.
- *Show respect to all adults, students, and school property.
- *Use problem solving steps to resolve situations.
- *Take notices home to parents and share about daily learning.
- *Wear my school uniform daily and/or spirit shirt on Friday.
- *Take pride in myself and my school.
- *Have a positive attitude and do my best every day.

SCHOOL WILL:

- *Develop a friendly, caring, motivational and safe environment.
- *Provide regular communication between school and home.
- *Provide high expectations.
- *Develop and implement interesting grade level curriculum, which requires children to use multiple intelligences, with engaging activities.
- *Develop and implement differentiated instruction to meet the needs of all learners. Provide Virtual Instruction through Schoology.
- *Promote student decision-making, self-confidence, and responsibility.
- *Assist parents with online technology, such as MyON, Lexia, Rosetta Stone, Schoology, and eSchool.
- *Actively encourage parental involvement and PTA membership.
- *Require students to actively engage in reading and math activities.

----- Student Signature
Date

----- Parent Signature
Date

----- School Signature (Teacher)
Date

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September 1, 2020

Romine Elementary School

3400 ROMINE RD
501.447.6300

Dear Parents and Guardians:

The Parent Involvement Committee is working to give you more resources that will help you and your child to be more successful at Romine. We are in the process of building an email database that we will use to send you important information as well as exciting opportunities and events occurring at Romine. Please answer the following questions and have your child return this letter to their teacher as soon as possible. If you have any questions, please contact Mrs. Brooks at 447-6304, andrea.brooks@lrsd.org, or Ms. Sloan at 447-6321, debra.sloan@lrsd.org.

1. What is your child's name? Please list all students who attend Romine.
2. Who is your child's teacher?
3. What is your email address EXACTLY?

Please fill out and return to your child's teacher as soon as possible!

Thank you!

Romine Elementary School Parent Interest Survey

1. What are your hopes and dreams for your child?
2. How can you partner with your child's teacher to ensure that the academic hopes and dreams that you have for your child will be realized?
3. What day(s) will you volunteer in your child's classroom this month?
4. What are you interested in doing as a volunteer at Romine this school year?
5. How often will you communicate with the school staff this year about your child's progress both academically and socially?

Please return this survey to Debra Sloan or Dequonce Marbury, Parent Facilitators

Thank you!

Ways for Parents and Families to be Involved at Home

**Facilitate instruction for virtual learning on [Schoology.com](https://www.schoology.com)
Reading with your child**

20 minutes a day is all it takes to build key reading

Here are 6 ways to build a better reader during the elementary school years

1. Create reading habits and read every day
2. Talk about pictures and ask questions while reading
3. Snuggle up close with a book before bed
4. Share different kinds of books (stories, nonfiction, poetry)
5. Read favorite books again and again!
6. Read with expression...it's more fun!

Good readers are made on the laps of parents!

This link has some good information about why homework is important:
<http://www.scholastic.com/teachers/article/homework-why-it-important>

This website is quite informative about attendance in school:
<http://www.attendanceworks.org/about/why-it-matters/>

**You can also find information about homework and the attendance policy in the
LRSD Student Handbook**

**For more information and resources, please visit our school Parent Center in
Room 16**

PTA Membership:

If you would like to become a member of Romine's Parent Teacher Association, the fee is \$5. If you are interested, please call the school at 501.447.6300

Six Types of Involvement: Keys to Successful Partnerships

TYPE 1

Parenting

Assist families with parenting skills and setting home conditions to support children as students. Also, assist schools to better understand families.

TYPE 2

Communicating

Conduct effective communications from school-to-home and from home-to-school about school programs and student progress.

TYPE 3

Volunteering

Organize volunteers and audiences to support the school and students. Provide volunteer opportunities in various locations and at various times.

TYPE 4

Learning at Home

Involve families with their children on homework and other curriculum-related activities and decisions.

TYPE 5

Decision Making

Include families as participants in school decisions, and develop parent leaders and representatives.

TYPE 6

Collaborating with the Community

Coordinate resources and services from the community for families, students, and the school, and provide services to the community.

Epstein, et. al. 2002. *School, Family, and Community Partnerships: Your Handbook for Action, Second Edition*. Thousand Oaks, CA: Corwin Press, Inc.