

**Little Rock School District  
Romine Elementary School  
2016-2017 Parent Involvement Plan**

**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: Ms. Suzanne Ray Proctor**  
**Parent Facilitator: Tonya Sproles**

Romine is one of the LRSD's Focus Schools. We are a school-wide Title 1 school for grades PreK-5th. The number of students on free and reduced lunch is 92%.

**Parent Involvement Committee Members**

Staff	Parents
Suzanne Ray Proctor, Principal	Tonya Baker, PTA President
Tonya Sproles, Counselor/Parent Facilitator	Amanda Jones, Parent
Holly Bennett, Pre-K Teacher	Alice Fulton, Parent
Elizabeth Cranford, 1 <sup>st</sup> Grade Teacher	Darryl Baker, Parent
Michelle Joseph, 1 <sup>st</sup> Grade Teacher	
Margaret Thomas, 3 <sup>rd</sup> -5 <sup>th</sup> Grade Teacher	
Demetria Moragne, Special Education Teacher	
Debra Sloan, IT Specialist	

Romine will communicate with parents to increase parental involvement and to support classroom instruction in the following ways: by distributing a monthly calendar of school activities (Office secretary 447-6300), Quarterly Second Cup of Coffee (PTA), School Wide Events Calendar and monthly lunch menu (Tonya Sproles, 447-6304); Blackboard messages weekly by phone and email (Debra Sloan, 447-6321), posting grades weekly on Edline for the intermediate level (Intermediate level teachers), providing information of events and activities on the district and school webpages (Debra Sloan, 447-6321) and posting events on the school Facebook page (Ryan Westin, 447-6352). Teachers will create weekly newsletters and have daily communication folders for students to show parents.

Romine will plan the following meetings to increase parent involvement, and to build staff and parent capacity: Open House on September 1, 2016 where we will communicate district and school goals, give an overview of Indistar, ACT 397, Comprehensive Literacy Program, Mathematics curriculum, counseling services and Self-Contained Programs. Romine's teachers will schedule and conduct two Parent/Teacher conferences on October 14, 2016 and

February 20, 2017. Teachers will collaborate and discuss with parents their child's progress in class including AIP's, IRI's, 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 assistances, field trip chaperons, lunch time, etc. Parents may also volunteer at the Mustang Store, Book Fair, Grandparent's Day, hall monitors, Honors Award trips, Character Assemblies, Red Ribbon Rally, 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 Carnival (Yvonne Roach, 447-6347), the Walk and Talk (Ryan Westin, 447-6352), and/or Career Day (Tonya Sproles, 447-6304).

Parents will be informed through the Blackboard messages, Facebook, emails and website updates about opportunities to volunteer in the schools (Debra Sloan, 447-6321). A 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 on the third Thursday of each month.

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), (Holly Tidball, 447-6325) Guest Readers (Chanetta Case, 447-6306) and Career Day (Tonya Sproles, 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 (Suzanne Ray Proctor, 447-6300).

The school will have a Family Literacy and Math Night for the primary and intermediate grades in March, 2017 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.

<b>Date</b>	<b>Event</b>	<b>Contact Person/Number</b>
November 4, 2016	Fall Carnival	Yvonne Roach, 447-6347
November 15,2016	VIPS Day Guest Readers	Chanetta Case, 447-6306
September 9-16, 2016	Scholastic Book Fair	Chanetta Case, 447-6306
March 2017	Math and Literacy Night	Tyronza Walker, 447-6309 Lashay Carr, 447-6330
September 30, 2016	Fiesta	Holly Tidball, 447-6325
September 2016 – May 2017	Monthly PBIS Mustang Money Good Behavior Store	Courtney Davis, 447-6353
October 24-28, 2016	Red Ribbon Week	Tonya Sproles, 447-6304

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 (Suzanne Proctor, 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 14, 2016 and sent home to the parents who were unable to attend conferences.

Romine held its Title 1 annual meeting on September 1, 2016 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 (Tonya Sproles, 447-6304). 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 parental involvement strategies through programs and best practices such as Arkansas Better Chance, HIPPY, and Accelerated Reader. 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 (Tonya Sproles 447-6304).

Parents will be provided with their Edline passwords and may use a school computer to check grades and check educational websites when necessary (Debra Sloan, 447-6321). A parent resource kiosk is located inside the Romine Parent Center in room #8, and parents will be encouraged to take free materials from the kiosk. 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 office to schedule the room, 447-6300) as well as have access to the computer(s). 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.

Indistar will also be available for parents to view and offer input through the Parent Involvement or Romine Leadership Committees. Each year the school will distribute informational packets to parents that will include a copy of the school's parental involvement plan, volunteer interest's survey, current school and district calendar of events and the school's parent handbook (Tonya Sproles, 447-6304 and office staff 447-6300). 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 school's principal has identified a school parent facilitator 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 and Facebook pages will be updated regularly. Our technology specialist will design and implement a school Blackboard telephone message system that will make weekly calls to every parent who provides the school with a working telephone number to announce all school related activities and events (Debra Sloan, 447-6321).

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 (Suzanne Proctor, 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 (Holly Tidball, 447-6325). 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 (Suzanne Proctor and the Romine Leadership Team, 447-6300).

Parents will be given the parent interest survey at the beginning of each school year. 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 (Suzanne Proctor, 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 (Suzanne Proctor, 447-6300).

Romine conducted an Annual Title 1 meeting on September 1, 2016 for all parents. This meeting was held separately from the Open House for the purpose of providing information, explaining and describing the school curriculum, and identifying academic assessments used to measure student progress and information on proficiency levels students are expected to meet. The agenda, sign-in sheet and minutes will be collected and copies will be sent to the district's office of Federal Programs/Title 1 and a copy kept in the school's file (Suzanne Proctor, 447-6300).

### **National Network of Partnership Schools**

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 Facilitator: Tonya Sproles (447-6304).