



Landmark Elementary School  
2023-2024 School Engagement Plan



School Information	
<i>School Name</i>	Landmark Elementary School
<i>School Engagement Facilitator Name</i>	Nicole Beirne
<i>Plan Revision/Submission Date</i>	May 25, 2023
<i>District Level Reviewer Name, Title</i>	Dr. Darnell Bell, Director of Federal Programs & Professional Development
<i>District Level Approval Date</i>	
<i>Committee Members &amp; Roles</i>	Rachel Stevens, Principal Nicole Beirne, School Counselor & Engagement Facilitator Kathryn Pruss, Instructional Facilitator Latasha Kimbrough-Tate, Primary Teacher Shay McCollum, Intermediate Teacher, Parent Kelly Emerson, Art Teacher Chelsea Pilkington, PTO Representative Gabriela Vega, Parent

### **1. Jointly Developed**

Describe how the School works with parents and families to develop and review relevant plans, policies, and strategies related to engagement.

Landmark Elementary School (LMES) values the relationship with families and our school. Family members are surveyed formally and informally throughout the school year to identify needs and perceptions to strengthen our school engagement. Family members are then asked to serve on the LMES Engagement Committee and to take part in the District Engagement Training in order to give and receive feedback about strengths, weaknesses, and desired change. This information is shared with the LMES Engagement Committee to collaboratively develop the Engagement Plan.

We requested representation from different individuals, both staff and parents that represented a variety of the demographic of students that attend our school. We included a member on our Engagement Committee that is bilingual in order to serve our growing Spanish-speaking population better.

## 2. Communication

Describe how the School will communicate with and distribute information to parents and families.

At Open House, the Engagement Plan will be made available to anyone who would like a copy. There will also be a QR code that families can scan to see the electronic version. This QR code will be on a flyer that includes information such as recommended roles for parents, students, teachers, and LMES; ways to get involved, including the volunteer application and survey; and a QR code to the LMES Family Google Calendar. Families will also receive contact information from their teachers at Open House on other specific ways to get involved and ways the teacher prefers to communicate. We will also provide all of this in Spanish as well.

LMES distributes various flyers in both English and Spanish via paper and electronic methods. Students also have daily take-home folders or agenda books. Family members receive interim reports four times per year as well as quarterly report cards. LMES utilizes Schoology as the learning management system and actively uses the website and Facebook page to send out updates. When necessary, text messages can be sent to parents through the Thrillshare platform. Teachers and staff also utilize SchoolStatus to communicate via messaging and phone calls with families. This allows for auto-translation for our Spanish-speaking families. TAC or teacher access center and HAC or home access center on eSchool allow for families to look at grades and receive updates on attendance. Events will also be put onto an LMES Family Google Calendar that will be updated throughout the year. The district website, [www.pcssd.org](http://www.pcssd.org), and the school's website, [www.landmark.pcssd.org](http://www.landmark.pcssd.org), will be available to parents and guardians to provide information concerning the district and school.

When families need to meet with the school, appointments can be made, and every effort to cover classes and work with the family's schedule is considered. We incorporate translators whenever necessary. We also do phone conferences and conferences through Google Meet when requested.

### 3. Building Staff Capacity

Describe activities that will be used with School staff to build their capacity to work with parents as equal partners.

Teachers are required to receive two hours of professional development training every four years on parent involvement. The engagement facilitator, designated by the school principal, also provides meaningful training for staff and families on fostering engagement in the school. The LMES Engagement Facilitator will also share any professional development opportunities with teachers and staff, as she is aware. LMES values the contributions and equal partnerships with families and takes time to train all staff on ways to communicate using various methods such as SchoolStatus, Schoology, email, take-home folders, flyers, and more.

LMES has various events for families to participate in, such as the PBIS Picnic, awards ceremonies, music programs, dances, Title I Night, Literacy and Math nights, field day, and more. Families are encouraged to volunteer and participate in school events.

The PCSSD Handbook is to be used as the governing document for LMES. The school's process for resolving parental concerns (defining the problem, the chain of command, and how to develop solutions) can be found in the PCSSD Handbook and is available in both English and Spanish. There is a copy available online, and a printed copy is available upon request.

#### 4. Building Parent Capacity

Describe how the School provides opportunities to build parents' capacity to play a role in their children's academic success. This may include conducting workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings or providing equipment or other materials.

LMES will provide informational packets at Open House that describe curriculum used at LMES, how students are assessed throughout the year at the State and Local level, and how to access more information on academic standards students are expected to meet.

LMES provides assistance to parents in understanding the requirements of Title I through family events, informational packets, and the district website. Teachers give contact information through SchoolStatus so families can ask questions about their child's progress. Families also receive interim reports and report cards. State and local assessment reports are also given. Teachers also give information on various events throughout the school. Parent/Teacher conferences are an important time for families to come together with educators to discuss how to improve the achievement of their children.

Teachers provide a list of grade-appropriate skills for parents to help their child and the beginning of the year. LMES provides literacy summer kits from Scholastic and information on summer programs. A bilingual speaker from the FBI comes on family night for information on cyber safety. Flyers with various resources are also provided throughout the school year. A parent center is available for families to come for resources, including access to computers for school-related business.

Families are encouraged to apply to volunteer with the school district and log their hours on the school's website. Families are included on various committees to help develop goals for the school.

There are various parenting books, magazines, and other parenting materials available in the parent center.

Chartwells, the cafeteria at LMES, sends home nutritional meal information as well as challenges. Weekly food bags are provided for families in need. A food drive is also done in the fall by the student council, and there are food boxes in front of the school.

### **5. Coordination**

Describe how the School will coordinate with other organizations, businesses, and community partners, including alumni, to provide additional supports, services, and resources to families.

LMES invites in Mills Middle and High and Driven students for various reasons, including volunteering, speaking on various programs, performing, playing with the students, and more. Community volunteers are involved in the school by helping within the classroom, teaching their expertise, and exposing students to various career opportunities.

LMES boasts a public preschool program for three and four-year-olds. LMES also incorporates AVID, Advancement Via Individual Determination, which assists students in becoming college and career ready. Students learn about SOAR behavior through the PBIS program.

LMES works closely with the Parent Teacher Organization and assists in recruiting members. These individuals help with programming at LMES and the decisions made for those events.

### **6. Annual Title I Meeting**

Describe the details regarding the Annual Title I meeting used to inform parents of the requirements of Title I, the School's participation, and the parents' rights to be involved.

An annual Title I meeting will be scheduled to ensure parents are informed of the requirements of Title I, LMES's participation, and the parents' rights under Title I. This meeting will be held in October 2023 at LMES. Printed copies of the presentation and any handout from the Title I meeting will be available upon request throughout the year.

## 7. School-Parent Compact

Describe the process School will follow to jointly develop with parents a School-Parent Compact as required under Title I, Part A.

### Landmark Elementary School School-Family Compact 2023-2024

Landmark Elementary School and the families of the Landmark community agree that this compact outlines how families, school, and students will share the responsibility for improved student academic achievement and the means by which the school and families will build and develop a partnership to help children achieve the State's high standards. This compact is in effect during the 2023-2024 school year.

#### *School Responsibilities - Landmark Elementary will:*

1. Provide high-quality curriculum and instruction by highly qualified teachers in a supportive, effective learning environment that enables students to meet the State's academic achievement standards.
2. Hold parent/teacher conferences twice during the 2023-2024 school year during which this compact will be discussed as it relates to the individual child's performance.
3. Provide families with frequent reports on their child's progress at the interim and at the end of each quarter.
4. Provide parents reasonable access to staff members who may be contacted by SchoolStatus or email.
5. Provide parents opportunities to volunteer, observe, and participate in their child's school activities. Volunteer applications are available on LMES's website at [www.landmark.pcssd.org](http://www.landmark.pcssd.org).

#### *Family Responsibilities - Families will:*

1. Ensure regular school attendance each day from 7:45 a.m.- 2:45 p.m.
2. Support learning by ensuring proper rest, nutrition, and hygiene.
3. Help set a positive tone for learning by reading with my child.
4. Participate in the school's volunteer program and attend events whenever possible.
5. Stay informed about my child's education and communicate with the school in a timely manner.

6. Maintain communication with the school by reading and responding as needed to school notices received by my child, by mail, or by electronic means (phone, text, email, etc.).

*Student Responsibilities: Students will:*

1. Attend school regularly and arrive on time, ready to learn.
2. Show S.O.A.R. behavior at all times.
3. Ask questions when I am not sure about a lesson or assignment and accept the help that is offered.

Family Member: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_



### **8. Reservation of Funds**

Describe how the School uses Title I, Part A funds set-aside for parent and family engagement programs and activities.

Landmark Elementary receives Title I, Part A funds set-aside for parent and family engagement programs and activities. Some examples include purchasing materials to enhance our curriculum and extending learning time for test prep. LMES also receives Federal funds for free/reduced lunch where each child receives lunch for free. LMES's school principal and instructional coach maintain documentation of Title I funding. Parents and family members are involved through PTO meetings and involvement in the LMES Engagement Committee.

## Assurances

Please read the following statements closely. By checking these boxes, the School understands the legal requirements and will meet them accordingly.

- ☒ ~~A.1:~~ The School understands that annually by August 1, the public School's Engagement Plan shall be developed, or reviewed and updated:  
[ADE Rules Governing Parental Involvement Section 3.02.3]
- ☒ ~~A.2:~~ The School understands that the following must be made available to families and the local community on the School or District website no later than August 1st:
  - o the School Engagement Plan
  - o a parent-friendly explanation of the School and District's Engagement Plan
  - o the informational packet
  - o contact information for the parent facilitator designated by the School.[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02.4]
- ☒ ~~A.3:~~ The School understands that a parent friendly summary/explanation of the Engagement Plan should be included in the current student handbook.  
[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02]
- ☒ ~~A.4:~~ The School understands its obligation for ensuring professional development requirements related to parent and family engagement are met and that records are maintained accordingly.  
[A.C.A. § 6-15-1703(a); A.C.A. § 6-17-709]]
- ☒ ~~A.5:~~ The School understands its obligation to obtain signatures for each parent acknowledging receipt of the District's Engagement Plan summary/explanation:  
[A.C.A. § 6-15-1704(a)(3)(B)]
- ☒ ~~A.6:~~ The School Principal understands their obligation to designate and pay a licensed staff member to serve as Parent Facilitator:
  - o to help organize meaningful training for staff and parents,
  - o to promote and encourage a welcoming atmosphere, and
  - o to undertake efforts to ensure that engagement is recognized as an asset to the School.[A.C.A. § 6-15-1702(c)(1-2)]

- ☑ ~~A.7:~~ The School understands its obligation to encourage school staff to use volunteer surveys to compile a volunteer resource book.  
[A.C.A. § 6-15-1702(b)(6)(B)(ii)]
- ☑ ~~A.8:~~ The School understands its obligation to conduct no fewer than two parent-teacher conferences per school year.  
[A.C.A. § 6-15-1702(b)(3)(B)(ii)]
- ☑ ~~A.9:~~ The School understands its obligation to incorporate the Engagement Plan into the School Improvement Plan.  
[ADE Rules Governing Parental Involvement Section 3.02.2]
- ☑ ~~A.10:~~ The School understands its obligation to schedule regular parent involvement meetings at which parents are given a report on the state of the School and an overview of:
  - o what students will be learning
  - o how students will be assessed
  - o what a parent should expect for his or her child's education
  - o how a parent can assist and make a difference in his or her child's education.[A.C.A. § 6-15-1702(b)(5)(B)(i)(a-d)]
- ☑ ~~A.11:~~ Any School serving high school students understands its obligation to educate parents about their role in decisions affecting course selection, career planning, and preparation for postsecondary opportunities.  
[A.C.A. § 6-15-1702(b)(7)(B)(ii)]
- ☑ ~~A.12:~~ The School understands its obligation to welcome parents into the School, and more specifically, not have any school policies or procedures that would discourage a parent from visiting the School or from visiting a child's classrooms.  
[A.C.A. § 6-15-1702(b)(6)(B)]
- ☑ ~~A.13:~~ The School understands that all Title I, Part A funded engagement activities and strategies should remain consistent with all information set forth in this parent and family engagement plan.  
[ESSA § 1116(a)(3)(D)]
- ☑ ~~A.14:~~ The School understands its obligation to submit to the State any comments from parents who deem the Title I Schoolwide Plan unsatisfactory. These comments can be sent to [ade.engagementmatters@ade.arkansas.gov](mailto:ade.engagementmatters@ade.arkansas.gov)  
[ESSA § 1116(b)(4)]
- ☑ ~~A.15:~~ The School understands its obligation, if requested by parents, to provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.  
[ESSA § 1116(c)(4)(C)]

## References

### State

- [Ark. Code Ann. § 6-15-1701 et seq.](#)
- [Arkansas Department of Education Rules Governing Parental Involvement Plans and Family and Community Engagement](#)

### Federal

- [Elementary and Secondary Education Act, as amended by Every Student Succeeds Act, 114 P.L. 95, 20 U.S.C. §§ 6312, 6318, 6320](#)