



LONDON ELEMENTARY SCHOOL

154 School Street
London, AR 72847
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FAMILY AND COMMUNITY ENGAGEMENT PLAN 2018-2019 SCHOOL YEAR

Kathy Steffy
Counselor, and
Family and Community Engagement Coordinator
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Krista Malin
Principal,
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London Elementary School serves students Kindergarten through Fourth Grade

**London Elementary houses Pre-Kindergarten classrooms administered by
Russellville School District**

***London Elementary is designated a Title One School Wide School
under ESEA Reauthorized.***

London Elementary School Family and Community Engagement Committee:

Kathy Steffy, Counselor & Certified Parent
Facilitator
Krista Malin, Principal
Holly Price, Teacher
Camille Blaney, Teacher

Sonya Loop, Reading Specialist
Rychelle Preston, Parent
Leslie Ridgway, Parent
Colleen Goddard, Parent

London Elementary School Parent Teacher Association:

President- Leslie Ridgway

Secretary- Rosie Reynolds

1st Vice President- Colleen Goddard

Hospitality- Hillary Killingsworth

2nd Vice President- Valerie Heinzen

Volunteer Coordinator- Rychelle Preston

Treasurer- Julie Roumbanis

Parliamentarian- Jaci Livermore

Historian- Holly Price

**PARENTS WHO NEED ADDITIONAL INFORMATION ABOUT THE
LONDON ELEMENTARY SCHOOL FAMILY AND COMMUNITY ENGAGEMENT PLAN OR FAMILY AND
COMMUNITY ENGAGEMENT REQUIREMENTS PLEASE CONTACT:**

Krista Malin, Principal

krista.malin@russellvilleschools.net

479-293-4241

London Elementary Mission Statement

The London Elementary learning community provides all students with a well-planned, well-balanced curriculum, a safe and responsive learning environment, and skills necessary to succeed.

London Elementary...excelling every day in every way!

FAMILY AND COMMUNITY ENGAGEMENT PLAN GOALS FOR 2018-2019:

London Elementary School's Learning Community/Family and Community Engagement 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 Family and Community Engagement 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 Family and Community Engagement.
- Community and other resources are made available to parents and teachers.

GOAL ONE: **London Elementary School will engage in effective family and community engagement strategies and will support partnerships among school, parents, and the community to improve student achievement and to create a learning community that promotes parent participation:**

London Elementary will maintain, publish, and review regularly the Family and Community Engagement Plan.

Parents, families, alumni, and the community will be encouraged to participate in building and district level long range planning.

The Family and Community Engagement plan will be reviewed annually prior to the submission of the Building Arkansas Comprehensive School Improvement Planning (ACSIP), or by October 1 each year.

London Elementary will publish and distribute Parent Packets annually in the fall, prior to October 1.

Parent-School Compacts which detail parent and school responsibilities for Title One School Wide Programs will be discussed with parents at Parent/Teacher Conferences in October. Included in the packet this year: RSD and London Vision Statements; Daily Schedule; Staff Contact Information; Act 613, Act 37, Act 811; School Rules; PTA Board; Visitor Information and Procedures; London Elementary Calendar of Events; Local Help Agencies; Dismissal Procedures, Awards Recognition descriptions *[Responsible: Krista Malin Principal; and Kathy Steffy, Family and Community Engagement Facilitator]*

London Elementary will involve parents in the decision making process, and will involve them in decisions regarding Title One Family and Community Engagement expenditure decisions.

London Elementary will annually survey parent interest in volunteering at school through a 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 list will be provided to all teachers. *[Responsible: Krista Malin, Principal; and Kathy Steffy, Certified Parent Facilitator: Annually in August and September]*

London will have a **designated certified Family and Community Engagement facilitator**, Counselor Kathy Steffy, appointed by the building principal. Mrs. Steffy shall help organize meaningful training for staff and parents; promote and encourage a welcoming atmosphere to foster parental involvement; undertake efforts to ensure that family and parental participation is recognized as an asset to the school. *[Responsible: Krista Malin, Building Principal, and Kathy Steffy, Certified Parent Facilitator: Annually in August and September]*

GOAL ONE CONTINUED

Parents will be consulted regarding planning for Family and Community Engagement and in the consideration of programs.

London 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 **London** prior to November 15, annually for reporting to parents and patrons the school's progress in meeting state and federal standards for achievement. Open House/Report to Patrons will be held in August 2018. Family and Community Engagement Meeting will be in September 2018. 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; and will detail Title I information. London: scheduled August 9, 2018- Report to Patrons September 20, 2018 Title I Annual Public Meeting.
[Responsible: Krista Malin, Principal]

Parents will be notified as required regarding teacher licensure and school report card. Currently, all teachers at London are listed as Highly Qualified and the school meets all Arkansas standards for accreditation.

Additional Parent Meetings and Events for London are included in a schedule/calendar on the District web page: <http://www.russellvilleschools.net/home>. London also posts a calendar on the school web site. A schedule is attached at the end of this plan as well. Events are also broadcast on the London Facebook page, London Instagram, and Principal's Quarterly Newsletter.

London Elementary shall maintain an identified Parent Center and maintain information for parents and will advertise selections available periodically. London's Parent Center is located in the computer lab and is open to parents daily: Monday-Friday 7:45-3:45.

[Responsible: Krista Malin, Principal; Kathy Steffy, Certified Family and Community Engagement Facilitator; Ongoing]

London 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: Krista Malin, Principal: to notify designated directors, supervisors, and coordinators: Ongoing]*

London 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. The school strives to include welcoming signage and an open invitation for families through multiple activities.

London Elementary School web site will be maintained with appropriate Family and Community Engagement plans and information annually *[Responsible: Jonathan Livermore, Webmaster: Annually by November 1]* In addition, at London, the school webmaster will maintain a building level website with pertinent information for parents and the community, and many teachers at London have developed communications systems such as Class Dojo and Remind to provide information for parents.

London Elementary School's Crisis team, along with London staff and parents, will address any physical safety concerns in and around the building.

London Elementary will host a Bicycle Rodeo, and curriculum based family nights for hands on experiences. Additional PTA sponsored events are scheduled and are listed on the web site and calendar.

GOAL ONE, CONTINUED

London Elementary will review with parents Title One, Part A of the Elementary and Secondary Act (ESEA) requirements for School Wide Status and Title I related Parental Involvement tasks. *[Responsible: Krista Malin, Principal and London Elementary ACSIP Committee: ongoing]*

Each school receiving Title I funding shall develop a plan for parental involvement that includes the elements within the District policy and plan. The individual schools shall have family and community engagement plans developed with input from parents whose children participate in the Title I program, and shall annually involve parents in reviewing the Title I program, the policy, and the plan to ensure continued improvement.

In addition to the Annual Report to Patrons, each school receiving Title I funding shall convene minimally an annual meeting, or several meetings at varying times if necessary to adequately reach parents of participating students, to inform parents of the school's participation in Title I, its requirements regarding parental involvement, and explain parents' right to be involved in the education of their child(ren). **London's meeting: August 9, 2018 and September 20, 2018**

Buildings receiving Title I funding are encouraged to have two meetings per year with parents to ensure adequate participation in plan development and evaluation. Buildings will maintain separate documentation of all Title I related meetings with parents.

Each school receiving Title I funding shall develop a compact with parents that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and for building partnerships that will enable students to meet Arkansas' academic standards. This compact will be provided to parents through multiple venues and in written format annually.

Parents will be provided with specific complaint procedures for Federal Programs in Arkansas on the school and District website, and upon request.

GOAL TWO: London Elementary will collaborate with Russellville School District to provide coordination in planning and implementing effective parental involvement:

London Elementary will maintain a coordinated Family and Community Engagement program in which the involvement activities enhance the involvement strategies of other programs, including Title I, Special Education, English Language Learners, and other programs for students.

London Elementary will publish a newsletter for all parents quarterly. Teachers will additionally utilize newsletters from their classrooms.

London Elementary will continue to collaborate and coordinate with area Private Providers of Early Childhood Programs as well as other local Arkansas Better Chance for Success Providers Friendship Community Care, ABC Children's Academy, and other providers. The principal and Kindergarten staff will plan and conduct a variety of transition activities to ensure the smooth transition of children from early childhood programs into school: London will have a transition night for pre-Kindergarten children. Kindergarten Teachers will provide information on the Kindergarten Curriculum.

London Elementary Parent coordinator and the Family and Community Engagement Committee will coordinate academic nights for parents and students to increase student success with academics. Classroom teachers will write Student Success Plans for students who do not perform at proficient level on the Standardized Exam and common assessments in collaboration with parent(s)/guardian(s).

GOAL TWO CONTINUED

Parents will be provided with resources for resolving complaints and concerns annually in the handbook: The link to the Russellville School Board Policy 6.7R may be reached by: <http://www.russellvilleschools.net/o/district/browse/6522> Choose 6.7 Complaints.

London Elementary Family and Community Engagement Committee, in collaboration with the District Family and Community Engagement 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 London 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: Family and Community Engagement Committee: Ongoing]*

GOAL THREE:

London Elementary School will work to build and support parent and family capacity for strong engagement.

London Elementary will ensure the provision of required training for all teachers and specialists, the principal, and certified Family and Community Engagement facilitator, and will provide the support necessary to enable them to plan and implement effective parental involvement activities *[Responsible: Krista Malin, Principal, or designee: by May 30 annually.]*

London Elementary 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 22, 2018; February 12, 2019.]*

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

London Elementary School Building staff will keep parents informed about family and community engagement 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 Krista Malin, 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 Notification System as well as Interpreters at regularly scheduled Parent Teacher and other conferences and meetings.

London 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.

GOAL THREE CONTINUED

London Elementary 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 reading/writing assessments and teacher produced tests will be included in this process. *[Responsible: Krista Malin, Principal; Karie Kuras, Elementary Director of Instruction: Ongoing]*

GOAL FOUR:

London 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 family and community engagement program, an annual review of 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: Family and Community Engagement Committee; annually by November 15]* 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: Family and Community Engagement Committee; annually prior to September board meeting]*

The **London Family and Community Engagement Committee**, along with the school counselor **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.

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 Family and Community Engagement 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, 2019]*

The existing Family and Community Engagement 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 2019 meeting. The Arkansas School Board Association Recommended Policies will be utilized in addition to Non Regulatory Guidance and other relevant resources. *[Responsible: Krista Malin, London Principal; Alene Bynum, Assistant Superintendent; Jenny Barber, Federal Programs Supervisor: by January 7, 2019.]*

The existing London Elementary Family and Community Engagement plan will be reviewed annually for inclusion of appropriate content. *[Responsible: Krista Malin, Principal: prior to October 1, 2019]*

RUSSELLVILLE SCHOOL DISTRICT

**Dr. Mark Gotcher, Superintendent
Russellville School Board:**

Allen George

Chris Cloud

Jason Golden

Wesley White

Morgan Barrett

Jami Mullen

Jeff Phillips

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.

THIS SUMMARY IS PROVIDED FOR STUDENT HANDBOOK/ FAMILY AND COMMUNITY ENGAGEMENT PLAN INCLUSION

The full text of the Family and Community Engagement Plan for the District may be obtained through the District web site <http://www.russellvilleschools.net> Please choose "Explore RSD", "Documents", "State Required Information" buttons. Choose the current school year folder, then choose "Family and Community Engagement plans". A plan for each building and for the District is included.

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.

The Russellville School District school board and administration understand the importance of engaging families, parents, and the community as a whole in promoting higher student achievement. The District Family and Community Engagement Plan is reviewed annually, and includes goals for improving and continuing parent and community engagement in education:

- Goal One: The District will **promote and support Family and Community Engagement** through surveys, written information, the web site and other publications, and annual parent meetings.
- Goal Two: The District **will assist school buildings in promoting and improving** parental involvement.
- Goal Three: The District will ensure that **school principals, teachers, and parents** receive information and training in promoting Family and Community Engagement and communicating with parents.
- Goal Four: The District **will include parents in evaluating and improving** the ways in which schools and teachers communicate with and involve parents.
- Goal Five: The District **will include parents in joint review and development of the Title I Plan** for buildings.

Please contact your school building principal for additional information and assistance with involvement. You are asked to let us know that you have received this information in your student handbook by signing the assurance page included for you.

LONDON PLANNED PARENT ACTIVITIES

DESIGNED TO ASSIST PARENTS WITH INCORPORATING 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:

2018-2019 London Elementary Calendar

AUGUST

09 Open House 4-6 pm
13 First Day of School

SEPTEMBER

03 Labor Day - No School
11 4th Grade Parent Night
14 5 Week Progress Reports
20 Fall Pictures

OCTOBER

10 4th Grade ACT Aspire
11/12 3rd Grade ACT Aspire
11 Arkansas Symphony (3rd/4th)
16 Flu Clinic
17 Bicycle Rodeo/Jr Firefighters Comp
19 3rd Grade Kickball Tournament
19-26 Book Fair
22 No School Parent/Teacher Conferences 1-7 pm
23 No School
25 First Quarter Awards Assembly 9 am
26 Fun Fair 5:30-8 pm

NOVEMBER

08 Family Night 6 pm
08 Fall Picture Retakes
14 5 Weeks Progress Reports
16 Family Thanksgiving Lunch
19-25 Thanksgiving Holiday

DECEMBER

07 Spelling Bee 8:30 am
18 2nd Grade Musical 2 pm/6 pm
20 Christmas Parties 1 pm
20 1 Hour Early Dismissal
21-Jan 4 Christmas Holiday

JANUARY

07 Classes Resume
10 Report Cards sent home
11 2nd Quarter Awards Assembly 9 am
21 No School
24 Class Pictures

FEBRUARY

8-15	Book Fair
11	No School
12	No School Parent/Teacher Conferences 1-7 pm
14	Valentine's Parties 2 pm
20	4 th Grade ACT Aspire
21	3 rd Grade ACT Aspire
28	Spring Pictures

MARCH

07	Family Night
12	4 th Grade Musical 2 pm/6 pm
14/15	2 nd Grade Lifetime Fitness Days
18-22	Spring Break
29	Chili Supper & Auction 5 pm
29	Report Cards sent home

APRIL

05	Awards Assembly 9 am
24	5 Weeks Progress Reports
25	Kindergarten Graduation Pictures
29-May 3	ACT Aspire Test 3 rd and 4 th

MAY

10	4 th Grade Track Meet
16	4 th Grade Promotion 9 am
16	2 Hour Early Dismissal
21	Awards Assembly 9 am
22	Field Day
23	Kindergarten Graduation 9 am
23	Talent Show 1 pm
24	Last Day 1 Hour Early dismissal

London Elementary Parent Volunteer Survey

For many years, the parents and families at London Elementary have made our school a wonderful place for children to learn and grow. We understand the busy schedules that families have today. It is proven that when parents and grandparents play an active role in the local school, everyone benefits in making for a successful and rewarding school year for our children. Please indicate below any areas that you are willing to help and return this form to your child's teacher as soon as possible. Thank you for your willingness to make a difference in our school.

Please check any area(s) in which you are able to volunteer

- Room Representative/Home Room Mom – Organize parties and assist with activities
- Instructional Helper – Work with students at teacher's request
- Teacher Appreciation Week
- Field Trips – Assist teachers on field trips
- Field Day - Assist with field day games
- Bicycle Rodeo – Assist with a station during activities
- Library helper – Helps with book fair, and book shelving
- Fun Fair Committee – Fall PTA fundraising event
- Chili Supper & Live Auction Committee – Spring PTA fundraising event
- Help with hospitality events – Includes providing food for Parent/Teacher Conferences
- Help School Nurse – Assist with screenings, dental sealants, and flu clinic
- Special Guest Reader

Name: _____ Phone # _____

Student Name: _____ Teacher: _____

Email: _____