

AR  
 London Elementary School (Russellville School District)  
 154 School Street  
 London AR 72847  
 479-293-4241

### School Parent and Family Engagement Plan

<b>School Name:</b>	London Elementary School
<b>Facilitator Name:</b>	Kathy Steffy
<b>Plan Review/Revision Date:</b>	9/24/2019, 10-18-19
<b>District Level Reviewer, Title:</b>	Leadership
<b>District Level Approval Date:</b>	Final approval 10-18-19

#### Committee Members, Role:

*(Select "Repeat" to open more entry fields to add additional team members)*

First Name	Last Name	Position
Kathy	Steffy	Parent Facilitator/Counselor
Krista	Malin	Principal
Holly	Price	Teacher
Camille	Blaney	Teacher
Sonya	Loop	Reading Specialist
Leslie	Ridgway	Parent

#### Committee Members, Role:

*(Select "Repeat" to open more entry fields to add additional team members)*

First Name	Last Name	Position
Colleen	Goddard	Parent

#### 1: Jointly Developed

*(Describe/List how parents will be involved in the development of the school parent and family engagement plan and how parents will be involved in the planning, review, and improvement of parent and family engagement programs.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

London parents will be involved in the plan development through committee meetings. An annual review of policies/plans will be conducted to examine their effect on promoting higher student achievement. The review will be done by a committee consisting of parent and other community members, school staff and members of the District receiving Title One, Part A of the Elementary and Secondary Act funding shall at least annual involve parents in reviewing the Title I program, the policy and the plan to ensure continued improvement. A survey will be conducted at Family Night to gain feedback on Parent Engagement programs. The principal offers information and receives feedback from parents concerning our school and the parent engagement plan at monthly PTO meetings. Comments from parents, should the Title I Schoolwide plan not be satisfactory, will be submitted to the district.

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## **2: Annual Title I Meeting**

*(Describe/List when (provide the month/year or month/day/year) the school will hold the Annual Title I meeting to inform parents of the requirements of Title I and the school's participation as well as the parents' rights to be involved. The Annual Title I meeting should not be used to ask for parent input, but provided as an opportunity to disseminate information and distribute copies of the revised parent and family engagement policy.)*

### **Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

The annual Title I meeting will be held in September 2019. This meeting will be 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).

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## **3: Communications**

*(Describe/List how the parent and family engagement policy will be distributed to parents and how the school is going to communicate with parents including information about how the school will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.)*

### **Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

London Elementary will use the school website and the school handbook as a means of distribution for the completed plan. Kathy Steffy, Parent facilitator, may be contacted at the school through email, kathy.steffy@rsdk12.net or phone, 479.293.4241. The plan will be written in an understandable and uniform format to the extent practicable and in a language parents can understand. Signatures will be obtained through beginning of the year paperwork acknowledging receipt of the district and school family engagement plan summary.

Two Parent Teacher conferences will be schedule annually as well as alternate or flexible scheduling for those parents who may not be able to attend scheduled dates and times.

Parents will be encouraged to participate in the Parent Teacher Organization and other parent programs, including review of Title One potential programs.

London Elementary School Building staff will keep parents informed about family and community engagement programs, meetings and other activities they could be involved in. An Informational Packet will be distributed to each London family which will include:

- The Parent Engagement program
- Title I School Compact containing recommended roles for parents
- Volunteer Survey
- Calendar of events (also posted on the school website, broadcast on London social media sites and Principal's Quarterly Newsletter)

- Communication system for parents and teachers through a regular, two-way and meaningful system.
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#### **4: School-Parent Compact**

*(Describe/List the process the schools will follow to jointly develop with parents a school-parent compact.)*

##### **Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

The School-Parent Compact will be discussed with parents at the October Parent/Teacher Conferences. This compact will outline 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.

The compact will address the importance of regular two-way, meaningful communication though :

- Parent Teacher Conferences scheduled in October and February
  - Progress reports sent home quarterly at 5 weeks.
  - Access to staff members through email, class dojo, and phone communication
  - Volunteer opportunities (a survey will be sent through the PTO and a resource book compiled for staff)
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#### **5: Reservation of Funds**

*(If the district receives more than \$500,000 in Title I allocation, then it must reserve 1 percent for parent and family engagement activities. A minimum of 90% of that 1% must go to the schools, with priority given to high-need schools. If the school is allocated a percentage of the 1 percent, describe/list how the school will share with parents the budget for parent and family engagement activities and programs and how parents will be involved in providing input into how the funds are used.)*

##### **Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

Russellville School District annually receives more than \$500,000 in Title I allocation.

The district reserves annually at least 1 percent for parent and family engagement activities. In accordance with federal regulations, at least 90% of that 1% is allocated to Title I schools, with priority given to high-need schools. The free and reduced lunch population count from Cycle Two of the prior school year is used to assist in equitable distribution of funds to schools.

Parents of London Elementary students will be give a short survey during October Parent Teacher conferences to determine needs.

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#### **6: Coordination of Services**

*(Describe/List how the district and/or school will coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families.)*

##### **Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

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 Parent Coordinator and the Family and Community Engagement Committee will coordinate Family Nights for parents and students to increase student success. Classroom teacher swill write Student Success Plans for

students who do not perform at proficient level on the Standardized Exam and common assessments in collaboration with parents/guardians.

London Elementary will maintain a Parent Center with information for parents and will make available materials and resources to parents Monday-Friday 7:45-3:45.

A Bicycle Rodeo, Jr Fire Fighters Challenge, Robotics Team, along with PTO sponsored events will provide hands on experiences for students and families.

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## **7: Building Capacity of Parents**

*(Describe/List activities, such as workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings, and any equipment or other materials that may be necessary to support parents in helping their student's academic success.)*

### **Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

A certified Family and Community Engagement facilitator, Kathy Steffy, counselor, will be appointed by the building principal. Mrs. Steffy will help organize meaningful training for staff and parents and promote and encourage a welcoming atmosphere to foster parental involvement. Parents will be informed during Parent Teacher Conference of available assistance in the areas of: 1) Arkansas Academic Standards 2) Title I, Part A requirements 3) Use of ADE website and tools for parents 4) Nutritional meal planning and preparation 5) Developmentally appropriate learning activities from the Parent Center

London Elementary staff will keep parents informed about family and community engagement programs, meeting and other activities they could be involved in. Parents are encouraged to participate in the Parent Teacher Organization and other parent programs, including review of Title One potential programs.

Parents will be provided with descriptions and explanation of the curriculum being used at London Elementary, as well as, assessments used to measure student progress and achievement levels through the Family Information Kit.

Individual academic assessment results are mailed home to parents with interpretation of those results. The school counselor, principal and instructional facilitator are also available for interpretation at parent request.

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## **8: Building Capacity of School Staff**

*(Describe/List activities such as workshops, conferences, trainings, webinars, online resources, and Academic Parent-Teacher Team meetings that will be used with school staff to build their capacity to work with parents as equal partners. Describe/List methods of parents' assistance for building staff capacity. Describe/List actions the school will take to provide other reasonable support for parent and family engagement activities.)*

### **Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

London Elementary certified staff will receive professional development every fourth year in the area of parent involvement which will include the following:

- 1) Parents will be welcomed in the school and policies and procedures are not present that would discourage parental visits to schools or to their child's classroom.
- 2) 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.

- 3)The process for resolving parental concerns which is included in the school handbook.
- 4) Communication with parents and to the extent practicable, in a language the parent can understand.

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**9: Building Capacity - Discretionary**

*(The school parent and family engagement policy/plan may include additional sections describing other discretionary activities that the school, in meaningful consultation with its parents, chooses to undertake to build capacity.)*

**Did the School and Parents choose to include any Discretionary (Optional) Components in the School Parent and Family Engagement Plan?**

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**(See complete [Arkansas Guide for School Parent and Family Engagement Plan](#) for references)**

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