

**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 st Grade Teacher	Darryl Baker, Parent
Michelle Joseph, 1 st Grade Teacher	
Margaret Thomas, 3 rd -5 th 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.

Date	Event	Contact Person/Number
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).

**LITTLE ROCK SCHOOL DISTRICT
ROMINE ELEMENTARY SCHOOL
HOME/SCHOOL LEARNING COMPACT**

School Name: _____

Student Name: _____ Grade _____

PARENT/GUARDIAN AGREEMENT

(Any parent who is interested in helping with this student may sign in lieu of the parent.) I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- ✓ Ensure that my child is on time each day and attends school regularly
- ✓ Support the school discipline policy
- ✓ Establish a time for homework and review it regularly
- ✓ Provide a quiet well lighted place for study
- ✓ Encourage my child's efforts and be available for questions
- ✓ Stay aware of what my child is learning
- ✓ Provide a library card for my child
- ✓ Read with my child and let my child see me read

Signature: _____

STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- ✓ Attend School regular;
- ✓ Come to school each day with pens, pencil, paper, and other necessary tools for learning
- ✓ Complete and return homework assignments
- ✓ Observe regular study hours
- ✓ Conform to rules of student conduct

Signature: _____

TEACHER AGREEMENT

It is important that student achieve. Therefore, I shall strive to do the following:

- ✓ Provide appropriate and meaningful homework assignments for students
- ✓ Provide necessary assistance to parents so that they can help assist with the assignments
- ✓ Encourage students and parents by providing information about student progress;
- ✓ Use special activities in the classroom to make learning enjoyable

Signature: _____

PRINCIPAL AGREEMENT

I support this form of parent involvement. Therefore, I shall strive to do the following:

- ✓ Provide an environment that allows for positive communication between the teachers, parents and student
- ✓ Ensure teachers homework assignments that will reinforce classroom instruction regularly.
- ✓ Ensure high-quality curriculum and instruction that meets the State's student academic achievement standards
- ✓ Engage parents in parent-teacher conferences in which this compact will be discussed
- ✓ Ensure that parents receive frequent reports on their child's progress
- ✓ Ensure parental access to staff to support partnerships
- ✓ Provides parents opportunities to volunteer and observe classroom activities

Signature: _____

WAYS FOR PARENTS TO BE INVOLVED AT HOME

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 year****

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>

There is also a brochure in the parent center regarding homework.

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 8**

Romine Elementary
PARENT INTEREST SURVEY

- * What are your hopes and dreams for your child?

- * How can you partner with your child's teacher to ensure that the academic hopes and dreams that you have for your child will come true?

- * What day (s) will you volunteer in your child's classroom this month?

- * What are you interested in doing as a volunteer at your child's school this school year?

- * How often will you communicate with the school staff this year about your child's progress both academically and socially?

Return this survey to: Tonya Sproles, Parent Facilitator

THANK YOU!

Romine Elementary School

3400 ROMINE RD
501.447.6300



October 20, 2016

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 Ms. Sproles at 447-6304, tonya.sproles@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
2016-2017 PTA OFFICERS
Suzanne Ray Proctor, Principal**

President/Membership Chair - Tonya Baker (RominePTA@gmail.com)

Vice President/Membership Chair - Kelly Williams

Secretary - Sabrina Hyche

Treasurer - Veronica McDaniel

PTA Board meetings are held the 3rd Thursday of each month

**PTA General meetings are held the 3rd Thursday of each month
at 6:00 pm (unless otherwise announced)**

**Contact President, Tonya Baker, if you are interested in serving on
the PTA Board or helping with special projects.**

PTA dues \$5.00 per student



Parenting

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



Communicating

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



Volunteering

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



Learning at Home

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



Decision Making

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



Collaborating with the Community

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

Romine Elementary School 2016-2017 Staff

Position	T#	Name	Rm	Email	Phone
Principal		Suzanne Proctor	Off.	suzanne.proctor@lrsd.org	447-6302
Secretary/ Bookkeeper		Tiffani Scott	Off.	tiffani.scott@lrsd.org	447-6303
Classroom Teachers					
Pre-Kindergarten	901	Holly Bennett	24	holly.bennett@lrsd.org	447-6316
Kindergarten	802	Ryan Westin	18	ryan.westin@lrsd.org	447-6352
Kindergarten	801	Yvonne Roach	19	yvonne.roach@lrsd.org	447-6347
1st Grade	102	Michelle Joseph	16	michelle.joseph@lrsd.org	447-6326
1st Grade	103	Elizabeth Cranford	15	elizabeth.cranford@lrsd.org	447-6327
2nd Grade	203	Pamela Clegg	22	pamela.clegg@lrsd.org	447-6319
2nd Grade	202	Courtney Davis	23	courtney.davis@lrsd.org	447-6353
3rd Grade	303	Zac Bresler	13	zachary.bresler@lrsd.org	447-6346
3rd Grade	301	Eurydice Norwood	12	eurydice.norwood@lrsd.org	447-6342
4th Grade	401	Beverly Baggett	5	beverly.baggett@lrsd.org	447-6336
4th Grade	402	LaShawn Pettis	7	lashawn.pettis@lrsd.org	447-6310
5th Grade	501	Jessica Hall	3	jessica.hall@lrsd.org	447-6354
Specialists					
Counselor		Tonya Sproles	2	tonya.sproles@lrsd.org	447-6304
Library/Media Specialist		Chanetta Case	MC 600	chanetta.case@lrsd.org	447-6306
Resource		Demetria Moragne	25	demetria.moragne@lrsd.org	447-6351
Special Ed/Day Treatment	701	Cecile Jones	20	cecile.jones@lrsd.org	447-6355
Special Ed/Day Treatment	702	Margaret Thomas	10	margaret.thomas@lrsd.org	447-6350
Gifted/Talented		Tunza Smith	30	tunza.smith@lrsd.org	447-6333
Reading Recovery Specialist			28		447-6343
Math Facilitator		Tyronza Walker	31	tyronza.thames@lrsd.org	447-6309
Literacy Facilitator		Catherine Coleman	17	catherine.coleman@lrsd.org	
School Improvement Specialist		Valencia Corrothers	31	valencia.corrothers@lrsd.org	447-6330
Music Specialist		Holly Tidball	32	holly.tidball@lrsd.org	447-6325
Instructional Technology		Debra Sloan	11	debra.sloan@lrsd.org	447-6321
Speech Therapist		Jada Richardson	27	jada.richardson@lrsd.org	447-6324
Nurse		Amy Jones	Off.	amy.jones@lrsd.org	447-6305
Art Specialist		Robert Nowlin	9	robert.nowlin@lrsd.org	447-6390
PE Teachers		Raymond Shaw	29	raymond.shaw@lrsd.org	447-6392
Parent Center			8		447-6339

Romine Elementary School 2016-2017 Staff

Support Staff

Day Treatment Paraprofessionals	Eric Bridges, Kelly Williams, Jennifer Edeanyanwu		
Pre-K Program Paraprofessional	Tara Stewart		
Paraprofessionals	Luvenia Harris, Carolyn Lowe, Christopher Holmes		
Custodians	Grady Fuller-Head, Wanda Bridgeford, Michael McDonald, Jerel Porter		
Food Service	Ranita Tappin-Bone-MGR	447-6307	
1st Floor/2nd Floor Lounge			447-6356 447-6357