STEPHENS ELEMENTARY SCHOOL

Parent and Family Information Packet 2020-2021

Principal ~ Mr. Phillip Carlock  
(501-447-6402)

Vice Principal ~ Mrs. Barbara Griggs  
(501-447-6413)

Parent Facilitator ~ Mrs. Pakita Shutes  
(501-447-6465)

Parent & Family Engagement Coordinator ~ Mrs. Marthelle Hadley  
(501-447-6475)
Little Rock School District
Stephens Elementary School
2020-2021 Parent and Family Engagement Plan

School Mission:
The mission at Stephens Elementary is to prepare safe, thoughtful, accountable, and respectful lifelong learners for college and/or career readiness.

Principal: Phillip Carlock
Parent Facilitator: Pakita Shutes
Parent Engagement Coordinator: Marthelle Hadley

Assistant Principal: Barbara Griggs
Parent Liaison: Megan Pearson
Parent Liaison – Perry Hunter

School Improvement Status: High Reliability School/PLC Way 2020-2021
Level: Pre- K ~ 5
Stephens Elementary ~ Title I School
Percent of free and reduced lunch: 100%

Our focus areas for the year are as follows:

- Effective Instructional Practices focus on the first three levels of Marzano’s High Reliability School Framework.
- Student Achievement And Growth focus on Stephens Five Star Curriculum
- School Wide Culture focus to enhance school culture and strengthen school wide discipline.

We can make progressive progress towards achieving the goals of proficiency with the support of our parents and families. With your dedication of reading with your child nightly and ensuring daily, punctual attendance, our students can see academic success.

Parent and Family Engagement Committee Members:
(A ~ Administrator) (SS ~ School Staff) (P ~ Parent) (C ~ Community)

Phillip Carlock ~ A       Barbara Griggs ~ A       Martina McCoy ~ SS
Ruffian Payton ~ SS       Jessica Slaughter ~ SS   Jennifer White ~ SS
Sharon Walker ~ SS        Kimberly Trotter ~ SS    Yolanda Anderson ~ SS
Perry Hunter ~ P          Stacy Kindervarter ~ SS  Stephanie Snead ~ SS
Valerie Duckery ~ SS      Channon Streets ~ SS    Pakita Shutes ~ SS
Megan Pearson ~ P         Joyce Wesson ~ P        Marthelle Hadley ~ SS
Stephens will increase Parent and Family Engagement participation in the following ways:

Contacts: Pakita Shutes, Parent Facilitator @ (501-447-6465)
Marthelle Hadley, Parent and Family Engagement Coordinator @ (501-447-6475)

<table>
<thead>
<tr>
<th>Monthly School Newsletters</th>
<th>Teacher Communication to Parents</th>
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<tr>
<td>Children International Parent/Student Programs</td>
<td>Like us on Facebook</td>
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<td>Parent Focus Groups</td>
<td>Follow us on Twitter</td>
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<td>Emails ~ Zoom Meetings</td>
<td>Community Partnerships</td>
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<td>LRSD Parentlink</td>
<td>Class Dojo</td>
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<td>Phone Calls</td>
<td>Student Agenda Books</td>
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<td>Stephens Website/HAC</td>
<td>D.O.G.S. ® Volunteer Program</td>
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<tr>
<td>Parent Facilitator/Coordinator Communication to Parents</td>
<td>P.T.S.A.</td>
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Stephens will plan the following events to increase Parent and Family Engagement Opportunities. Information on services related to preventing barriers for family engagement activities and events is available by Contacting Stephens Elementary Parent Engagement at 501-447-6475

- **August 2020**
  - Stephens Parent Orientation
    - 4:00 – 6:00 p.m. Contact Principal Carlock 447-6400

- **August 2020**
  - Stephens Annual Stuff the Bus Classroom Incentives
    - Contact Parent & Family Engagement 447-6475

- **August 2020**
  - Central-East Cluster Team Schools Back ~to~School
    - 5:00 – 7:00 p.m. Contact Parent & Family Engagement 447-6475

- **September 2020**
  - Stephens Back-to-School Kick-off “Open House”
    - 4:00 – 6:00 p.m. Contact Principal Carlock 447-6400

- **September 16, 2020**
  - Community Partners Meeting (Parents Welcome)
    - Contact Parent & Family Engagement 447-6475

- **September 2020**
  - Title 1 Annual Meeting “School Theme”
    - 5:00 – 7:30 p.m. Contact Parent & Family Engagement 447-6475

- **October 2020**
  - Check Us Out Tours 9:00 a.m.-1:30 p.m.
    - Contact Principal Carlock 447-6400

- **October 2020**
  - Parent Teacher Conferences
    - Contact Principal Carlock 447-6475

- **October 2020**
  - Stephens Bright Stars Restaurant Celebrate National School Lunch Week
    - Contact Stephens Cafeteria Manager 447-6400

- **October 2020**
  - Flu Awareness Pickup Line TBA
    - 2:00 - 3:00 p.m. Contact Ms. Kauffman 447-4680

- **October 2020**
  - Volunteer Program Drive
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<th>Month</th>
<th>Event</th>
<th>Contact Information</th>
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<tr>
<td>October 2020</td>
<td>Harvest Festival Family Night 5:00 – 7:00 p.m. Contact Mrs. Griggs 447-6400</td>
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<td>November 2020</td>
<td>Arkansas Department of Health Stephens Flu Clinic 12:30 – 3:00 p.m. Contact Ms. Kauffman 447-4680</td>
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<td>November 2020</td>
<td>Career Fair Stephens Elementary TBA Contact Mrs. Shutes 447-6465 Mrs. Morris –Parker 447-6404</td>
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<td>November 2020</td>
<td>Family Literacy Night “Student Showcase Snack &amp; Chat” (NWEA MAP Growth- ACT Aspire) 5:00 – 7:00 p.m. Contact Mrs. Shutes 447-6465</td>
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<td>November 2020</td>
<td>Jane Mendel Reading –Thanksgiving - Parent Focus Team Meeting 10:00 12:00 Contact Principal Carlock 447-6400</td>
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<td>December 2020</td>
<td>Family Literacy Night Celebrating a Good Year 5:00 – 7:00 p.m. Contact Ms. Griggs 447-6400</td>
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<td>December 2020</td>
<td>Penguin Patch- Family Financial Planning 8:30 – 1:40 p.m. Contact Parent &amp; Family Engagement 447-6475</td>
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<td>January 2021</td>
<td>Literacy Night “The Other Side of the Report Card” Contact Mrs. Griggs 447-6400 Mrs. Shutes 447-6475</td>
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<td>January 2021</td>
<td>Stephens Parenting Partner Workshops Dates TBA. Contact Parent &amp; Family Engagement 447-6475</td>
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<td>January 2021</td>
<td>Family Literacy Night – Contact Mrs. Griggs 447-6400</td>
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<tr>
<td>February 2021</td>
<td>Stephens Celebrates Black History Contact Parent &amp; Family Engagement 447-6475</td>
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<td>March 2021</td>
<td>Stephens Career Show Case - TBA 1:00 p.m. – 2:00 p.m. Contact Ms. Kauffman 447-4680</td>
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<td>March 2021</td>
<td>Family Literacy Night TBA 5:00 – 7:00 p.m. Contact Ms. Barbara Griggs 446-6413</td>
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<td>April 2021</td>
<td>Stephens Test Buster Rally 1:00 -2:00 p.m. Contact Mrs. Shutes 447-6465</td>
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<td>April 2021</td>
<td>Family Literacy Night 5:00 – 7:00 p.m. Contact Ms. Griggs 447-6400</td>
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<td>May 2021</td>
<td>Family Literacy Night 5:00 – 7:00 p.m. Contact Mrs. Griggs 447-6400</td>
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<td>May 2021</td>
<td>Pre-K Promotional Ceremony Contact Ms. Buck 447- 6427</td>
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<td>May 2021</td>
<td>Kindergarten Promotion Contact Ms. Payton 447-6476 Fifth Grade Ceremony Contact Ms. Anderson 447-6451</td>
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<td>May 2021</td>
<td>Stephens Family Field Day</td>
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We must continue to support our Stephens families as we enter the “New Normal’ and transition into the 2020-2021 school years. School approaches for engaging families must evolve as the District gravitates towards social distancing and alternative methods of teleconferencing with families, such as Webinars, Zoom, and small group gathering, usually consisting of no more than 10 participants.

For more information Contacts: Pakita Shute, Parents Facilitator@ 501-447-6465 or Marthelle Hadley, Parent and Family Engagement Coordinator at 501-447-6475

Mentoring/Tutoring Students
Chaperones on School Field Trips
Parent and Family Engagement Committees
Stephens Community Center
Stephens PTSA
Stephens After School Program

DIVAS (Dedicated Valuable Advocates For Students)
Watch Dogs (Dad’s Support Group)
Volunteering in Cafeteria & Media Center
Members on the Stephens PTSA Board
Members on School Leadership Team
Stephens Parent Advisory Board

The principal, teachers, and parents helped to update the Stephens School-Parent-Compact, provided to parents at the Student Registration “Check-In.” All current and new parents received a copy of the compact. The compact explains how parents, school staff, and students share the responsibility in providing a scholarly education. **Contact:** Pakita Shutes (447-6465)

✓ **Parent surveys evaluate program needs within the school.**
✓ The principal and the Parent and Family Engagement Committee members will meet to discuss the outcomes of the surveys.
✓ Stephens will use the data to implement, evaluate, and enhance parental engagement in the school.

Stephens Parent and Family Engagement Committee will survey parents to include parent participation on the school improvement plan. **Contact:** Marthelle Hadley (447-6475)

The Stephens Elementary Parent and Family Engagement Center provides the following resources/information for parents, families, students, and the community. **Contact:** Marthelle Hadley (447-6475)

| Books/Brochures/Pamphlets | School Wide Incentives |
| Parent Resource Center | Board Meetings |
| Assist Parents with resources for uniforms | Access to Computers |
| Parent Information Packets | Meet New Parents and provide Title 1 information |
| Stephens Elementary After School Program | Information Resources for Physical and Dental Screenings |
| Stephens First Security Bank Job | Resources for Tutoring Students |
| Stephens Food Pantry | Children International/Distribution Gifts |
| Stephens Health Clinic | Stephens Community Center |

The Annual Title I meeting held September 24, 2019, to discuss curriculum, academic assessments, funding, and student resources. Agenda, sign-in sheet and minutes are on file. **Contact:** Phillip Carlock Principal, (447-6400)

Stephens Elementary and the University of Arkansas at Little Rock Children International program have an After-School Program at the school that supports students with academic skills and enrichment opportunities. **Contact:** Pakita Shutes (447-6465)
The Watch Dog (Dad’s Parent Involvement Support Group for Students) monitors and supports academic, emotional growth, and social interaction of Stephens’s Students to promote success. Contact Marthelle Hadley (447-6475)

DIVAS (Dedicated Valuable Advocates for Students) are a part of the Stephens Parent and Family Engagement; this volunteer group will be working with the students, faculty, and staff of Stephens to help enhance academic excellence and social growth within the school. Contact Marthelle Hadley (447-6475)

**National Network of Partnership Schools**

Stephens Elementary is a member of Johns Hopkins University National Network of Partnership Schools (NNPS). The NNPS School, Family and Community Partnership model designed to enhance parent participation and involvement in the school and community. The model is researched 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, Stephens participates on the LRSD NNPS Central-East School Cluster Team. (marthelle.hadley@lrsd.org; 447-6475).

“The Key Steps to Success are Parents, Students, Teachers, and the Community!”

**PTSA OFFICE POSITIONS FOR THE 2020-2021 are OPEN!**

Contact Marthelle Hadley ~ Stephens Elementary PTSA Liaison at 501-447-6475


**Tips For Improving Your Child’s Reading Skills**

1. Create good reading habits and read every day.
2. Talk about pictures and ask questions while reading.
4. Share different kinds of books (stories, nonfiction, and 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’**.

   *Communication Is The Key!!!*


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**Contact your child’s teacher by phone or email.**

- call 501-447-6400
- e-mail by typing your child’s teacher’s
  - [firstname.lastname@lrsd.org](mailto:firstname.lastname@lrsd.org)

To reach other staff, call 447-6400

Thank you!
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<th>CYBER PRE-K (Red)</th>
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<th>Ext.</th>
<th>Grade Level</th>
<th>#</th>
<th>Specialists</th>
<th>Room #</th>
<th>Ext.</th>
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<td>Martha Blodgett</td>
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<td>663-9974</td>
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“Key Steps to Success are Parents, Students, Teacher and the Community!”

Little Rock School District
Home/School Learning Compact

School: Stephens Elementary  School Year: 2020-2021

School Mission:
“To prepare safe, thoughtful, accountable, and respectful lifelong learners for college and/or career readiness.”

Parent/ Guardian Agreement:  Parent’s Signature:
● Attend at least (2) parent conferences every school year.
● See that my child attends school every day and on time.
● Support the school discipline policy.
● Establish a time for my child to do homework and review homework regularly.
● Encourage my child’s efforts in a positive manner and be available for questions.
● Stay aware of what my child is learning.
● Read with my child and let my child see me reading.
● Provide a library card for my child.
● Join the school’s PTA.

Student Agreement:  Student’s Signature:
● Attend school every day and on time.
● Come to school each day with all of my supplies (paper, pencils, etc.)
● Wear my school uniform every day.
● Complete and return homework assignments.
● Follow all school rules.
● Respect myself and others.

Teacher Agreement:  Teacher’s Signature:
● Meet with parents frequently and return their telephone calls as soon as possible.
● Communicate with parents in a positive manner and do what is best for children.
● Provide appropriate and meaningful homework assignments for students.
● Share strategies with parents so they can help their children at home with learning.
● Provide frequent progress reports to students and parents.
● Use special activities in the classroom to make learning enjoyable.
● Have high expectations for students.
● Join the school’s PTA.

Principal’s Agreement:  Principal’s Signature:
● Provide a positive, quiet, and orderly learning environment.
● Encourage teachers to regularly provide homework and teach the curriculum.
● Visit classrooms frequently and monitor students’ progress.
● Communicate regularly between home and school.
● Have high expectations for teachers and students.
● Join the school’s PTA.
STEPPHENS ELEMENTARY SCHOOL PARENT & FAMILY ENGAGEMENT
PARENTS SURVEY
How Are We Doing?

We are committed to providing the best education for our students, so we welcome your comments. Please fill out this survey and return to Marthelle Hadley, Parent & Family Engagement Coordinator or Pakita Shutes, Facilitator.

Is setting academic goal(s) for your child to achieve this school year important to you as a parent at Stephens?

☐ 1  ☐ 2  ☐ 3  ☐ 4  ☐ 5

Not Important  Very Important

Did you know that attending Parent Teacher Conferences help you and your child’s teacher establish goal(s) for the school year  ☐ Yes  ☐ No

Did you know Title 1 funding can assist with Student Resources?

Free/Or reduced Lunch  ☐ Yes  ☐ No

Specialty Services (OT/PT/Speech, 504)  ☐ Yes  ☐ No

Homeless Transitional Services  ☐ Yes  ☐ No

How important is daily attendance and having your child or children on time to school for you as a Stephens’ parent?

☐ 1  ☐ 2  ☐ 3  ☐ 4  ☐ 5

Not Important  Very Important

Did you know volunteering shows your support for teachers and being a PTA/PTSA member gives Parents a voice?

☐ Yes  ☐ No

Do you communicate with school administration or facility about your child’s progress in the following areas?

Attendance  ☐ Yes  ☐ No

Academic  ☐ Yes  ☐ No

Social and Emotional  ☐ Yes  ☐ No

Please rate your overall experience at Stephens

☐ 1  ☐ 2  ☐ 3  ☐ 4  ☐ 5

Disappointing  Exceptional

“Key Steps to Success are Parents, Students, Teachers and the Community!”
TYPE 1

**Parenting**

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

TYPE 2

**Communicating**

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

TYPE 3

**Volunteering**

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

TYPE 4

**Learning at Home**

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

TYPE 5

**Decision Making**

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

TYPE 6

**Collaborating with the Community**

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