Stephens Elementary School Parent and Family Engagement Plan

Facilitator Name:
Pakita Shutes ~ Facilitator Marthelle Hadley ~ Parent & Family Coordinator

Plan Review/Revision Date:
May 20, 2020/ August 1, 2020

District Level Reviewer, Title:

District Level Approval Date:

Committee Members, Role:

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

Phillip Carlock-A
Barbara Griggs-Å
Martina McCoy -SS
Ruffian Payton-SS
Jessica Slaughter-SS
Jennifer White-SS
Sharon Walker-SS
Kimberly Trotter SS
Yolanda Anderson-SS
Linda Morris-Parker-SS
Stacy Kindervarter-SS
Channon Streets-SS
Valerie Duckery-SS
Channon Streets-SS
Pakita Shutes-SS
Megan Pearson-SS
Perry Hunter-SS
Marthelle Hadley-SS
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 researched based model references six types of involvement: **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 home-to-school and from school-to-home about school programs and student progress.); **Volunteering** (Organize volunteers and audiences to support the school and students. Provide volunteer opportunities to various locations and at various times). **Learning at Home** (Involves families with their children on homework and other curriculum-related activities and decision.); **Decision-Making** (Include families as participants in school decisions, and develop parent leaders and representatives); and **Collaborating with the Community** (Coordinate resources and services from the community for families, students, and the school, and provide services to the community). To support the six types of involvement, Stephens participates on the LRSD NNPS Central-East School Cluster Team.

Stephens Elementary delivers information and solicits input from our parents and families through several avenues and our Annual Title I meeting held September 24, 2019, was one such delivery method. We discussed Title 1 funding allocations for the 2019-2020 school years, our school curriculum, academic assessments, PBIS behavior expectations, and how our parents can obtain various resources and provide feedback throughout the school year.

The principal, teachers, and parents helped to update the Stephens School-Parent-Compact distributed to parents in August of 2019-2020 school year, at the Student Registration “Check-In”, and when new families enter into our school. The compact is a living document that explains how parents, school staff, and students all share the responsibility in providing a scholarly education.

The Parent and Family Engagement Center provides resources/information for parents, families, students, and the community. There are Books/Brochures/Pamphlets to assist our students with uniforms, other school wide incentives, and after school program availabilities.

Stephens has Community Partners meetings that are open to parents and welcome their input and participation through access to school computers in the library and parent center parents can offer suggestions for follow-up.

Our school Facilitator collaborates with parents and faculty to provide academic tutoring and resource options for students; our school counselor is available to offer counseling to our students collaborate with parents.
regarding attendance and student behavior. She offers transitional assistance to our families and provides behavior assessment referrals to our School based-clinic as needed. Our School counselor assesses the nutritional needs of our families and provides some weekend meals for students. We have a food pantry program that aids in meeting the nutritional needs for our families, and an in-house bank that promotes financial literacy to our students and families.

Our Engagement Coordinator often meets with new students and parents to provide Title I information and resources on how to access our school-based health clinic staff for social and emotional needs. Our Parent Facilitator assistance families with components needed for academic success and our Parent & Family Engagement Coordinator assist parents through surveys that address school climate; forwarding feedback and following up to administration for District referral or contact regarding Title I School wide Plan dissatisfaction or transitional assistance needs.

Parent surveys evaluate program needs within the school. The principal and the Parent and Family Engagement Committee members meet to discuss the outcomes of the surveys and uses the data to implement, evaluate, and enhance parental engagement in the school. Stephens Parent and Family Engagement Committee surveys parents to include their feedback and participation on the school improvement plan.

### 2: Annual Title I Meeting

Annual Title I met on September 24, 2019, to inform parents of the requirements for school participation as well as our parent’s right to be involved. Stephens presented our parents with school curriculum updates, academic assessment information, funding, and student resource availabilities. The agenda, sign-in sheets, and minutes are on file.

Contact: Phillip Carlock Principal, (447-6400)

### 3: Communications

Stephens will increase Parent and Family Engagement participation in the following ways: Notices will be place on Stephens Webpage, distributed at initial enrollment, and offered in a language parents can understand. Parents are provided copies of the School plan upon request and copies made available at Parent-Teacher Conference. Parents will also have the opportunity to sign-off on the District Parent & Family Engagement plan during Parent-Teacher conferences.

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

- Monthly School Newsletters
- Teacher Communication to Parents
• Children International Parent/Student Programs
• Parent Focus Groups
• Emails
• LRSD Parentlink
• Phone Calls
• Stephens Website/HAC
• Parent Facilitator/Coordinator Communications to parents’
• Like us on Facebook
• Follow us on Twitter
• Community Partnerships
• Class Dojo
• Student Agenda books
• D.O.G.S. ® Volunteer Program
• P.T.S. A.

Stephens will plan the following events to increase Parent and Family Engagement Opportunities, contact Stephens Elementary for information on services related to preventing barriers to family engagement activities and events at 501-447-6400.

08-5-19   Stephens Parent Orientation
           4:00 – 6:00 p.m. Contact Principal Carlock 447-6400
08-6-9-19   Stephens Annual Stuff the Bus Classroom Incentives
            Contact Parent & Family Engagement 447-6475
08-22-19   Central-East Cluster Team Schools Back -to-School
           5:00 – 7:00 p.m. Contact Parent & Family Engagement
                         447-6475
08-26-30-19 Stephens Water Bottle Distribution
            Contact Ms. Kauffman 447-4680
09-05-19   Stephens Back-to-School Kick-off “Open House”
           4:00 – 6:00 p.m. Contact Principal Carlock 447-6400
09-18-19   Community Partners Meeting (Parents Welcome)
            Contact Parent & Family Engagement 447-6475
09-24-19   Title 1 Annual Meeting “Rumble in the Jungle”
           5:00 – 7:30 p.m. Contact Parent & Family Engagement
                         447-6475
10-01-19   USDA Fresh Fruit & Vegetable Program Begins
10-07-19   Check Us Out Tours 9:00 a.m.–1:30 p.m.
            Contact Principal Carlock 447-6400
10-10 – 11-19 Parent Teacher Conferences
            Contact Principal Carlock 447-6475
10-14 – 18-19 Grand Opening of Stephens Bright Stars Restaurant
            & National School Lunch Week
            Contact Stephens Cafeteria Manager 447-6400
10-21-19   Flu Awareness Pickup Line TBA
            2:00 – 3:00 p.m. Contact Ms. Kauffman 447-4680
10-23-19   D.O.G.S. Volunteer Program Drive & Red Ribbon Week
            Contact Parent & Family Engagement 447-6475
10-29-19   Harvest Festival Family Night
May 1, 2019 • Page 5 of 10

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-04-19</td>
<td>Arkansas Department of Health Stephens Flu Clinic</td>
<td>12:30 – 3:00 p.m. Contact Ms. Kauffman 447-4680</td>
</tr>
<tr>
<td>11-08-19</td>
<td>Career Fair Stephens Elementary TBA</td>
<td>Contact Mrs. Shutes 447-6465</td>
</tr>
<tr>
<td></td>
<td>Mrs. Morris – Parker 447-6404</td>
<td></td>
</tr>
<tr>
<td>11-19-19</td>
<td>Family Literacy Night “Student Showcase Snack &amp; Chat” (NWEA MAP Growth- ACT Aspire)</td>
<td>5:00 – 7:00 p.m. Contact Mrs. Shutes 447-6465</td>
</tr>
<tr>
<td>11-19-19</td>
<td>Jane Mendel Reading – Thanksgiving – Parent Focus Team Meeting</td>
<td></td>
</tr>
<tr>
<td>12-02 - 06-19</td>
<td>Penguin Patch – Family Financial Planning</td>
<td>8:30 – 1:40 p.m. Contact Parent &amp; Family Engagement 447-6475</td>
</tr>
<tr>
<td>12-17-19</td>
<td>Family Literacy Night Celebrating a Good Year</td>
<td>5:00 – 7:00 p.m. Contact Ms. Griggs 447-6400</td>
</tr>
<tr>
<td>01-16-20</td>
<td>Stephens Parenting Partner Workshops &amp; Literacy Night “The Other Side of the Report Card”</td>
<td>Contact Mrs. Griggs 447-6400 Mrs. Shutes 447-6475</td>
</tr>
<tr>
<td>01-23-20</td>
<td>Stephens Parenting Partner Workshop</td>
<td>5:00 – 7:00 p.m. Contact Parent &amp; Family Engagement 447-6475</td>
</tr>
<tr>
<td>01-28-20</td>
<td>Family Literacy Night – Parenting Partner Workshop</td>
<td>Contact Mrs. Griggs 447-6400</td>
</tr>
<tr>
<td>02-07-20</td>
<td>Stephens Parenting Partners Graduation – National Wear Red</td>
<td>5:00 – 7:00 p.m. Contact Parent &amp; Family Engagement 447-6475</td>
</tr>
<tr>
<td>02-20-20</td>
<td>Black History Celebration</td>
<td>5:00 – 7:00 p.m. on 02-21-2020</td>
</tr>
<tr>
<td>02-21-20</td>
<td>Parent Teacher Conference</td>
<td>Contact Parent &amp; Family 447-6475</td>
</tr>
<tr>
<td>03-17-20</td>
<td>Family Literacy Night TBA</td>
<td>5:00 – 7:00 p.m. Contact Ms. Barbara Griggs 446-6413</td>
</tr>
<tr>
<td>03-20-20</td>
<td>Stephens Career Show Case</td>
<td>1:00 p.m. – 2:00 p.m. Contact Ms. Kauffman 447-4680</td>
</tr>
<tr>
<td>04-03-20</td>
<td>Stephens Test Buster Rally</td>
<td>1:00 – 2:00 p.m. Contact Mrs. Shutes 447-6465</td>
</tr>
<tr>
<td>04-14-20</td>
<td>Family Literacy Night</td>
<td>5:00 – 7:00 p.m. Contact Ms. Griggs 447-6400</td>
</tr>
<tr>
<td>05-12-20</td>
<td>Family Literacy Night</td>
<td>5:00 – 7:00 p.m. Contact Mrs. Griggs 447-6400</td>
</tr>
<tr>
<td>05-21-20</td>
<td>Pre-K Promotional Ceremony</td>
<td>Contact Ms. Buck 447- 6427</td>
</tr>
<tr>
<td>05-22-20</td>
<td>Kindergarten Promotion</td>
<td>Contact Ms. Payton 447-6476</td>
</tr>
<tr>
<td></td>
<td>Fifth Grade Ceremony</td>
<td>Contact Ms. Anderson 447-6451</td>
</tr>
<tr>
<td>05-26-20</td>
<td>Stephens Family Field Day</td>
<td>5:00 – 7:00 p.m. Contact Mrs. Griggs 447-6400</td>
</tr>
</tbody>
</table>
4: School-Parent Compact

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

Little Rock School District
Home/School Learning Compact

School: Stephens Elementary  School Year: 2019-2020

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 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.

To assure State academic standards meet student challenges, parents, students, teachers, and the school principal will evaluate the effectiveness of Stephens School Compact. To assure the Stephens school compact is effective while continuing to plan for academic success volunteer surveys and two-way communications, between parents and teachers and students and faculty, will be incorporated and adjustments made as needed.

### 5: Reservation of Funds

Annual Title I met on September 24, 2019, to inform parents of the requirements for school participation as well as our parent’s right to be involved. Stephens presented our parents with school curriculum updates, academic assessment information, funding, and student resource availabilities. The agenda, sign-in sheets, and minutes are on file.

Contact: Phillip Carlock Principal, (447-6400)

### 6: Coordination of Services

Stephens Elementary and the University of Arkansas at Little Rock Children International have an After-School Program at the school that supports students with academic skills and enrichment opportunities. Contact: Mrs. Pakita Shutes (447-6465)

The Watch Dog (Dads of Great Students Parent Involvement Support Group) monitors and supports academic, social and emotional growth interaction for student’s success. Contact Mrs. 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 Mrs. Marthelle Hadley (447-6475)

PTSA (Parent, Teacher & Student Association) is a part of Stephens Elementary, this volunteer group will be working with parents, students, faculty, and the staff of Stephens to enrich the school climate and provide social and emotional support. Contact Mr. Perry Hunter – Co President (447-6400) or Marthelle Hadley, Stephens PTSA Liaison (447-6475)
7: Building Capacity of Parents

We encourage Family participation in workshops, activities, and events, please contact Mrs. Marthelle Hadley, Parent and Family Engagement Coordinator (447-6475) for more information regarding the Six Types of Involvement “Keys to Successful Partnerships” and/or Mrs. Pakita Shute, Facilitators (447-6465) for more information regarding Arkansas Academic Assessments and criteria.

- Mentoring/Tutoring Students
- Chaperones on School Field Trips
- Parent and Family Engagement
- Committees
- Stephens Community Center
- Stephens PTSA
- Stephens After School Program
- Parenting Partner Workshops
- 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
- Stephens Nutritional Programs (Food Pantry)

8: Building Capacity of School Staff

We encourage Staff participation in workshops, activities, and events, please contact Mrs. Marthelle Hadley, Parent and Family Engagement Coordinator (447-6475) for more information regarding the Six Types of Involvement “Keys to Successful Partnerships” and/or Mrs. Pakita Shutes, Facilitators (447-6465) for more information regarding Arkansas Academic Assessments and criteria.

- Mentoring/Tutoring Students
- State and Local Workshops
- Staff Development Conferences
- Monthly Staff Development Trainings
- Stephens PTSA
- Stephens After School Program
- Parenting Partner Workshops
- Family Literacy Nights
- Watch Dogs (Dad’s Support Group)
- Weekly Peer Review Team Meeting
- Members on the Stephens PTSA Board
- Members on School Leadership Team
- Stephens Parent Advisory Board
- Federal and District Staff Development Opportunities

9: Building Capacity - Discretionary

Stephens Elementary is a member of Johns Hopkins University 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 researched based model 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.

Stephens Elementary and the University of Arkansas at Little Rock Children International have an After-School Program at the school that supports students with academic skills and enrichment opportunities. Contact: Mrs. Pakita Shutes (447-6465)

The Watch Dog (Dads of Great Students Parent Involvement Support Group) monitors and supports academic, emotional growth, and social interaction of student’s success. Contact Mrs. 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 Mrs. Marthelle Hadley (447-6475)

PTSA (Parent, Teacher & Student Association) is a part of Stephens Elementary, this volunteer group will be working with parents, students, faculty, and the staff of Stephens to enrich the school climate and provide social and emotional support. Contact Mr. Perry Hunter – Co President (447-6400) or Marthelle Hadley, Stephens PTSA Liaison (447-6475)

The Parent and Family Engagement Center provides resources/information for parents, families, students, and the community. There are Books/Brochures/Pamphlets to assist our students with uniforms, other school wide incentives, and after school program availabilities.

Stephens has Community Partners meetings open to parents welcoming input and participation with access to school computers in the library and parent center for parents to make suggestions for follow-up.

Our school Facilitator collaborates with parents and faculty to provide academic tutoring and resource options for students; our school counselor is available to offer counseling to our students collaborate with parents regarding attendance and student behavior. She offers transitional assistance to our families and provides behavior assessment referrals to our School based clinic as needed. Our School counselor assesses the nutritional needs of our families and provides some weekend meals. We have a food pantry program that aids in meeting the nutritional needs for our families, and an in-house bank that promotes financial literacy to students and families.

Our Engagement Coordinator often meets with new students and parents to provide Title I information and resources on how to access our school-based health clinic staff for social and emotional needs. Our Parent Facilitator assistance families with components needed for academic success and our Parent & Family Engagement Coordinator assist parents through surveys that
address school climate; forwarding feedback and following up to administration for District referral or contact regarding Title I School wide Plan dissatisfaction or transitional assistance needs.