

# Franklin Elementary School

Parent Information Packet

2014-2015

Parent Facilitator-Ora Crenshaw

Parent Coordinator-LaToya Lamb

Principal-Lori Brown

PTA President-Tequilla Cornell

**Little Rock School District  
Franklin Elementary School  
Parent Involvement Plan 2014-2015**

**School Mission: The mission of the Franklin School, staff, parents and stakeholders is to work as a team to provide an educational program that enables our children to become proficient in reading, writing, and math. Our commitment is to provide the skills necessary for children to become self-assured, successful, productive citizens and lifelong learners. Franklin Elementary (PK-5th grades) is a school-wide School with 100% of our students on the free lunch program. We are currently in year four of school improvement.**

- **Parent Involvement Committee Members**
- Lori Brown, Principal
- Ora Crenshaw, School Counselor/Parent Facilitator
- Latoya Gray, Parent Coordinator
- Verna Thomas, Parent
- Tequilla Cornell, Parent
- Ebony Adams, Parent
- Gregory Thomas, Teacher
- Gloria Carroll, Teacher
- Mitzi Nicks, Teacher
- Tauheed Salaam, Community Rep
- Candice Carroll, Para-Profession
- Dusky Muhammad-Student
- Cassandra Garcia-Cortez-Student

**Franklin will build and maintain collaborative relationships between school, home and the community through effective communication in the following ways:**

- Classroom teachers, principal and counselor will send home weekly or monthly newsletters to inform parents about classroom activities, special announcements and reminders
- Teachers will encourage two-way communication with parents through student agenda books, e-mail, notes, letters, phone calls
- Primary teachers will communicate with parents daily through student folders that are sent home each day
- Parent/teacher conferences
- Parent Leadership Meetings in which team members will learn to train other parents to become effective school volunteers ( Parents will be trained through the PEP- Parents Empowering Parents Program)
- Orientation meetings for parents of Pre-K students going to kindergarten, second graders going to the intermediate level and fifth graders going to middle school
  
- Counselor will arrange for the classroom teacher to have an interpreter when needed for conferencing with parents who do not speak English

**Persons responsible: Ora Crenshaw-Counselor-447-4604 and Latoya Gray-447-4625**

Parents will receive a monthly calendar of events and reminders through flyers and parent link -**Persons responsible: :Lori Brown-Principal-447-4602 and Mildred Simmons-Secretary-447-4609**

## **Parent Involvement Plan (Continued)**

Major announcements will be sent home in Spanish to Hispanic families

**Person responsible: Ora Crenshaw-Counselor-447-4604**

Student progress will be accessible through Edline, parents will be provided with an account number that will give them access to Edline-**Parents were initially trained for Edline on December 9, 2010 by Melvin Campbell-447-4628. Additional and ongoing training will be done by the librarian-Brittani Brooks-447-4606**

Franklin will build and sustain the parent involvement program through a series of accountability systems: Copies of the students' standardized test results will be sent to parents at the beginning of the school year-**People responsible: Classroom teachers will send test results home-447-4600**

During open house, overall school test results and suggestions for improvement will be shared with parents-**Persons responsible: Lori Brown -Principal-447-4602, Almeda Giles-Math Facilitator-447-4620, Reading Teacher-Charlotte Jackson and Clarissa White-Literacy Facilitator-447-4612**

Staff will meet with parents to discuss the statewide assessment system, standards and other accountability measures-**Person responsible: Lori Brown-Principal-447-4602**

**Date: October, 2014**

Teachers will create Academic Improvement Plans based on benchmark scores for students who score basic and below. The plan including the student's level of progress toward becoming proficient or above is discussed with the parent and student at least two times per year.

Student behavioral plans will be created by a team which includes but is not limited to the counselor, teacher, parent and student to help student improve his/her behavior as often as needed.

Our teachers are required to take no fewer than two (2) hours of professional development for teachers which is designed to enhance their understanding of effective parent involvement strategies. Administrator is required to take at least three (3) hours to enhance their understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. Note: **Teachers will receive parent involvement training on November 10, 2014. Records of attendance and agenda will be on file in the parent facilitator's office-Ora Crenshaw-447-4604 and the district office for professional development-447-1000. Training will be updated during the 2015-2016 school year.**

Franklin's staff and parents worked together to create a Home/School Learning Compact. It outlines how parents, students and staff share the responsibility for improving students' academic achievement levels. All stakeholders will have input and be required to sign the compact-**Compact will be reviewed in October, 2014 with input from representatives of all stakeholders.**

**Persons responsible: Lori Brown-Principal-447-4602, Latoya Lamb-Parent Coordinator-447-4625 and Ora Crenshaw-Parent Facilitator-447-4604**

## **Parent Involvement Plan (Continued)**

A group of parents is a part of the school improvement planning team. They meet with the committee members at the beginning of the school year and throughout the school year in monthly meetings to review, give input and make adjustments within the plan when necessary.

Our annual Title I meeting will be held on September 4, 2014 at 6:00 p.m. We will engage parents in the annual evaluation of the Title I Program's parental involvement efforts by conducting a survey involving staff, stakeholders and parents. The committee will make adjustments or changes when necessary. The evaluation will include numbers that indicate whether the level of parent participation in meetings and activities is growing as well as the impact that parent participation is having on student achievement. The Annual Title I Meeting is planned for September 4, 2014. **Meeting will be facilitated by the principal-Lori Brown-447-4602, Melvin Campbell-447-4628 and Almeda Giles-447-4620 in October, 2014.** The Annual evaluation will be conducted in November, 2014-Persons responsible are Latoya Gray-Parent Coordinator-447-4625 and Ora Crenshaw-Counselor-Parent Facilitator at 447-4604.

Parent surveys relating to what parents feel we can do to support their child academically will be administered in October, 2014 and throughout the year for new parents. **Parents will receive surveys from the classroom teacher to complete during parent conference days. Results will be collected by the parent coordinator-Latoya Gray and parent facilitator-Ora Crenshaw-447-4604.** We will use the results of the survey to plan for upcoming parent involvement activities. We will evaluate the impact of suggested activities at the end of the school year and give parents the results.

Parents will be provided with a parent handbook which includes information on resolving parental concerns through due process.

**We have planned the following meetings to increase parent involvement at Franklin:**

*Monthly Parent Leadership Meetings-Semptember 15, 2014, October 13, 2014, November 10, 2014, December 01, 2014, January 12, 2015, February 09, 2015, March 02, 2015, April 06, 2015, May 04, 2015 and June 01, 2015*

Two parent leadership trainings where parents will be trained to become trainers of other parents in how to become an active school volunteer October 13, 2014 and February 09, 2015

**Persons responsible: Ora Crenshaw-Parent Facilitator-447-4604, Latoya Gray-Parent Coordinator-447-4625, Tauheed Salaam-Community Volunteer from Promise Neighborhood and Danita Waller-Passport Afterschool Program Director-224-7171**

Franklin's annual spelling bee where students can use parents as a life line on May 7<sup>th</sup>, 2015

**Person responsible is Ora Crenshaw-447-4604**

Kindergarten through fifth grade Students who attend the Passport Tutoring Program at the Tyler Opportunity Learning Center are required to attend, with their families, a monthly family dinner where parents pair with parents from the community to learn effective parenting strategies, how to become more involved with their child's education, the importance of joining and becoming actively involved in PTA Meetings and Parent Conferences. Dinners are served for 10 families per night every second Tuesday, Wednesday and Thursday each month. **Persons responsible are the principal- Ora Crenshaw-447-4604 and the tutoring program director-Danita Waller-224-7171**

## Parent Involvement Plan (Continued)

Franklin will work with the middle schools to prepare parents for assisting their child with middle school transition. Parents will be invited to attend our middle school field trip to Henderson and Dunbar Middle. Parents will be encouraged to assist their child with individual middle school shadowing experiences which can be arranged between parent, student and the middle school counselor. *Person responsible is Ora Crenshaw-447-4604.*

### **School 's Annual Activities Scheduled are as follows:**

- Three Honors Assemblies: November 4, 2014, *January 27, 2015 and April 21, 2015*-*Persons responsible are Lori Brown-447-4602, Christina Lipsey-447-4617 and Tammy Smith-447-4614*
- Open House September 4, 2014-**Person responsible is Lori Brown-447-4602**
- 5th/Pre-K/K/dg Promotion Exercises; PK/K-May 28, 2015; 5<sup>th</sup>-May 29, 2015 -*Persons responsible are Melvin Campbell-447-4628, Khaleelah Muhammad-447-4656, Martin Keith-447-4671, Julia Jones-447-4663, Mitzi Nicks-447-4640 and Tanesshia Beverly-447-4639*
- *Hispanic Heritage Celebration*-*Persons responsible are Lori Brown-447-4602 and LaToya Lamb-447-4625*
- Beat For Peace Family Sessions throughout the school year-**Persons responsible are Ora Crenshaw-447-4604 and Satia Spencer-447-4615**
- Various Field Trips throughout the school year as scheduled-**Teachers are responsible for arranging field trips that correlate with unit of study-447-4600**
- **Family Movie Night**-**Person responsible-Latoya Lamb-447-4625**
- Grandparent's Week-November 17-20, 2014-*Persons responsible are Gloria Carroll-447-4652 and Lori Brown-447-4602*
- Community Service Day at Arkansas Rice Depot- February 27, 2015-*Person responsible is Ora Crenshaw-447-4604*
- *Job Shadowing Day*-February 20, 2015-*Person Responsible is Ora Crenshaw-447-4604*
- *Career Day*-February 18, 2015-**Person Responsible is Ora Crenshaw-447-4604**
- *JA in a Day*(*Junior Achievement*)y-*October 29, 2015*-*Person responsible is Ora Crenshaw-447-4604*
- *Act of Kindness Community Service Project Day*-*February 25, 2015*-*Persons responsible are Ora Crenshaw-501-447-4604 and Melvin Campbell-447-4628*
- Spanish Heritage Month Art Displays -October, 2014-*Person responsible is Angela Norton-447-4633*
- *Volunteer Readers Day*-*November 18, 2014*-*Person responsible is Brittani Brooks-447-4606*
- *Field Day*-*May 22, 2015*-*Persons responsible are Lori Brown-447-4602 and Christina Lipsey-447-4617*
- *Winter Parties*-**December 18, 2014**- **Persons responsible are classroom teachers-447-4600**
- *Valentine Parties*-**February 15, 2015**-**Persons responsible are classroom teachers-447-4600**
- *Mother/Son Dance*-**March 5, 2015**-**Person responsible-LaToya Lamb-447-4625**
- *Father/Daughter Dance*-**February 5, 2015**-**Person responsible-LaToya Lam-447-4625**

### **We will make parents aware of a variety of opportunities for them to volunteer:**

During registration, parents will receive information packets which will include the parent involvement plan and ways that home and school can build a successful team working relationship. **Teachers will be responsible for communicating the opportunities to their parents-447-4600**

## **Parent Involvement Plan (Continued)**

Parent volunteer opportunities list will be provided during registration and as each new student enters- **Person responsible-Latoya Lamb-Parent Coordinator. Parent Facilitator-Ora Crenshaw-447-4604 will provide list in parent packets during Open House.**

Parents and teachers are encouraged to join the Parent Teacher Association to foster parental and community involvement within our school. **Persons responsible: Latoya Lamb-Parent Coordinator-447-4625, Parent Facilitator-Ora Crenshaw-447-4604 and teachers-447-4600**

### **Parent resources will include:**

The parent center has a large selection of pamphlets, books and brochures with resource information for ways a parent can help their child succeed in school and be a responsible parent. All materials are available in the Parent Center for parents to take a copy or check out for personal use.

**The Parent Center is now available to parents between 7:30 and 2:00 each day. Contact Persons are Latoya Lamb-447-4625 and Ora Crenshaw-Parent Facilitator-447-4604.**

The library has a section for books and games which are available for check out for parents to assist their child academically. Computers are available for parent use to check EdLine and educational web sites.

**The school library is open from 7:30-2:30. Librarian is Brittani Brooks-447-4606**

**The school computer lab is available by appointment. The Lab Attendant is Monekia English-447-4642.**

Franklin provides each parent with a parent handbook which includes the process for resolving parental concerns through due process, homework policy, dress code, Home School Learning Compact, District Mission and School Mission and Parent Contract

A parent coordinator is available on campus daily. **Parent Coordinator is Latoya Lamb-447-4625.**

### **National Network of Partnership Schools:**

Contact Person: Ora Crenshaw (447-4604 and Latoya Lamb (447-4625).

Franklin Elementary School is a member of Johns Hopkins University National Network of Partnership Schools (NNPS). The NNPS School, Family and Community Partnership family model is designed to enhance parent participation and involvement in the school and community. The family model is researched based and references engagement, activities, and resources for the six types of involvement: Parenting, Communicating, Volunteering, Student Learning, Decision-Making and Collaborating with the Community. To support the six types of involvement, Franklin participates on the LRSD NNPS Central-East School Cluster Team.

# Franklin Elementary School Calendar of Activities

2014-2015

Activity	Date	Time
Open House	September 4, 2014	6:00 p.m.
Casual for a Cause	September 26, 2014 October 31, 2014 November 21, 2014 December 19, 2014 January 30, 2015 February 27, 2015 March 19, 2015 April 24, 2015	
Book Fair	September 29 - October 3 2014	8:00-2:45 p.m.
Red Ribbon Week	October 23-31	
J.A. in a Day	October 29, 2014	7:45-12:45
Family Movie Night	November 13, 2014	6:00-8:00 p.m.
VIPS Reading Day	November 18, 2014	
Grandparents Week	November 17-20, 2014	
Winter Parties	December 18, 2014	
Daddy/Daughter Dance	February 5, 2015	6-7:30 p.m.
Valentine Parties	February 12, 2015	
Mother/Son Dance	March 5, 2015	6:00-7:30 p.m.
Skate Night	April 21, 2015	6:00-8:00 p.m.
Teacher Appreciation Week	May 4-8, 2015	
Field Day	May 22, 2015	All Day
5 <sup>th</sup> Grade Promotion	May 29, 2015	

**BENJAMIN FRANKLIN ELEMENTARY  
STUDENT/PARENT/GUARDIAN(s) CONTRACT**

**2014-2015 SCHOOL YEAR**

To Parent/Guardian(s) and Students:

Please read and familiarize yourself and your child with the Student Conduct Code, Homework and Attendance Policies, due process procedures and other important information contained in your copy of the Little Rock School District Handbook.

**PARENT/GUARDIAN AGREEMENT**

Signature: \_\_\_\_\_

(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 in its effort to maintain proper discipline.
- ✓ Establish a time for homework and review it regularly;
- ✓ Provide a quiet well lighted place for study;
- ✓ Provide a library card for my child;
- ✓ Stay aware of what my child is learning;
- ✓ Attend Open House and Parent Conferences;
- ✓ Read with my child and let my child see me read;

**STUDENT AGREEMENT**

Signature: \_\_\_\_\_

It is important that students achieve. 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;
- ✓ Maintain regular study hours;
- ✓ Agree to follow the rules of student conduct.

**TEACHER AGREEMENT**

Signature: \_\_\_\_\_

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

- ✓ Provide 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

**PRINCIPAL AGREEMENT**

Signature: \_\_\_\_\_

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

- ✓ Provide an environment that facilitates positive communication between the teacher, parent and student.
- ✓ Support teachers as they assign homework to reinforce classroom instruction.



# 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\*\*

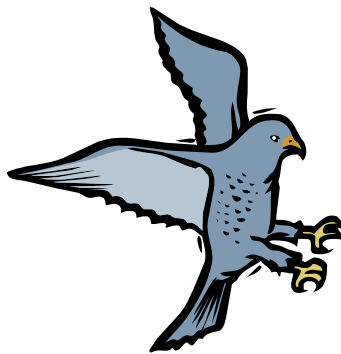
1. Create reading habits and read every day.
2. Talk about pictures and ask questions while reading.
3. Snuggle up close with a book before bed.
4. Share different kinds of books (stories, nonfiction, poetry)
5. Read favorite books again and again.
6. Read with expression...it's more fun!

GOOD READERS are made on the laps of parents!

## 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: Latoya Lamb-447-4625 or Ora Crenshaw-Parent Facilitator-447-4604.**



FRANKLIN ELEMENTARY  
2014-2015  
PTA OFFICERS

President

Tequilla Cornell

Vice-President

Verna Thomas

Secretary

Kamesha Johnson

Treasurer

Candice Carroll

Teacher Representative

Mitzi Nicks

Membership

Ebony Adams

PTA dues is \$5.00







## FRANKLIN STAFF CONTACT INFORMATION 2014-2015

	Name	Email	Room Phone
Principal	Lori Brown	<a href="mailto:lori.brown@lrsd.org">lori.brown@lrsd.org</a>	447-4600
Counselor	Ora Crenshaw	<a href="mailto:ora.crenshaw@lrsd.org">ora.crenshaw@lrsd.org</a>	447-4604
Nurse	Michelle Bunting	<a href="mailto:michelle.bunting@lrsd.org">michelle.bunting@lrsd.org</a>	447-4605
Secretary	Mildred Simmons	<a href="mailto:mildred.simmons@lrsd.org">mildred.simmons@lrsd.org</a>	447-4609
Security	Fred Moore	<a href="mailto:fred.moore@lrsd.org">fred.moore@lrsd.org</a>	447-4669
Parent Center	LaToya Gray- Lamb	<a href="mailto:latoya.gray@lrsd.org">latoya.gray@lrsd.org</a>	447-4625
Pre-Kindergarten	Mitizi Nicks	<a href="mailto:mitzi.nicks@lrsd.org">mitzi.nicks@lrsd.org</a>	447-4640
Pre-Kindergarten	Angela Doyne	<a href="mailto:angela.doyne@lrsd.org">angela.doyne@lrsd.org</a>	447-4630
Kindergarten	Tanesshia Beverley	<a href="mailto:tanesshia.beverley@lrsd.org">tanesshia.beverley@lrsd.org</a>	447-4639
Kindergarten	Keith Martin	<a href="mailto:keith.martin@lrsd.org">keith.martin@lrsd.org</a>	447-4671
Kindergarten	Julie Jones	<a href="mailto:julie.jones@lrsd.org">julie.jones@lrsd.org</a>	447-4663
1 <sup>st</sup> grade	Phyllis Johnson-Hakeem	<a href="mailto:phyllis.johnson@lrsd.org">phyllis.johnson@lrsd.org</a>	447-4643
1 <sup>st</sup> grade	Stephanie Wolmarans	<a href="mailto:stephanie.wolmarans@lrsd.org">stephanie.wolmarans@lrsd.org</a>	447-4635
2 <sup>nd</sup> grade	Lou Ann Gray	<a href="mailto:louann.gray@lrsd.org">louann.gray@lrsd.org</a>	447-4623
2 <sup>nd</sup> grade	Marsha Spears	<a href="mailto:marsha.spears@lrsd.org">marsha.spears@lrsd.org</a>	4474624
3 <sup>rd</sup> grade	Kristina Rutherford	<a href="mailto:kristina.rutherford@lrsd.org">kristina.rutherford@lrsd.org</a>	447-4651
3 <sup>rd</sup> grade	Tammy Smith	<a href="mailto:tammy.smith@lrsd.org">tammy.smith@lrsd.org</a>	447-4614
4 <sup>th</sup> grade	Brenda Clayton	<a href="mailto:brenda.clayton@lrsd.org">brenda.clayton@lrsd.org</a>	447-4656
4 <sup>th</sup> grade	Gregorey Thomas	<a href="mailto:gregorey.thomas@lrsd.org">gregorey.thomas@lrsd.org</a>	447-4650
5 <sup>th</sup> grade	Melvin Campbell	<a href="mailto:melvin.campbell@lrsd.org">melvin.campbell@lrsd.org</a>	447-4628
5 <sup>th</sup> grade	Khaleelah Muhammad	<a href="mailto:khaleelah.muhammad@lrsd.org">khaleelah.muhammad@lrsd.org</a>	447-4656
K-2 Self-Contained	Sharol Smith	<a href="mailto:sharol.smith@lrsd.org">sharol.smith@lrsd.org</a>	447-4618
3-5 Self-Contained	Shawn Williams	<a href="mailto:shawn.williams@lrsd.org">shawn.williams@lrsd.org</a>	447-4657

## FRANKLIN STAFF CONTACT INFORMATION 2013-2014

Literacy Coach	Clarissa White	<a href="mailto:clarissa.white@lrsd.org">clarissa.white@lrsd.org</a>	447-4626
Math Coach	Almeda Giles	<a href="mailto:almeda.giles@lrsd.org">almeda.giles@lrsd.org</a>	447-4658
Computer Lab	Monekia English	<a href="mailto:monekia.english@lrsd.org">monekia.english@lrsd.org</a>	447-4642
Reading Recovery	Charlotte Jackson	<a href="mailto:charlotte.jackson@lrsd.org">charlotte.jackson@lrsd.org</a>	447-4631
Librarian	Brittani Brooks	<a href="mailto:brittani.brooks@lrsd.org">brittani.brooks@lrsd.org</a>	44-4655
Media Clerk	Sonia McNeil	<a href="mailto:sonia.mcneil@lrsd.org">sonia.mcneil@lrsd.org</a>	447-4655
Speech	Deeni Sterling	<a href="mailto:deeni.sterling@lrsd.org">deeni.sterling@lrsd.org</a>	447-4608
Resource	Richard Horton	<a href="mailto:richard.horton@lrsd.org">richard.horton@lrsd.org</a>	447-4619
GT	Patricia Phillips	<a href="mailto:patricia.phillips@lrsd.org">patricia.phillips@lrsd.org</a>	447-4622
P.E.	Christina Lipsey	<a href="mailto:christina.lipsey@lrsd.org">christina.lipsey@lrsd.org</a>	447-4617
Art	Angela Norton	<a href="mailto:angela.norton@lrsd.org">angela.norton@lrsd.org</a>	447-4633
Music	Satia Spencer	<a href="mailto:satia.spencer@lrsd.org">satia.spencer@lrsd.org</a>	447-4615
Cafeteria Manager	Sherrich Hampton	<a href="mailto:sherrich.hampton@lrsd.org">sherrich.hampton@lrsd.org</a>	447-4607
School Fax			447-4601

## Six Types of Involvement: Keys to Successful Partnerships

	<p><b><u>Parenting</u></b>  <b>Assist families with parenting skills and setting home conditions to support children as students. Also, assist schools to better understand families.</b></p>
	<p><b><u>Communicating</u></b>  <b>Conduct effective communications from school-to-home and from home-to-school about school programs and student progress.</b></p>
	<p><b><u>Volunteering</u></b>  <b>Organize volunteers and audiences to support the school and students. Provide volunteer opportunities in various locations and at various times.</b></p>
	<p><b><u>Learning at Home</u></b>  <b>Involve families with their children on homework and other curriculum-related activities and decisions.</b></p>
	<p><b><u>Decision Making</u></b>  <b>Include families as participants in school decisions, and develop parent leaders and representatives.</b></p>
	<p><b><u>Collaborating with the Community</u></b>  <b>Coordinate resources and services from the community for families, students, and the school, and provide services to the community.</b></p>