



Stephens Elementary School

Parent and Family Engagement Information Packet 2017-2018

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

**Parent & Family Engagement Coordinator ~ Mrs. Marthelle Hadley
(447-6475)**

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

**Little Rock School District
Stephens Elementary School
2017-2018 Parent and Family Engagement Plan**

School Mission:

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

Principal: Phillip Carlock

Parent Facilitator: Pakita Shutes

Parent & Family Engagement Coordinator: Marthelle Hadley

Volunteer Parent Liaison:

School Improvement Status: School Improvement/Focus School 2017-2018

Level: Pre- K ~ 5

Stephens Elementary ~Title I School

Percent of free and reduced lunch: 98%

Our goals for the year are as follows:

- To improve customer service throughout the building.
- 70% of Kindergarten- 2nd Grade students will demonstrate proficiency in fluency on grade level text. Fluency is the ability to read text accurately, quickly, and with expression.
- 70% of 3rd – 5th Grade students will demonstrate proficiency in reading comprehension on grade level text. Reading comprehension is how well a person can read and understand the text.

We can make progressive progress toward achieving the goals toward 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 will see academic success.

Parent and Family Engagement Committee Members:

(A ~ Administrator) (SS ~ School Staff) (P ~ Parent) (C ~ Community)

Phillip Carlock ~ A

Gwendolyn Combs ~ SS

Valerie Duckery ~ SS

Barbara Griggs ~ A

Janet Brown ~ SS

Linda Morris-Parker ~ SS

Mary Barksdale ~ SS

Lula Turner ~ SS

Pakita Shutes ~ SS

Stacy Kindervater ~ SS

Saddi Moix ~ SS

Marthelle Hadley ~ SS

Kamila Khoury ~ 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)

- Monthly School Newsletter
- Parent Volunteers in After School Program
- Children International Parent/Student Programs
- Parent Focus Groups
- E-mails
- Parent Link
- Phone Calls Teacher Communication to Parents
- PTA Newsletter
- Like us on Facebook
- Follow us on Twitter
- Community Partnerships
- Class Dojo
- Student Agenda Books
- Stephens Website/HAC

Stephens will plan the following events to increase Parent and Family Engagement opportunities.

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|--------------------|--|
| August 11, 2017 | Stephens Back To School Kickoff “Parents Meet & Greet” Marthelle Hadley & Pakita Shutes |
| August 23, 2017 | Stephens Elementary Health Clinic ~ Behavioral Health Services Back to School “Community Partners Quarterly Meeting” Marthelle Hadley, Carla Litzsey (447-4680), Lisa Williams (447-6480) |
| September 11, 2017 | Stephens Elementary Open House “Partnering With A Purpose” Pakita Shutes & Marthelle Hadley |
| September 28, 2017 | Stephens Elementary “Grandparent Day Celebration” Pakita Shutes & Marthelle Hadley |
| October 30, 2017 | Stephens Elementary “Parent Literacy and Math Harvest Festival” Pakita Shutes & Marthelle Hadley |
| November 10, 2017 | Parent Partnering Workshop “Family Engagement = Student Success” Title I Fall Annual Meeting. Marthelle Hadley & Pakita Shutes |
| November 17, 2017 | Thanksgiving Basket Give Away Parent Workshop “Assessments Snack and Chat” (NWEA Map Growth Assessment and ACT Aspire Interim and Summative Assessments) |
| December 18, 2017 | Attendance and Truancy Workshop “Elf on the Shelf Pastries for Parents” Marthelle Hadley & Pakita Shutes |
| January 22, 2018 | Parent Workshop: “Students, Parents, and Teachers; Building a Working Relationship” – Pakita Shutes & Marthelle Hadley |
| February 26, 2018 | Parent Workshop: “The Other Side of the Report Card” & Community Celebration “Celebrating Black History Month” Linda Morris-Parker, David Higginbotham, Marthelle Hadley & Pakita Shutes |

March 31, 2018 Parent Workshop: **Bullying What Parents Can Do!**
 Marthelle Hadley & Pakita Shutes

April 6, 2018 “Test Busters Pep Rally for Parents and Students”

May 20, 2018 “Family Day at Stephens School” Entire Day
 Luncheon 11:00 a.m. – 12:00 p.m.

We encourage Family participation in workshops, activities, and events, please contact Marthelle Hadley (447-6475) and/or Pakita Shutes (447-6465) for more information.

Mentoring/Tutoring Students	DIVAS (Dedicated Valuable Advocates For Students)
Chaperones on School Field Trips	Watch Dogs (Dad’s Support Group)
Parent and Family Engagement Committee	Volunteering in Cafeteria & Media Center
First Baptist Highland Park	Members on the Stephens PTA Board
Stephens PTA	Members on School Leadership Team
Stephens After School Program	

The principal, teachers, and parents helped to update the Stephens School-Parent-Compact, which was provided for parents in August 2017 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 (447-6400)

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

- Parents will be given surveys to evaluate the various programs of 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 involvement in the school.

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

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|---|---|
| <ul style="list-style-type: none"> • Books/Brochures/Pamphlets • Parent Resource Center • Assist Parents with resources for Uniforms • Parent Information Packets • Stephens Elementary After School Program Information | <ul style="list-style-type: none"> • First Baptist, Highland Park Program Information • Stephens First Security Bank Job Application • School Wide Incentives • PTA Board Meetings • Access to Computers |
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- Meet New Parents and provide Title I information
- Information Resources for Physical and Dental Screenings
- Resources for Tutoring Students
- Children International/Distribution Gifts

The Annual Title I meeting is scheduled on November 10, 2017 to discuss curriculum, academic assessments, and funding and student progress. An agenda, sign-in sheet and minutes will be kept on file. Contact: Mr. 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: Mrs. Pakita Shutes (447-6465)

First Baptist, Highland has a tutoring program for Stephens Elementary students for the 2017-2018 school year. This collaboration will help students improve in all areas of learning. Contact: Mrs. Marthelle Hadley (447-6475)

The Watch Dog (Dad's Parent Involvement Support Group for Students) monitors and support academic, emotional growth, and social interaction of Stephens's Students to promote success.

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.

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 is 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@lrdsd.org; 447-6475**)

“Parents, Students and Teachers Working Together

=

Success!”

**STEPHENS ELEMENTARY
2017-2018 PTA OFFICERS**

It is time for the Stephens Elementary PTA Board elections!! Anyone who is a Stephens PTA general member may seek the nomination of any board position they feel qualified to fill. Nominations will be announced in the General PTA Meeting at Stephens Math and Literacy Harvest Festival at **3:05 p.m.** on **October 30, 2017**. Also, we will accept nominations from the floor and vote on vacant positions. We welcome all interested parties to campaign for vacant board positions, please contact, Mrs. Marthelle Hadley at 447-6475 to express how you wish to be of service to Stephens P.T.A.

PTA dues \$5.00 (Single Child) or \$8.00 (Family)

Tips For Improving Your Child's Reading Skills

1. Create good reading habits and read everyday.
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, 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!!!



Please contact your child's teacher by phone or email.

To contact your child's teacher

- call 501-447-6400, or
- Email by typing your child's teacher's
 - firstname.lastname@lrsd.org

To reach other staff, call 447-6400

Thank you!

STEPHENS ELEMENTARY STAFF ROSTER

CYBER PRE-K (Red)	Room #	Ext.	Grade Level	#	Specialists	Room #	Ext.	Job Title
Jennifer Buck	Rm. 218	76427	Pre-Kindergarten	31	Shannon Fletcher	Rm. 102	76425	Art Teacher
Diane Sherwin	Rm. 219	76426	Pre-Three	32	Valerie Little	Rm. 108	76450	P.E. Teacher
Joan Irwin	Rm. 220	76466	Pre-K	33	David Higginbotham	Rm. 113	76480	Music Teacher
CYBER K (Red)	Room #	Ext.	Grade Level	34	Music	Rm. 113C	76440	Office
Tara Gurley	Rm. 213	76435	Kindergarten	35	Lula Turner	Rm. 223	76434	Reading Teacher
Ruffian Payton	Rm. 214	76445	Kindergarten	36	Jeanne Miller OT	Rm. 228	76442	Avery Hendricks PT
Channon Streets	Rm. 215	76455	Kindergarten	37	Cindy Vocque	Rm. 229	76458	Psychological Examiner
Janet Brown	Rm. 216	76437	Kindergarten	38	Stacy Kindervater	Rm. 229	76423	Speech Therapy
Alisha Anthony	Rm 221	76467	Kindergarten	39	Jessica Cress	Rm. 229	76463	Speech Therapy
CYBER 1 (Purple)	Room #	Ext.	Grade Level	40	Stephanie Snead	Rm. 229	76443	Reading Teacher
Jessica Pickens	Rm. 209	76486	1 st Grade	41	Loretta Davis	Rm 230	76428	Special Resource
	Rm. 210			42	Richard Horton	Rm. 230	76422	Special Resource
Tahesha Robinson	Rm. 211	76447	1 st Grade	43	Media Center	Rm. 254	76481	Sharon Brooks Media Ctr.
Asua Porter	Rm. 212	76476	1 st Grade	44	Valerie Duckery	Rm. 260	76406	Media Specialist
CYBER 2 (Yellow)	Room #	Ext.	Grade Level	45	Linda Morris-Parker	Rm. 263	76404	Guidance Counselor
Chris Corballis	Rm. 205	76454		46	Guidance Counselor	Rm. 265	76460	Guidance Counselor
Brittani Millsap	Rm. 206	76472	2 nd Grade	47	Guidance Counselor	Rm. 266	76468	Conference Room
Book Room	Rm. 207		2 nd Grade	48	Gwen Combs	Rm. 278	76477	Gifted and Talented
	Rm. 208		2 nd Grade	#	Support Staff	Room #	Ext.	Grade Level
CYBER 3 (Green)	Room #	Ext.	Grade Level	49	Marcus Stephens	Rm. 109	76420	Behavior Support/R.T.C.
Saddi Moix	Rm. 272	76485	3 rd Grade	50	Margaret Horn	Rm. 118	76407	Child Nutrition Manager
Haley Marshall	Rm. 273	76459	3 rd Grade	51	Kamilla Khoury	Rm. 207	76418	Literacy Multi-St. Facilitator
Megan Wyrick	Rm. 274	76456	3 rd Grade	52	Mildred Butler	Rm. 207	76418	Math Multi-Site Facilitator
Sharon Walker	Rm. 275	76464	3 rd Grade	53	Pakita Shutes	Rm. 222	76465	Academic Intervention
CYBER 4 (Orange)	Room #	Ext.	Grade Level	54	Diana Layne-Jordan	Rm. 241	76403	Bookkeeper Secretary

Ruthie White	Rm. 285	76487	Vacant	55	Diane Barksdale	Rm. 242	76488	School Improvement
Jennifer White	Rm. 286	76457	4 th Grade	56	Barbara Griggs	Rm. 243	76413	Assistant Principal
Belinda Burney	Rm. 287	76431	4 th Grade	57	Phillip Carlock	Rm. 244	76402	Principal
Sylvia Kelly	Rm. 288	76446	4 th Grade	58	Mildred Simmons	Rm. 246	76449	Attendance Secretary
CYBER 5 (Blue)	Room #	Ext.	Grade Level	59	Michelle Bunting	Rm. 251	76405	Nurse
Shawna Boyd	Rm. 234	76429	5 th Grade	60	Carolyn Alexander	Rm. 254	76481	Media Clerk
Khaleelah Muhammad	Rm. 235	76412	5 th Grade	61	Marthelle Hadley	Rm. 276	76475	Family Engagement Coord.
Yolanda Anderson	Rm. 236	76451	5 th Grade	62	Jessica Conedy	Rm. 246	76483	Family Services
Mary Hall	Rm. 237	76478	5 th Grade	#	HELPFUL NUMBERS	Room #	Ext.	
C.B.I Classes	Room #	Ext.	Grade Level		Staff Lounge	Rm. 268	76484	
Sharol Smith	Rm. 231	76471	CBI Intermediate		Cafeteria		76489	
Shawn Williams	Rm. 232	76470	CBI Primary		Security/Front Desk		76462	
Paraprofessional	Room #	Ext.	Job Title		Human Resources		447-1100	
Sophia Coleman	Rm. 218	76427	Pre K Paraprofessional		Payroll		71080	
Brittani Lipscomb	Rm. 219	76445	Pre 3 Paraprofessional		Help Desk		74357	
Sandra Oliver	Rm. 220	76466	Pre K Paraprofessional		Community Center		603-9974	
Anthony Alexander	NA	NA	Pre K Paraprofessional		Children International		663-5541	
Mary Jones	NA	NA	Pre K Paraprofessional		First Student Buses		74160	
Arnold Williams	Rm. 222	76444	Computer Lab Para		Special Needs Bus		77550	
Regina Johnson	Rm. 231	76471	CBI Paraprofessional					
Gloria Jackson	Rm. 231	76471	CBI Paraprofessional	#	Enrichment Classes	Room #	Ext.	
Diane Barton	Rm. 232	76470	CBI Paraprofessional		Barber Shop	Rm. 108	76495	
Rocktonja Bell-Allen	Rm. 232	76470	CBI Paraprofessional		Arcade/S.T.A.R. Buck Store	Rm. 110	76433	
Kiera Couch	NA	NA	Paraprofessional		Cyber Theatre	Rm. 282	76432	
Amber Bosah	NA	NA	Paraprofessional					
Michelle Kelly	NA	NA	Paraprofessional					
Thomas East	NA	NA	Paraprofessional					
CUSTODIANS	Room #	Ext.		#	ACH Health Clinic	Room #	Ext.	Title
David Surratt	Rm. 114	76420	Head Custodian	84	Carla Litzsey	Rm.	74680	ACH Clinic Manager

						250		
Michael Ackers	Rm. 114	76420	Custodian	85	Allison Hester	Rm. 250	74681	ACH Nurse Practitioner
Lloyd Doby	Rm. 114	76420	Custodian					
Ms. Gant	Rm. 114	76420	Custodian					
Cafeteria Staff	Room #	Ext.		#	Mental Health Center	Room #	Ext.	Title
Jean McKenzie	Rm. 118	76407	Child Nutrition		Mental Health	Rm. 253	76414	Life Strategies
Beatrice Richards-Doby	Rm. 118	76407	Child Nutrition		Mental Health	Rm. 253	76415	New Beginnings
Lakiesha Moore	Rm. 118	76407	Child Nutrition		Mental Health	Rm. 253	76416	The Pointe

("Parents, Students, & Teachers Working Together = Success!")

Little Rock School District
Home/School Learning Compact

School: Stephens Elementary

School Year: 2017-2018

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.

(Parents, Students, and Teachers Working Together = Success!)

Stephens Elementary Parent Interest Survey

1. What academic goal(s) would you like for your child to achieve this school year?
2. How will you partner with your child's teacher to assist in making this academic goal(s) happen for your child this school year?
3. What day(s) are you willing to volunteer in your child's classroom monthly?
4. Are you interested in volunteering at your child's school this school year if so in what area?
5. How often will you communicate with school faculty and staff about your child's progress both academically and socially this school year?

**Return this survey to Marthelle Hadley, Parent and Family Engagement Coordinator or
Pakita Shutes, Parent and Family Engagement Facilitator**

Six Types of Involvement: Keys to Successful Partnerships

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

Epstein, et. al. 2002. *School, Family, and Community Partnerships: Your Handbook for Action, Second Edition*. Thousand Oaks, CA: Corwin Press, Inc