

**Little Rock School District
Metropolitan Career-Technical Center
2016-2017 Parent Involvement Plan and Parent Information Packet**



Mission: The mission of the faculty and staff at Metropolitan Career-Technical Center is to provide quality, integrated educational programs and play a key role in the LRSD mission to become the highest achieving urban school district in the nation. By utilizing the latest technology, we will provide quality instruction to a diverse population of students. Students will learn technical, social, and leadership skills necessary for successful employment and post secondary education. Our motto is Real Work, Real World, Real Life Success.!

Principal: Brenda Allen

Parent Facilitator: Beverly Broadnax Thrasher

District: Little Rock School District

School Improvement Status: Not Applicable Grade Levels: 9-12

Title I Status: Non-applicable

Percent of free and reduced lunch: Students' free and reduced lunch statuses are connected to their home schools, not to Metropolitan Career Technical School.

2016-2017 Parent Involvement Committee Members

1. Beverly Broadnax- Thrasher, Parental Facilitator
2. Shameka Montgomery, Principal
3. Allie Freeman, Metropolitan PTA President
4. Charles Smith, PTA Treasurer
5. Teresa Harper, Teacher
6. Warren Booker, Teacher
7. Helenia Lofton, Parent
8. Cherinna Harris, Metro Supporter
9. Phillip Herring, Guidance Counselor
10. Rose Bogan, Special Needs Counselor

1. **The Metropolitan Career Technical Center communicates with parents to increase parent involvement and to support classroom instruction:**

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- The school distributes to parents an annual family brochure that is developed with the participation of the parent-school organization, principal, staff, and parent volunteers. It includes school news, a calendar of school activities, parents' and teachers' Rights, tips about how parents can become involved in the school culture, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills.
- The school provides extended parental-conference day hours, from 8:45 a.m. to 7:00 p.m. to accommodate the needs of working parents.
- The school offers a school-wide Web site to in the future house classroom web pages sites for each teacher as well as access to the school's Edmodo site and DoJo sites, a behavior management service.
- Teachers routinely contact parents on an individual basis via e-mails, Ed Line, their class learning management systems (Edmodo, Dojo, and Moodle) and phone calls to communicate about their child's progress. The principal contacts parents regularly via the parent link messaging system.
- The school posts on the Metro webpage information about upcoming student, school, and community events that impact their child's educational and social growth.
- The school periodically sends home to parents informational brochures and flyers that address special student-centered concerns and events for students.
- The school offers to parents specialized parent-centered workshops during the noon hours as well as after-school hours to accommodate parents' work schedules.

**Contact Person: Beverly Thrasher, Parent Facilitator,
501-447-1215, beverly.thrasher@lrsd.org**

2. The Metropolitan Career Technical Center meetings to increase parent involvement as well as to build staff and parent capacity on its campus:

Date	Activities
August 8 - 10	Pre-school Professional Development
September 5	Labor Day – No School
September 9	Faculty Meeting/Professional Development
October 3	Skills Fest
October 28	Faculty Meeting/Professional Development
October 13	End of First Quarter
October 14	Parent Conference Day (Students out)
October 17	Professional Development (Students out)
October 27	Fall Leadership
October 31	Report Cards Sent Home
November 2 & 3	Compass Testing (Seniors only) AM & PM
November 9 & 10	Compass Testing (Seniors Only) AM & PM
November 11	Faculty Meeting/Professional Development
November 21– 25	Thanksgiving Holiday

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December 1	Counselor In-service/Tour of Metro (AM only)
December 9	Faculty Meeting/Professional Development
December 9	Career Class Semester Tests (Content)
December 12	Career Class Semester Test (Skills)
December 13	Career Class Semester Test (MAKE-UP)
December 16	Luncheon
December 19	End of second quarter/semester
December 21–Jan 2	Winter Break

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3. Metropolitan Career Technical Center provides information to parents about volunteer opportunities to build parental volunteer capacity :

- The guidance counselor (Phillip Herring) and the special needs counselor (Rose Bogan) provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer, the use of and access to the Department of Education website tools for parents, assistance with nutritional meal planning and preparation and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education.
- The parent involvement facilitator(Beverly Thrasher) provides the staff and administration with parental involvement professional development in alignment with the state requirement: no fewer than two (2) hours of professional development for teachers designed to enhance the understand of effective parental involvement strategies and no fewer than three (3) hours of professional development for administrators designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

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4. The Metropolitan Career Technical Center provides parents with opportunities to understand and exercise their parental rights and roles:

- The school's parent involvement facilitator (Beverly Thrasher) has designed a parent family brochure tailored to meet the needs of the school's parents, teachers, and students. This brochure is provided to all parents upon their initial visit to the school office as well as upon their visit to the school's Parental Involvement Center, located in the Activity Center.
- The Metropolitan Career Technical Center brochure offers parents a plethora of helpful information to help them navigate the school culture. Inclusive in it is detailed information regarding students' rights, parents' rights, and teacher's rights; the roles of all stakeholders (parents, teachers, student and partners-in-education); the protocol for

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addressing disciplinary and academic concerns; the venue of two-way parent to teacher communication; ways for parents to accelerate their students' academic progress; and the establishment of parent-student-teacher-administrative staff partnerships.

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5. The Metropolitan Career Technical Center fosters opportunities for parents to be involved in the development, implementation and valuation of the school-wide school improvement plan to engage them in the decision making processes regarding the school policies:

- The Metropolitan School Improvement Committee constantly solicits, via verbal, written, and the parent link messaging system, the input and active participation of parents in the decision making policies of the school. The school involves parents on school improvement planning committees. To support this process, the school offers both school staff and parents training on how to contribute to this process in a meaningful way.
- The school asks parents to serve on curricular and instructional review committees. To support this process, the school offers both school staff and parents training on how to contribute to this process in a meaningful way.
- To take advantage of community resources, the school recruits alumni to serve on the Metropolitan Career Technical Center Alumni Advisory Committee to provide advice and guidance for school improvement.
- The school solicits parents to actively serve on and to give input to the Campus Leadership Team as well as the Awards and Graduation Committees.
- The school encourages all parents to not only join, but also become active participants in the Metropolitan Career Technical Center Parent Teacher Association. The school recruits parents to serve as officers of the organization and promote PTA school-wide events to further foster parental and community involvement within the school.

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6. The Metropolitan Career Technical Center provides parents with a plethora of valuable resources that will assist them in not only reinforcing and accelerating their students' skills, but also their personal parental skills:

- The school offers parents access to the school's Parent Center, located in the Metropolitan Career Technical Student Services Office, from 8:45 a.m. to 3:45 p.m. every school day.
- Parents may check out materials, use the computer to check grades, and visit educational websites on the computers in the Parent Center.
- Parents are encouraged to view a hard copy of the school's Technology Centers That Work plan in the school's Parent Center or its electronic version on the school's Web page and to provide their concerns regarding the plan to the school administrative team.

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- The school annually distributes the Metropolitan Career Technical Center booklets which include a copy of the school's parental involvement plan; a survey for volunteer interests; recommended roles for parents/ teachers/students and school; suggestions of ways parents can become involved in their child's education; parental involvement activities planned for the current school year; the district calendar, a parental involvement survey; and, the various ways communication between parents and teachers can take place (notes, phone calls, e-mail...).
- To promote and support responsible parenting, the schools, as funds are available, purchases parenting books, magazines, and other informative materials regarding responsible parenting through the Parent Center. The school also provides free parental involvement literature originating from the LRSD Parent Involvement Office and numerous parental involvement educational websites. A catalog of the resource holdings is posted in the Parent Center. Parents are given the opportunity to borrow the materials for review and receive free parental booklets.
- Included in the school's brochure are the district's and the school 's processes for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions. Contact information-classroom number, classroom phone number, teachers' prep times, and teachers' e-mail addresses for the school's administrative staff is also listed.

The school's literacy instructional facilitator, Beverly Thrasher, serves as the parental involvement facilitator. **Contact Person: Beverly Thrasher, Parent Facilitator, 501-447-1215, Beverly.Thrasher@lrsd.org**

7. Metropolitan Career Technical Center actively engages parents in participation of the school's parental involvement efforts:

The school engages parents in an annual evaluation of its parental involvement efforts via a comprehensive Needs Assessment completed teachers, parents, and the school staff. The school's Parental Involvement Committee, which consists of teachers, parents and school staff, determines the effectiveness of the parental involvement plan and makes changes, if warranted. While the survey targets parents' feedback about the effectiveness of the parental involvement program, it further polls specific information regarding the (1) growth in the number of parents participating in workshops and meetings; (2) specific needs of parents; (3) effectiveness of specific parental involvement strategies; and (4) the impact of parental involvement engagement in activities to support student academic growth.

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8. The Metropolitan Career Technical Center uses the parent interest surveys to select, plan, and implement parental involvement activities offered throughout the year:

- The school solicits parents to complete its annual parent interest survey at registration or at the beginning of each school year to gather information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically.

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- The school uses the results of its parent interest survey to plan the parental involvement activities for the year.
- The school evaluates the activities suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation.
- The school sponsors seminars such as Career Night and workshops such as "How to Get Someone Else to Finance Your Child's Post-Secondary Education," offered by district counselors and post-secondary financial aid representatives, to inform the parents of high school students about how to be involved in the decisions affecting course selection, career planning, and preparation for postsecondary opportunities.

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9. Metropolitan Career Technical Center is not a Title I school; thus, it does not hold annual Title I required meetings.

Metropolitan Career Technical Center 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, Don R. Roberts Elementary School participates on the LRSD NNPS Central-East School Cluster Team. For more information contact **Beverly Thrasher, Parent Facilitator, 501-447-1215,**

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METROPOLITAN DIRECTORY			
OFFICE			
Allen, Brenda	Coordinator	71202	101
Landers, Vicki	Bookkeeper/Prin. Sec	71203	101
Vickers, Shelley	Attend./Registrar	71211	101
Brooks, Ebony	Nurse	71205	101
Herring, Phillip	Counselor	71204	101
Camper, Walter	Dean of Students	71255	400
NAME	COURSE	EXT	ROOM #
Blanchard, James	Auto Collision	71258	322
Bogan, Rose	SPED Coord.	71396	108
Booker, Warren	Criminal Justice	71239	310
Carter, Calvin	Computer Aide	71397	303C
Crawford, David	Computer Tech/Engr.	71274	308
DeClue, Rex	Graphic Comm.	71234	306
Eackles, Victor	Auto Ser. Tech	71229	301A
Freeman, Allie	Apprent. Mgr.	71228	309
Harper, Teresa	1 st Responder	71219	209
House, Dorothy	Cosmetology 2	71220/Lab 71217	303B
James, Dr. Brenda	Mathematics Instruct. Facil.	71370	212
Jarrett, Antoinette	Culinary Arts(A bldg)	71222	107
Miller, Kyle	Audio/Video Film & Tech.	71224	204
Perry, Mitchell	Graphic Comm.	71235	306
Rainey, Tara	Culinary Arts(B bldg)	71260	400
Ramos, Syrita	Advertising Design	71225	206
Smith, Charles	Cosmetology 1	71221/Lab 71273	303A
Smith, DeAnn	Cosmetology 1	71276	303D
Thrasher, Beverly	Literacy Facilitator	71215	101
White, Jerald	Welding	71230	304
Wilkins, Carla	Health Sciences	71247	314
Williams, Keena	Para-professional	71241	321

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Miscellaneous			
Computer Lab		71275	303C
Routen, Dr. I.J.	Elem. Art & Music	71256	320
Teacher's Lounge		71259	
Courtesy phone	(Metro Office)	71216	101
Activity Center		71261	
Headstart		Ms. Darla – <u>71243</u> 4-5 yr	Mr. Mike – 71245 3 yr
Brim, Allen	Security	71213	
Bunting, Abram	Security	71213	
Collier, Ricky	Security	71213	
Johnson, Amos	Security	71213	
Robinson, Melvin	Security	71213	
Williams, Denita	Security	71213	
Murphy, Marc	Head Custodian	71208	
Carter, Nona	Custodian		
Webb, Rose	Custodian		
Williams, Elgin	Custodian		
Williamson, Lawrence	Custodian		

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**Metropolitan Career Technical Center
SCHOOL-PARENT COMPACT**

1. School Responsibilities
2. The Metropolitan Career Technical Center will:
3. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.
4. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.
5. Provide parents with frequent reports on their children's progress.
6. Provide parents reasonable access to staff.
7. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.

Steps to Take When Things Go Wrong

1. Go to the teacher.
2. Seek help from the Counselor.
3. Go to the Assistant Principal.
4. Go to the Principal.
5. Contact Student hearing Officer- 501-447-3500.
6. Call Appropriate Associate Superintendent- Secondary- 501-4471136.
7. Call the Superintendent of Schools.
8. Present your case to the Board of Education.
9. Go outside of the school system.

The procedure for referring a matter to the Board is to address a letter to the Board in care of the Superintendent of Schools. The following actions may be taken through the appeal process as outlined beginning with the step indicated:

1. Student/Teacher Problem

Start at Step 1 and proceed through 6, if necessary.

2. Parent/School Problem

Start at Step 4 and proceed through 6, if necessary.

2. School Suspension Appeal

Start at Step 4 and proceed through 5, if necessary

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Parent-Teacher Conferences

Five Must-Ask Questions

1. What skills and knowledge will my child be expected to master this year?

- What will my child learn this year in key subjects like math, science, history, and English?
- Are there challenging academic standards in place at this school, and how do they compare with those at other school districts? May I see them?
- How do you inform students about the academic standards they're expected to meet? What kind of projects and assignments have you planned that will help my child meet higher academic standards?

2. How will my child be evaluated?

- What kind of information do you use to evaluate students? How do you know if they're academically ready to move on to the next grade?
- How are they determined in your classroom?

3. What can I do to stay more involved in my child's academic progress?

- What can I do at home to complement what is happening in the classroom?
- How can I know on a daily basis what homework has been assigned?
- How can I support teachers' efforts in implementing higher academic standards?

4. How do you accommodate differences in learning?

- What if my child is a slow learner and falls behind, or is a fast learner and is bored?
- Are summer school, tutoring, or other programs available for students who need more help?

5. How are older students prepared for further learning after high school?

- Are children encouraged to think about a wide variety of career interests?
- Are all students encouraged to take algebra by the end of eighth grade?

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Questions for teacher



Most teachers advise parents to write down the questions they want to ask at the conference. The following list covers most of the basics you will need to know about your child's development.

- 1 Is my child performing at grade level?
- 2 Does she/he pay attention in class?
- 3 What part of the curriculum does my child like most? Least?
- 4 Does my child participate in class discussions?
- 5 Does she/he attend to task? ("Attend to task" means to work on class assignments steadily without getting distracted or giving up.)
- 6 Have you noticed any special behavior problems?
- 7 How does my child get along with the other children in class?
- 8 Does my child express herself artistically? Does she enjoy drawing, painting, dance, or music?
- 9 Is there anything I can do to help my child do better?

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A PARENT'S CHECKLIST

Are you using effective parenting skills? Answer these questions to see how you are doing. Do you follow these guidelines always, sometimes, or never?

- | | |
|--|--|
| <p><u>Attendance</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> I expect my child to go to school every day, be on time and stay for the entire day. <input type="checkbox"/> I call the school's attendance line to report my child's absence. <p><u>Communication</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> I attend scheduled conferences. <input type="checkbox"/> I ask for a conference with the teacher if I have a concern. <input type="checkbox"/> I inform the teacher of anything that may have an effect on my child's performance or behavior. <input type="checkbox"/> I read and act on information sent home about my child's achievement. <input type="checkbox"/> I talk with my child and know what he or she is doing with whom. <input type="checkbox"/> I talk with my child and help him or her set goals. | <p><u>Health</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> I schedule visits to the doctor and dentist. <input type="checkbox"/> I set a bedtime that lets my child get nine hours of sleep. <input type="checkbox"/> I provide healthy meals and snacks. <input type="checkbox"/> I talk with my child about the dangers of abusing alcohol and drugs. <p><u>Interest</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> I set aside time each day for my child to share with me what he or she has done in school. <input type="checkbox"/> I review my child's report card and help him or her set goals for doing better. <input type="checkbox"/> I read with my child every day. <input type="checkbox"/> I talk with my child and help him or her set goals. |
| <p><u>Expectations</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> I set high expectations for my child's behavior and achievement at school. <input type="checkbox"/> I expect my child to ask for help when he or she needs it. <input type="checkbox"/> I expect my child to finish all class and homework assignments. <input type="checkbox"/> I expect my child to respect others. <input type="checkbox"/> I expect my child to get a high school diploma and seek additional education. <p><u>Volunteerism</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> I set a good example for my child by helping at my child's school and in the community. <p><u>Encouragement</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> I praise my child for his or her good behavior and effort. <input type="checkbox"/> I display my child's schoolwork on the wall, refrigerator or bulletin board. |  |

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Volunteers *in* Public Schools
Volunteer Information Form

School: _____

I can volunteer!

Our school is creating a resource database of volunteer information. Completing this form does not obligate you but it will enable the school to communicate appropriate opportunities to you - for your consideration - which are in keeping with your interests. Your involvement is important to your child's education.

Name: _____ Relation to student: _____

Student name: _____ Teacher / grade: _____

Student name: _____ Teacher / grade: _____

Mailing Address: _____

Zip code: _____ E-mail address: _____

Daytime phone number: _____ Other phone number: _____

.....
There are many ways to get involved! Check the opportunities that interest you:

- Tutor Homeroom parent PTA committees Take home projects Health
- Phone committee Campus beautification Newsletter Hospitality
- Field trip chaperone Office / Clerical Support Fundraisers Mentor
- Classroom speaker Reading Buddy Other: _____
- Other: _____ Other: _____

Times available: From _____ to _____ on _____

From _____ to _____ on _____

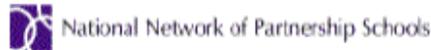
From _____ to _____ on _____



Call me when you need me. I will be happy to check my schedule.

*Thank you for your willingness to help.
We will be contacting you soon.*

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Six Types of Involvement: Keys to Successful Partnerships

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

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