

## FHSA 2015-2016 Parental Packet



The Parent Involvement Committee would like to welcome you to the “New” Forest Heights STEM Academy. Here, we strive to provide an environment where parents feel comfortable in visiting and participating in the educational process of their children. We encourage you to partner with us in educating and leading our students to excellence. Thank you for your continued support and for choosing FHSA - **where imagination soars.**

Your Parent Involvement Committee Members are listed below. Please feel free to contact us and to visit our parent center at your convenience.

1. Dr. Maurecia Robinson, Principal
2. Pam Dial, Assistant Principal
3. Shana Loring, Assistant Principal
4. Jennifer Thomas, Parent Involvement Facilitator
5. Kamilla Khoury, School Staff and Parent
6. Mrs. Kelly Pace, PTSA President
7. Orven Williams, FHSA STEM Specialist
8. Emily Vaughn, FHSA Elementary Level School Staff
9. Mario Tims, FHSA Middle Level School Staff and Parent
10. Courtney Gasper, Parent
11. Melody Phillips, Parent
12. Christopher Phillips, Parent

*Jennifer Thomas*  
*FHSA Parent Facilitator*

To meet the ADE Rules Governing Parental Involvement, FHSA has developed a Parent Involvement Packet which includes:

- Our Parental Involvement Plan
- Defined roles of parents, students, teachers and the school (pursuant to ADE 319-6)
- Ways parents can become involved with their child's education
- A Parent Survey soliciting interests
- Planned Activities encouraging parental involvement
- Meaningful methods for establishing two-way communication.

***The mission of Forest Heights STEM Academy is to prepare students to compete in our global economy by equipping them with skills that are not confined and isolated within one discipline, but are found between and across the disciplines of Science, Technology, Engineering, and Math.***

We believe that a strong partnership between our school, parents, students, and community is critical to our students' academic achievement and overall performance. We will support all students' performance and work towards closing the achievement gap by providing a standards-based core curriculum infused with STEM essentials delivered by qualified teachers using research based instructional strategies. In order to meet the intellectual, social, career and developmental needs of students, we will identify and address any potential barriers to learning in our school by partnering with our parents and community stakeholders.

To support an effective partnership between our school and the families of our students, we will implement a research-based school family and community partnership model provided through the National Network for Partnership Schools (NNPS). The following six (6) primary keys will be implemented to assist in creating successful partnerships:

**Type 1:** Parenting – Activities designed to help families understand young adolescent development, acquire developmentally appropriate parenting skills, set home conditions to support learning at each grade level.

**Type 2:** Communicating – Activities focused on providing an effective method of keeping parents informed of school programs and student progress.

**Type 3:** Volunteering – Activities which incorporate strategies for improving volunteer recruiting, training, and scheduling.

**Type 4:** Learning at Home – Activities allowing coordination of schoolwork with work at home (e.g., goal setting, interactive homework).

**Type 5:** Decision Making – Activities are designed to solicit the voice of parents in decisions about school policies and practices.

**Type 6:** Collaborating with the Community – Coordinate resources and services for the families, students, and the school. Provide services to the community as a whole.

### **Parent Involvement Committee Members:**

1. Dr. Maurecia Robinson, Principal
2. Pam Dial, Assistant Principal
3. Shana Loring, Assistant Principal
4. Jennifer Thomas, Parent Involvement Facilitator
5. Kamilla Khoury, School Staff
6. Kelly Pace, PTSA President
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### **Parent Resources**

To promote and support responsible parenting, Forest Heights STEM Academy encourages parents to take advantage of the Parent Center. The Parent Facilitator maintains the Parent Resource Center which is located on the first floor of the main building (Conference Room). The Parent Center is open from 7:40 a.m. – 3:00 p.m. Monday through Friday. Information available for review or check out in reference to home-school family activities includes:

- Parenting Books and Magazines
- Math and Literacy Information and Recommendations for Games
- Volunteer Opportunities
- Parenting Tips (available in English and Spanish)
- Nutrition/Healthy Lifestyles Information
- Work Force Opportunities
- Community Resources Information
- Home and Safety Tips
- School Readiness Materials

- School Technology Guides for accessing Edline, Gaggle, etc.

These and other relevant parenting materials will be available pursuant to Act 397 of 2009 to assist parents in building skills to provide the knowledge necessary to successfully assist students in the learning process.

### **Roles of Parents, Teachers, Students, and the School**

Classroom teachers will utilize a variety of methods to maintain effective two-way communication with parents, such as school web site, PTSA website, classroom teacher websites, e-mail, classroom teacher newsletters, agenda book and Gaggle. Also, parents can access their child's grades through EDLINE using a PIN number they received at the beginning of the school year. Parents may use e-mail to communicate with members of the school staff. Each classroom teacher is responsible for maintaining their classroom website. Pam Dial is responsible for the school's website and our EDLINE information contact is Kamilla Khoury. You may contact her at 447-2773.

Forest Heights STEM Academy teachers will send home a folder containing student papers and work each week. Some teachers may decide to alter the return times of homework given in class, but will communicate their individual policy by letters and in conferences. Parents will be asked to sign the folder and send it back to school. For more information you may contact your child's classroom teacher at 447-2700.

The teachers of Forest Heights STEM Academy will provide parents with grades (interim report/report card) regarding their child's academic progress. For more information contact the school at 447-2700.

Forest Heights Eagle Extravaganza/STEM Open House is held in August and September respectively, and ACT Aspire Parent Night is held in March. For more information contact: Kamilla Khoury, Heather Bishop, Orven Williams, or Jennifer Thomas at 447-2700. Forest Heights STEM Academy will plan various meetings to be held at different times during the day or evening to better accommodate parents.

Forest Heights STEM Academy teachers will schedule individual conferences with parents of children in their classrooms. Parents will be given an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in discussion of how they can support these efforts. Conferences for this school year are scheduled for October 19, 2015 and February 15, 2016.

Forest Heights STEM Academy will conduct an "ACT Aspire Assessment Night" each year to provide an explanation of the statewide assessment system, standards, and other accountability measures. This session will be facilitated by Heather Bishop, (literacy facilitator), and Kelli Allen (math facilitator), in coordination with the Testing and Evaluation Department. For more information call 447-2700.

## **Parent Volunteer Opportunities**

Forest Heights STEM Academy is committed to providing opportunities for the maximum growth and development of each student. Parents have reasonable access to staff, opportunities to volunteer and participate in their child's class and daily academic life, and observation of classroom activities. Volunteer sign-up sheets are available during registration, PTSA meetings, at Family nights and in our main office.

Opportunities for parent involvement are integrated and coordinated through the parent facilitator, Parent Center, administrative staff, and the PTSA. Parents volunteer to assist with field trips, honors award incentives, Eagle Extravaganza, celebrations, main office duties, concerts, sporting events and other areas as needed. Ms. Kelly Pace serves as our PTSA President. She may be contacted by calling 501-447-2700. Dues are \$5.00 and may be paid through the school or directly to Mrs. Pace. You may also contact our Parent Facilitator, Jennifer Thomas at 447-2700.

Staff development opportunities, as required by the State Board of Education's Standards of Accreditation of Arkansas Public Schools, are offered every other year. Two hours of professional development is designed to enhance the understanding of effective parent involvement strategies. Three hours of professional development are also offered to our school administrators. This professional development is designed to enhance an understanding of effective parent involvement strategies and the importance of school leadership in setting expectations and creating a climate conducive to parental participation. Contact Person: Jennifer Thomas, Parent Facilitator.

## **Annual Title I Meeting**

Forest Heights STEM Academy conducts an Annual Title I meeting for parents of the students who participate in the Title I, Part A Program. The school's Annual Title I meeting is separate from any other meetings or activities to ensure that they have ample time to provide a description/explanation of school curriculum, information on forms of academic assessments that are used to measure student progress, and information on proficiency level students are expected to meet. The agenda, sign-in sheet, and the minutes for this meeting are generated separately from any other events and kept on file in Title I Facilitator's office. Contact persons are: Dr. Maurecia Robinson, Principal - 447-2700; and Jennifer Thomas, Parent Facilitator - 447-2700.

## **Parent Involvement Evaluation**

Forest Heights STEM will engage parents in an Annual evaluation of the Title I, Part A Program. A comprehensive needs assessment will be filled out by teachers, parents and school staff. The Title I committee, made up of teachers, parents, and school staff, will determine the effectiveness of the parental involvement plan and make changes if warranted. The collection of evidence will provide helpful information on the (1) growth

in number of parents participating in workshops and meetings; (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support academic growth. Contact person: Jennifer Thomas, Parent Facilitator 447-2700.

### Parental Involvement Surveys

At Forest Heights STEM Academy parents will participate in a parent interest survey. The survey provides information concerning the activities parents feel are most beneficial in supporting their child. The information is also used to plan parental involvement activities for the year.

#### Forest Heights STEM Academy 2015-2016 Parent Survey

**1. Which family programs would you be interested in attending? Please rate highest to lowest.**

Family Activities	Very Interested	Somewhat Interested	Not Interested
Learning about healthy eating and living			
Family Fun Night with active games			
Health Fair with health screenings			
Family Math and Literacy Night			
Work with the PTSA (Parent/Teacher/Student Association \$5 Membership fee is required)			

**2. What is the best way for us to notify you of school changes or events involving students and families?**

Communication Methods	Most Convenient	Somewhat Convenient	Not helpful
Website			
E-mail			
Phone			
Newsletter			
In person meetings (back to school night/conferences)			
Face Book			

**3. What topics would be most beneficial to you in promoting involvement with your child's education?**

Academic Interests	Very Interested	Somewhat Interested	Not Interested
Parenting Classes			
Helping my child with homework			
Reading/Math Skills			
Basic Technology Training			

**This section is optional:**

I am interested in volunteering at my child's school.

Name \_\_\_\_\_ Telephone number \_\_\_\_\_

Student's Name \_\_\_\_\_ Teacher \_\_\_\_\_

### Parent Involvement Calendar of Events

Event	Date	Contact Person
Annual Title I Meeting	August 16, 2015	Parent Facilitator
Eagle Extravaganza	August 16, 2015	All Staff
Teacher Assistant	Throughout the Year	Classroom Teachers
PTSA McDonalds Spirit Night	Throughout the Year September 2, 2015	PTSA Board
Parent and Teacher Conferences	October 19, 2015 February 15, 2016	Classroom Teachers
Honor Assemblies	Quarterly	All Staff
Accelerated Reader Celebration	Quarterly	PTSA Committee
Grandparents Day	September 8, 2015	PTSA
Scholastic Book Fair	September 6-11, 2015	PTSA
Red Ribbon Week	October 26-30, 2015	Counselors
Parent Education Workshops	November 2015 (Date TBD)	Parent Facilitator, Jennifer Thomas
VIPS Reading Day (Volunteers in Public Service)	November 17, 2015	All Staff

## **Forest Heights STEM Academy School-Parent Compact**

**PARENT/GUARDIAN:** *I want my child to learn to achieve. I will:*

- *See that my child attends school regularly and on time.*
- *Read with my child and establish a time for homework.*
- *Attend parent/teacher conferences (at least 2 per year) and join the PTSA.*
- *Support the discipline plan, rules, regulations, and uniform policy of the school.*

**STUDENT:** *It is important that I work to do my best. I will:*

- *Attend school regularly and on time.*
- *Come to school each day with necessary supplies and materials.*
- *Complete all daily and homework assignments.*
- *Follow the school rules, wear the school uniform, and respect myself and others.*

**TEACHER:** *It is important that students achieve. I will:*

- *Provide challenging instruction and meaningful homework.*
- *Hold (at least 2) parent conferences for each student, and join the PTSA.*
- *Communicate regularly with parents about students' progress.*
- *Encourage students to believe, achieve, and succeed.*

**PRINCIPAL:** *It is important that students believe, achieve, and succeed. I will:*

- *Empower students, parents, and teachers to be active in the school program.*
- *Visit classrooms frequently and monitor students' progress.*
- *Provide a learning environment at school that is positive, orderly, and quiet.*
- *Communicate regularly between home/school and join the PTSA.*

Parent: \_\_\_\_\_ Student: \_\_\_\_\_

Teacher: \_\_\_\_\_ Principal: \_\_\_\_\_

***Forest Heights STEM Academy  
Main Phone Numbers***

**Main Office – 501-447-2700**

**Fax – 501- 447-2701**

**Counselor – 501-447-2704**

**Nurse 501- 447-2705**

**Cafeteria – 501- 447-2707**

**Library – 501- 447-2706**



## Six Types of Involvement: Keys to Successful Partnerships

 <p><b>Type 1</b></p>	<p><b><u>Parenting</u></b> Assist families with parenting skills and setting home conditions to support children as students. Also, assist schools to better understand families.</p>
 <p><b>Type 2</b></p>	<p><b><u>Communicating</u></b> Conduct effective communications from school-to-home and from home-to-school about school programs and student progress.</p>
 <p><b>Type 3</b></p>	<p><b><u>Volunteering</u></b> Organize volunteers and audiences to support the school and students. Provide volunteer opportunities in various locations and at various times.</p>
 <p><b>Type 4</b></p>	<p><b><u>Learning at Home</u></b> Involve families with their children on homework and other curriculum-related activities and decisions.</p>
 <p><b>Type 5</b></p>	<p><b><u>Decision Making</u></b> Include families as participants in school decisions, and develop parent leaders and representatives.</p>
 <p><b>Type 6</b></p>	<p><b><u>Collaborating with the Community</u></b> Coordinate resources and services from the community for families, students, and the school, and provide services to the community.</p>