

Little Rock School District
Pulaski Heights Middle School
"Pursuing Panther Pride"
Parent Information Packet
2016-2017



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Parent Involvement Plan

401 North Pine Street, Little Rock, Arkansas 72205

Phone: 447-3200

Fax: 447-3201

<http://www.lrsd.org>

Mr. Darrell Powell, Principal

Parent Involvement Committee Members/ Action Team for Partnerships

Mr. Darrell Powell, Principal

Joy Thompson, English Teacher and Parent Facilitator

Beth Munson, English Department Chairperson

Jacqueline Hogg, Social Studies Department Chairperson

Sharon Dallimore, Math Department Chairperson

Terri Phillips, Science Department Chair/Technology Specialist

Beth McAlpine, President

Jennifer Ronnel, parent

Jennifer Gadberry, parent

Peyton Woodyard, parent

Sharon Denery, parent

School Mission

The PHMS Family is committed to building positive relationships and providing a safe, supportive learning environment where learners will benefit from consistent high standards, engaging instruction, and strong community support as they develop into independent, caring, productive young adults able to successfully face life's challenges.

Pulaski Heights Middle School serves students in grades 6-8 with 767 students. Approximately 59% of our students receive free or reduced lunch. Pulaski Heights Middle School's academic status is a Needs Improvement-Focus School. Joy Thompson serves as the Parent Facilitator.

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Communication

The Pulaski Heights Middle School Parental Involvement Plan involves parents of students of all grade levels in a variety of roles. Our plan recognizes that communication between home and school should be regular, two-way, and meaningful. To encourage communication, Pulaski Heights Middle School has developed a school web site, and a parent involvement web site. On our web sites, parents can check events, deadlines, the Parent Involvement Plan, and read the monthly newsletter. Parents also have access to the PTSA's Eblast and the district's Parent Link for added communication. Parents are encouraged to check Edline, call, email, and attend teacher conferences in order to monitor student progress. Parent involvement opportunities are also sent home via the student to inform the parent and student of the activities taking place in the school and how they can become involved. For more information, contact Joy Thompson at 447-3200.

Parent Activities

PHMS hosts a mandatory academic parent night during each quarter of the school year. The workshops provide opportunities for parents and their children to see the classroom experience in a positive and helpful manner, while the school staff provides assistance and encouragement

PTSA meetings and workshops are held throughout the year following a varied schedule to accommodate the needs of families. Invited speakers provide parents with additional information concerning ways to make their child's academic life more successful.

Two parent conference opportunities have been scheduled by the Little Rock School District, one in the fall and one in the spring. Additional conferences are scheduled at the request of the parents and/or teachers through each child's team leader.

Throughout the year, parents are encouraged to participate in the following activities to increase their involvement and support for student learning.

Activity	Date(s)	Time of Day	Contact Person
Registration and Volunteer Sign-up	August 1 st and 2 nd	10:00 a.m.-7:00 p.m.	Terra Dukes Terra.dukes@lrds.org 447-3203
Sixth Grade Orientation	August 11 th	9:30 a.m.-12:00 a.m.	Eric Steward Eric.steward@lrds.org 447-3242
Title I Meeting	September 8 th	5:30-6:00 p.m.	Darryl Powell

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			Darryl.powell@lrsd.org 447-3201
Open House	September 8 th	6:00 p.m.-8:00 p.m.	Terra Dukes Terra.dukes@lrsd.org 447-3203
PTSA Meetings	A. August 25 B. November 10 C. January 19 D. April 6	A. 12:00 p.m. B. 5:30 p.m. C. 8:00 a.m. D. 12:00 p.m.	Beth McAlpine bethamcalpine@gmail.com
Book Fair	September 6 th -16 th	8:00 a.m.-4:00 p.m.	Ardell Thomsen ardell.thomsen@lrsd.org 447-3206
Family Night: Edline 101	September 29, 2016	5:30-6:30 p.m.	Terri Phillips Terri.phillips@lrsd.org 447-3275
Family Night: National History Day	October 6 th	5:30-6:30 p.m.	Janet Buford janet.buford@lrsd.org 447-3221
Parent Conference	A. October 13 th B. October 14 th C. February 20 th D. February 21	A. 4-7 p.m. B. 8 a.m.-1 p.m. C. 8 a.m.-1 p.m. D. 4-7 p.m.	Terra Dukes Terra.dukes@lrsd.org 447-3203
Lunch With Dad	September 21 st October 19 th November 16 th January 18 th February 15 th March 15 th April 19 th May 17 th	First and Second Lunch	Joy Thompson Joy.thompson1@lrsd.org 447-3293
Family Night: Math	October 27 th	6:00 p.m.-7:30 p.m.	Terese Oliver Terese.oliver@lrsd.org 447-3223
Family Night: Literacy	January 31 st	6:00 p.m.-7:00 p.m.	Janelle Moreland Janelle.moreland@lrsd.org

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			447-3277
Band/Orchestra Concert	Fall and Spring	TBA	Michael Williamson Michael.williamson@lrzd.org 447-3216
Arts Showcase	Fall and Spring	TBA	Kristen Castillon Kristen.castillon@lrzd.org 447-3289
Career Fair	February 2017	TBA	Joy Thompson Joy.thompson1@lrzd.org 447-3293
Family Night: Science	April 2017	TBA	Onisha Chandler Onisha.chandler@lrzd.org 447-3215
Pantherfest	Spring 2017	TBA	Beth McAlpine bethamcalpine@gmail.com

Staff Development

Pulaski Heights Middle School supports the development, implementation, and regular evaluation of the Parent Involvement Program to involve parents in the decisions and practices of the Little Rock School District. The principal has designated one certified staff member that serves as a parent facilitator. The parent facilitator organizes meaningful training for staff and parents to help promote and encourage a welcoming atmosphere for parental involvement at Pulaski Heights Middle School. The parent facilitator also ensures that parental participation is recognized as an asset to the school. The person serving as parent facilitator receives supplemental pay for the assigned duties as required by law. For more information contact Joy Thompson at 447-3293

Parent Volunteer Opportunities

Pulaski Heights Middle School is committed to providing opportunities for the maximum growth and development of each child. This commitment includes the involvement of parents and volunteers. Pulaski Heights Middle School wants each year to be a very positive experience for students and their parents. Volunteer sign-up sheets are available during registration, Open House, PTSA meetings, and Family Nights. Volunteer training will be available throughout the year as needed. Opportunities for parent involvement are integrated and coordinated in the program during the year to include planning visitation days for fifth grade students and parents who will be attending middle school in the fall. Parent volunteers organize fifth grade orientation sessions and provide tours of the school. Parents also volunteer to assist with

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mentoring, main office duties, choir and band concerts, art contests, Reflections competitions, sporting events, and library duties. For more information about ways you can volunteer and volunteer training, contact Terra Dukes at 447-3203.

School-Parent-Compact

School staff, parents, and students develop a school-parent-student compact. This compact outlines how parents, school staff, and students share the responsibility for improving student academic achievement. Pulaski Heights Middle School and parents build and develop a partnership to help children achieve the state's high academic standards. All stakeholders have the opportunity to sign the compact. For more information contact Joy Thompson at 447-3293

Implementation and Evaluation of the School Wide Improvement Plan

Pulaski Heights Middle School has parent representatives who are invited to attend the PTSA School Council meetings held in the library. All parents are also invited to be involved in school improvement planning. To support this process, the school offers both school staff and parents training on how to contribute to this process in a meaningful way. Parents are involved in making decisions about the allocation of its Title I, Part A funds for parental involvement. Parents and staff are also involved in evaluating the Improvement Plan each year. For more information contact Joy Thompson at 447-3293

Resources for Parents

To promote and support responsible parenting, Pulaski Heights Middle School encourages parents to take advantage of the school's Parent Resource Center. The parent facilitator maintains the Parent Resource Center which is in the media center. It is open from 8:00 a.m. - 4:00 p.m. Monday through Friday. The center provides information to parents, students, teachers, and staff on many subjects regarding parenting topics, behavior issues, discipline, depression, drugs, homework, etc. Parents are able to check out some of the materials. Pulaski Heights Middle School has also purchased books, magazines, and other informative material regarding responsible parenting. There are also computers available for parents to use to check grades and visit educational web sites in the Media Center. Parents are encouraged to view the Title I Parent Involvement Plan located in the parent center.

Each year informational packets are distributed to parents that include a copy of the school's Parental Involvement Plan, survey for volunteer interests, recommended roles for parents/teachers/students, suggestions of ways parents can become involved in their child's education, parental involvement activities planned for the current school year and information about the system that is used to allow parents and teachers to have an open line of communication with each other via notes, phone calls, and e-mail. Included in the school's policy handbook is the school's process for resolving parental concerns, including how to define a problem, who to approach first, and how to develop solutions. For more information contact Joy Thompson at 447-3293

Parent Involvement Evaluation

Pulaski Heights Middle School engages parents in an annual evaluation of the Title I Program's parental involvement efforts through an annual evaluation using comprehensive needs assessment filled out by teachers, parents, and school staff. The Parent Involvement Committee, made up of teachers, parents, and school staff determine the effectiveness of the Parental Involvement Plan and make changes if warranted. While collecting evidence about satisfaction

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with the program and the school's efforts to increase parental involvement is a part of the evaluation, it also provides specific 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 student academic growth. For more information contact Joy Thompson at 447-3293

Parental Involvement Surveys

At Pulaski Heights Middle School we ask parents to complete a parent interest survey during each school year. The survey provides information concerning the activities parents feel are most beneficial in the efforts to support their child academically. The school uses the results of the parent interest survey to plan the parental involvement activities for the year. The school evaluates the activities that were suggested by the parents at the end of the year as part of the annual Parental Involvement Plan evaluation.

Our school, along with the district, is a member of the National Network for Partnership Schools (NNPS). NNPS supports six (6) types of parent involvement.

- Type 1: Parenting – Activities are 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 focus on keeping parents informed through such things as notices, memos, report cards, conferences about student work and social functions.
- Type 3: Volunteering – Activities incorporate strategies to improve volunteer recruiting, training, and scheduling.
- Type 4: Learning at Home – Activities allow coordination of schoolwork with work at home
- 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 – Activities acknowledge and bring together all community entities (For more information, contact Joy Thompson at 447-3293).

Annual Title I Meeting

Pulaski Heights Middle School conducts an annual Title I meeting for all parents, students, and staff at the beginning of each school year. The school's annual Title I meeting is separate from any other meetings or activities to ensure that presenters have ample time to provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress, and information on the proficiency level students are expected to meet. The agenda, the sign-in sheet, and the minutes for this meeting are generated separately from any other events and kept on file in the school's office and with the parent facilitator. This year's Title I meeting will be held on September 8, 2016 at 5:30 pm. For more information contact Joy Thompson at 447-3293

National Network of Partnership Schools

Pulaski Heights Middle School is a member of Johns Hopkins University of 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 research based and references six types of involvement: parenting, communicating, volunteering, student learning, decision-making, and collaborating with the community. To

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support the six types of involvement, Pulaski Heights Middle School participates on the LRSD NNPS West School Cluster Team. For more information contact Joy Thompson at 447-3293

School-Parent Compact

Pulaski Heights Middle School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the 2015-2016 school year.

Pulaski Heights Middle School will:

- 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.
- Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.
- Provide parents with weekly reports on their children's progress through Edline.
- Provide parents reasonable access to staff.
- Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.

Parents will support their child's learning by:

- Monitoring attendance.
- Ensuring that homework is completed.
- Participating, as appropriate, in decisions relating to their child's education.
- Promoting positive use of their child's extracurricular time.
- Staying informed about their child's education and communicating with the school by promptly reading all notices from the school or the school district and responding as appropriate.
- Checking Edline frequently and communicating with their child's teachers as needed.

Students will:

- Bring all required materials to school every day.
- Participate fully in class.
- Complete homework and ask for help when I need it.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

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Communication

There are several ways to keep up with your child and the events and opportunities at PHMS.

Edline

All teachers are required to provide online grade information for all middle school and high school students via the Edline system. To use the Edline system, PHMS must assign you an edline code. Returning PHMS students can use their Edline codes from the previous year. All 6th graders will receive an Edline code early in the school year. For questions or problems with your Edline code or logging in, contact Terri.phillips@lrsd.org. Ms. Phillips is our Edline system administrator.

PHMS Monthly Newsletter

Each month, the school sends home a newsletter with each student. The newsletter includes a letter from the principal, the monthly calendar, and a PTSA newsletter. Copies are also available in the main office.

PHMS Website

The school maintains a website, www.myphmspanthers.org that provides access to the school calendar and other information.

Weekly Eblast

The PTSA sends out a weekly newsletter about upcoming events. Parents may sign up for the Eblast on the school's website.

Parent Link

The school sends out messages through Parent Link about reminders and upcoming events. Parents should sign up for Parent Link on the district's website <http://www.lrsd.org/?q=content/parentlink>

Parental Concerns

School Complaints Resolution Process

There may be times when parents find they have concerns with their child's school or education. Pulaski Heights Middle School encourages parents to raise any issues they have so that they can be dealt with promptly and resolved to the satisfaction of all concerned in the most appropriate manner.

Pulaski Heights Middle School has developed the following complaint resolution procedures that provide parents with guidelines to assist them in addressing their concerns. These protocols provide a framework that ensures parent concerns are treated seriously and that all issues raised are addressed promptly and fairly while adhering to high standards of conduct and concern.

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Guidelines for Parents

Level One: Contact Teacher/Counselor

It is important to address an issue or concern quickly; therefore, you should contact the person most directly involved with your child in regards to the matter of concern. For example, contact the physical education teacher if the concern is related to physical education; the math teacher if the concern is related to math; the counselor if it is a scheduling issue or a personal issue, etc.

Calling the school and leaving a message for the person to return your call is one way to make contact. You can also send a note or email to the appropriate campus personnel requesting a personal conference, a phone conference, or perhaps simply a written reply from the person regarding your concern.

Level Two: Meet with your child's Assistant Principal

If the matter you have raised is not addressed after initial contact with the teacher or counselor, make an appointment to speak with your child's assistant principal. 8th Grade-Mr. Sammy Grandy 447-3232, 7th Grade-Mrs. Lanette Kemp 447-3243, 6thGrade-Dr. Sharon Cauley 447-3210

Level Three: Meet with the Principal

If the matter you have raised is not addressed after contact with an assistant principal, make an appointment to speak with the building principal. If a classroom teacher is to be present, it is more convenient for a meeting to occur during planning or team time. It is the principal's role and obligation to follow up on all parent concerns and to keep communication open. The principal will investigate the issue and consider all options to determine appropriate action for a satisfactory outcome.
School Principal, Mr. Darryl Powell 447-3200

Level Four: Contact the Associate Superintendent for Secondary Education

If the matter is still unresolved at the school level, you may wish to discuss it further with the Associate Superintendent for Secondary Education, Dr. Daniel Whitehorn, who can provide additional advice and support in order to seek a positive solution. He can be contacted through the Little Rock School District Office (447-1136).

PTSA Information

The strength of a school can be measured by the active participation of its parents and community leaders. Please become a part of your child's educational process. PTSA meetings are held at the school in the Media Center. (Please check calendar to confirm date/time each month.) In the spring of 2006, we voted to become a Parent Teacher Student Association. Therefore, the Student Council President will represent the students at all PTSA meetings.

A family membership costs \$10 and a staff membership costs \$5.

For more information, please contact PTSA President, Beth McAlpine Beth McAlpine bethamcalpine@gmail.com

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Volunteers *in* Public Schools
Volunteer Information Form

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 chaperon 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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Parent Involvement Survey: What can parents do at home?

Which of the following do you feel are the most important things parents can do at home to help their children do better in school?

Please circle your rating of EACH of the following options. A rating of "1" is very important; "5" is not important.

Very Important	1	2	3	4	5	Not Important
	1	2	3	4	5	Provide daily routines and a loving, stable home life for your child.
	1	2	3	4	5	Set a good example by being honest, respectful and tolerant of others.
	1	2	3	4	5	Give your child practice exercising responsibility.
	1	2	3	4	5	Remember that you are the adult and YOU are in charge.
	1	2	3	4	5	Provide alternative activities to computer games and TV.
	1	2	3	4	5	Talk to your child and pay attention to what your child says to you.
	1	2	3	4	5	Read to your child every day and have your child read to you.
	1	2	3	4	5	Tell and show your child that you love him, every day.
	1	2	3	4	5	Make sure that your child gets enough sleep each night.
	1	2	3	4	5	Employ firm, fair and consistent discipline at home.
	1	2	3	4	5	Teach your child a new word every day.
	1	2	3	4	5	Remember that you are your child's first and most influential teacher.
	1	2	3	4	5	Spend time paying attention to your child.
	1	2	3	4	5	Show your child respect and expect her to respect others.
	1	2	3	4	5	Try to eat at least one meal a day with the entire family.
	1	2	3	4	5	Provide a quiet place for your child to do homework.
	1	2	3	4	5	Don't overload your child with activities.
	1	2	3	4	5	Make sure your child knows that you expect him to do his best.
	1	2	3	4	5	Make sure your child is required to live with the consequences of his actions.
	1	2	3	4	5	Talk with your child about his homework.
	1	2	3	4	5	Talk about school every day and make sure your child knows you think school is important.
	1	2	3	4	5	Help your child develop homework routines.
	1	2	3	4	5	Give your child lots of stimulating experiences, show her things and explain them to her.
	1	2	3	4	5	Teach your child to listen and follow directions.
	1	2	3	4	5	Manage your child's TV time.

Thank you for your time!

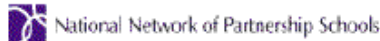
Please return this survey to Pulaski Heights Middle School

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Contact Information

Principal	Mr. Darryl J. Powell	447-3202
6 th grade Assistant Principal	Dr. Sharon Cauley	447-3210
7 th grade Assistant Principal	Lanette Kemp	447-3243
8 th grade Assistant Principal	Sammy Grandy	447-3232
Guidance Counselor (Letters A-K)	Peggy Taylor	447-3263
Guidance Counselor (Letters L-Z)	Michelle Williams	447-3204
Principal's Secretary	Terra Dukes	447-3203
Attendance Secretary	Tameshia Jones	447-3211
Bookkeeper	Lynda Sherrill	447-3220
Cafeteria Manager	Darcus Johnson	447-3207
Media Clerk	Sammye Fuller	447-3283
Media Specialist	Ardell Thomsen	447-3206
Nurse	Yanitra Perkins	447-3205
Registrar	Edna McEwen	447-3240
All Stars Team Leader	Colleen Pritz	447-3258
Champions Team Leader	Marcie Heuer	447-3255
Skyriders Team Leader	Jacquie Hogg	447-3235
WOW Team Leader	Deokie Fleming	447-3239
Firecrackers Team Leader	Janet Buford	447-3221
Wings Team Leader	Trish England	447-3225
Bus Transportation Issues	Dr. Sharon Cauley	447-3210
Meal Eligibility Applications	Lanette Kemp	447-3243
Athletics Coordinator	Sammy Grandy	447-3232
Gifted/Talented	Lisa Lewis	447-3246
Math Instructional Facilitator	Terese Oliver	447-3223
Literacy Instructional Facilitator	Janelle Moreland	447-3277
Parent Facilitator	Joy Thompson	447-3293
Occupational Therapist	Sherry Nehus	447-3200
Speech Therapist	Carol Fleming	447-3230

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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.