

Roberts
Elementary
Parent
Information
Packet

October 1

2014

This packet was for the Parents of Roberts Elementary School. It is designed to answer questions that you may have regarding our staff information, PTA, or school wide events. This packet contains the following information: Staff phone Roster, PTA Officers and contact information, Calendar of events, Roles and responsibilities of parents, students, and teachers.

Parent
Involvement

**Little Rock School District
Don R. Roberts Elementary School
2014-2015
Parent Involvement Plan**

School Mission: "Through ongoing collaboration, innovative technology, and an enriching curriculum, in partnership with our families and community, Roberts Elementary is committed to establishing a distinguished tradition of excellence in a diverse environment by nurturing, inspiring and challenging each student to value learning, respect and to always do the right thing!"

Don R. Roberts Elementary is in its fifth year of operation, and is under the leadership of Barbara Anderson, Principal and Assistant Principals Misti Sims and Diane Rynders. Roberts Elementary serves students in kindergarten through 5th grade with approximately 890 students. 29% of our students receive free or reduced lunch. Pamela Lewis and Allison Weather serve as parent facilitators.

Parent Involvement Committee Members

**Barbara Anderson: Administrator
Allison Weather: Counselor, Parent Facilitator
Pamela Lewis: Counselor, Parent Facilitator
Carman McBride: EAST Facilitator
Laquita Bennett: Math Coach
Amanda Tucker: Technology Specialist
Kathryn Cantrell: Media Specialist
Melissa Muse: Parent
Donna Long: Parent
Chenell Loudermill: Parent
Michelle Mills: Parent**

Don R. Roberts Elementary will communicate with parents in the following ways to increase parent involvement and to support classroom instruction by:

- Distributing a monthly newsletter to parents that is developed with participation of the parent-school organization, principal, staff and parent volunteers. It includes school news, a calendar of school activities, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills. Flyers are distributed on an as needed basis promoting school events. Classroom Teachers and the PTA provide monthly newsletters. For more information you may contact Barbara Anderson at 447-8302.
- Creating a web site to house classroom teacher pages for each teacher. Homework assignments and pertinent classroom information will be available on individual classroom web pages. 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. Amanda Tucker is responsible for the school's website and EDLINE information. You may contact her at 447-8321.
- Utilizing student folders and/or agenda books in an effort to increase communication between home and school. Student papers and work samples will be sent home each week. Parents will be asked to sign the folder/agenda book and send it back to school. For more information you may contact your child's classroom teacher at 447-8300.
- Teachers routinely contacting parents on an individual basis to communicate about their child's progress.
- The classroom teachers provide parents with an interim report every 4 1/2 weeks, and report cards every 9 weeks with information regarding their child's academic progress. For more information contact 447-8300.
- Offering parents a special workshop each year on the school's approach to school improvement which includes school wide test results. Open House is held in August and the PAARC Parent Night is held in March. For more information contact Misti Sims at 447-8304.
- Offering one community wide event each semester to inform parents of strategies that increase student achievement and aid in successful school transitions. These events are a collaborative effort of the Little Rock School District's West Side Cluster of schools. For more information please contact Pamela Lewis, Allison Weatter at 447-8300, or Kaye Rainey, the district's Parental Involvement Coordinator, at 447-3358.
- Sending home brochures with students, posting notices in school facilities and public buildings, and providing information for local newspapers and radio stations about parent workshops and meetings. For more information contact Pamela Lewis or Allison Weatter at 447-8300.

Don R. Roberts Elementary will plan the following meetings to increase parent involvement and to build staff and parent capacity by:

- Providing Family math and reading nights that give an opportunity for parents and their children to experience the school environment in a positive and helpful manner while school staff may provide any needed assistance or encouragement. Math and Literacy Carnival will be held October 16, 2014. For more information contact Laquita Bennett at 447-8300.
- Planning various meetings to be held at different times during the day or evening to better accommodate parents.
- Recruiting outside speakers to provide parents with more information concerning ways to make their child's academic life more successful. For more information contact Pamela Lewis and Allison Signaigo for more information at 447-8300.
- Conducting an orientation for parents at each grade level to inform them about school policies, expectations, curriculum, and opportunities for parental involvement. Our Open House is scheduled for August 14, 2014. For more information contact your child's classroom teacher at 447-8300.
- Scheduling individual conferences with parents. Parents will be given a summary of the student's test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in a discussion of how they can support these efforts. Conferences for this school year are scheduled for October 20, 2014 and February 16, 2015.
- Hosting "A Walk in the PAARC" to provide an explanation of the statewide assessment system, standards, and other accountability measures. This event is scheduled for March 5, 2015 facilitated by Pamela Lewis and Allison Weatter, in coordination with the State Department of Education. For more information call 447-8300.

Parent Involvement Activities

Teacher Meet and Greet	August 14, 2014	All Staff	447-8300
Mentors/Tutor	Throughout the Year	Counselors	447-8311
Teacher assistant/room moms	Throughout the Year	Classroom teachers	447-8300
PTA Meetings	Throughout the Year	PTA Board	447-8300
Kids with Character	Monthly	Counselors	447-8311
Honors Assemblies	Quarterly	Counselors	447-8311
Accelerated Reader Celebration	Quarterly	PTA Committee	447-8300
Parent Trainings/Educational Workshops	One each semester	Pamela Lewis & Allison Weatter	447-8311
Family Movie Night	One each semester	PTA & Kathryn Cantrell	447-8306
Grandparents Day	September 11-12, 2014	PTA & Kathryn Cantrell	447-8306
Book fair helpers	September 8-12, 2014	PTA & Kathryn Cantrell	447-8306
Watch DOGS Kick-Off	September 25, 2014	Pamela Lewis & Allison Weatter	447-8311
Watch DOGS Program	Daily	Pamela Lewis & Allison Weatter	447-8311
Family Math and Literacy Carnival	October 16, 2014	Laquita Bennett	447-8373
Parent Conference Day	October 20, 2014	All Staff	447-8300
Red Ribbon Week	October 22-25, 2013	Pamela Lewis & Allison Weatter	447-8311
Multicultural Fair	November 1, 2014	PTA Committee	447-8300
Book Character Day	November 14, 2014	Kathryn Cantrell	447-8306
VIPS Reading Day	November 18, 2014	Kathryn Cantrell	447-8306
Classroom Winter Parties	December 19, 2014	All Staff	447-8300
Now I Lay Me Down to Read	December 19, 2014	Kathryn Cantrell	447-8306
100th Day	February 3, 2015	All Staff	447-8300
Daddy Daughter Dance	February 6, 2015	PTA Committee	447-8300
Classroom Valentine Parties	February 12, 2015	All Staff	447-8300
Parent Conference Day	February 16, 2015	All Staff	447-8300
"A Walk in the PAARC"	March 5, 2015	Pamela Lewis & Allison Weatter	447-8311
Roberts Rocks	April 16, 2015	PTA Committee	447-8300
Career Day	April 30, 2015	Pamela Lewis & Allison Weatter	447-8311
Field Day Volunteers	May 21-22, 2015	PE Coaches	447-8356
Fifth Grade Promotion	May 28, 2015	5 th Grade Classroom Teachers	447-8300

Don. R Roberts Elementary will provide information to parents about volunteer opportunities by:

- Providing a list of volunteer opportunities and soliciting ideas for other types of volunteer efforts during orientation. Teachers and Staff will explain the requirements to parents and encourage them to become involved in the school. Brief training sessions will provide parents and community members with the information they need to participate as school volunteers in order to put them at ease and make the experience pleasant and successful. These volunteer opportunities will be provided at registration. For more information contact Pamela Lewis and Allison Weater at 447-8300.
- Working with the various LRSD middle schools to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. For more information contact Pamela Lewis at 447-8312.
- Providing tips and strategies for parents regarding 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.

Don R. Roberts Elementary will work with parents to create a School-Parent-Compact.

- This compact will outline how parents, school staff, and students share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards. For more information contact the Counselors' Office at 447-8300

Don R. Roberts Elementary School will provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide ACSIP Plan to engage them in the decision-making process in regards to student achievement by:

- Involving parents on school improvement planning committees. To support this process, our school will offer both school staff and parents training on how to contribute to this process in a meaningful way. For more information contact Diane Rynders at 447-8352.
- Asking parents to serve on curricular and instructional review committees. To support this process, we will offer both school staff and parents training on how to contribute to this process in a meaningful way. For more information contact Diane Rynders at 447-8352.
- Enabling the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school.
- To participate on the ACSIP Committee contact Misti Sims at 447-8304.

Don R. Roberts Elementary will provide the following resources for parents:

- Various parenting materials are available in the parent center which is located on the first floor to the right of the main entry. Materials are also available through the PTA website and Roberts PTA Facebook page.
- The opportunity to check out materials, use the computer to check grades, and visit educational websites. Parents will be encouraged to view the ACSIP Plan located in the parent resource center or media center. A suggestion sheet will also be available for parental input.
- Purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library, advertise the current selection, and give parents the opportunity to borrow the materials for review.
- Informational packets will be provided that includes a copy of the school's parental involvement plan, 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 and information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, e-mail...).

- The school's/district's policy handbook which explains the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
- For more information regarding resources and materials contact Pamela Lewis or Allison Weatter, Parent Facilitators at 447-8300.

Don R. Roberts Elementary will engage parents in the evaluation of our parental involvement efforts.

- An annual evaluation using a comprehensive needs assessment filled out by teachers, parents, and school staff will be administered. The Parental Involvement committee, made up of teachers, parents and school staff, will determine the effectiveness of the parental involvement plan and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parental involvement will be a part of the evaluation, the survey will also collect 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 the Counselor's Office at 447-8311.

Don R. Roberts Elementary School will use the parent interest surveys to select, plan, and implement parental involvement activities that will be offered throughout the year.

- Parents will be asked to fill out a parent interest survey at the end of each school year to get information from them concerning the activities they feel were most beneficial currently and will be for the next school year in the efforts to support their child academically.
- Results of the parent interest survey will be used to plan the parental involvement activities for the following school year.
- Informational meetings will be offered to inform the parents of rising middle school students about how to be involved in the decisions affecting course selection, career planning, and preparation for middle school.
- To participate in this process, please contact the Parent Facilitators, Pamela Lewis or Allison Weatter at 447-8311.

Annual Title I Meeting: Not Applicable at this time.

Don R. Roberts Elementary School 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 LRSB NNPS West Side School Cluster Team. For more information contact Pamela Lewis at 447-8312 or Allison Weatter at 447-8311

Roberts Staff Phone Directory

There are telephones in every classroom with a direct number. To get contact your child's teacher, dial 44+ their extension. Please learn your teacher's direct extension. Please leave a message and the teacher will return your call during a planning time or after school. Teachers will not answer the classroom phones during instruction time. Staff members check voice mail regularly for messages. If you have an urgent message, contact the office at (501) 447-8300.

Staff Roster 2014-2015

	Name	Room Number	Extension
Principal	Barbara Anderson	Principal office	78302
Assist. Principal	Misti Sims	Assist. Principal office	78304
Assist. Principal	Diane Rynders	Assist. Principal office	78352
Secretary	Carlie McClane	Front office	78303
Attend. Sec.	Yvonne Stevenson	Front office	78310
Nurse	Marsha McGhee	Health Office	78305
	Linda Davis	Health Room	78407
Security	Jones/	Security Office	78348
Reception Desk		Front office	78350
Student Phone		Front office	78349
Teacher's Lounge		B140	78405
	FAX		78301
K	Cynthia Skinner	109	78377
K	Laura Geurin	110	78320
K	Julie Shelton	104	78326
K	Melissa Stevenson	108	78339
K	Gina Glover	102	78328
K	Erin Dees	106	78387
K	Melody Ernst	107	
K	Avonlea Hardin	105	78389
1st	Chlesea Wright	118	78319
1st	Lisa Cunningham	120	78338
1st	Sonya Whaley	112	78340
1st	Shelly Stacker	115	78317
1st	Charly Kelley	114	78341
1st	Molly Strom	116	78316
1st	Vicki Hendrix	117	78331
2nd	Renee Heard	224	78333
2nd	Jean Snow	225	78327
2nd	Tiffany Sharp	123	78374
2nd	Jennifer Luttrell	124	78391
2nd	Ashley Atkins	216	
2nd	Demetric Reed	227	78314
2nd	Shannon Durden	121	8325

3rd	Ruth Anderson	217	78318
3rd	Meghan Adams	218	78385
3rd	Barbi Freiermuth	219	78386
*** 3rd	Alice Bradberry	228	78379
3rd	Michele Carter	220	78395
3rd	Mariam Cunningham	226	78330
4th	Elizabeth McMichael	211	78381
4th	Keysha Griffith	210	78384
4th	Jane Sharp	208	
4th	Amy Braswell	209	78390
*** 4th	Jill Johnson	207	78396
5th	Jeff Whitlow	202	
5th	Steven Helmick	203	78388
5th	Cindy Lann	201	78371
5th	Rachel Racop	205	78372
5th	Katie Leavitt	204	78369
K-2 Self-Contained	Rachell Dunn	134	78361
3-5 Self-Contained	Debbie Buss	206	78394
Reading Teacher	Tammy Higdon	122	
Math Coach	LaQuita Bennett		78373
Technology Spec.	Amanda Tucker	Tri State Room	78321
Counselor	Allison Weather	Counselor's Office	78311
Counselor	Pamela Lewis	Counselor's Office	78312
Science Lab	Joel Spencer	214	78380
East Lab	Carman McBride	213	78378
East Lab	Cordless	213	78382
1st floor Comp Lab		131	78342
2nd floor Comp Lab		223	78415
Media Spec.	Kathryn Cantrell	Media Center	78306
	Circulation Desk	Media Center	78343
Physical Educ	Jennifer Apsche	P.E. Office	78356
Physical Educ	Carl Duncan	P.E. Office	78357
P.E. Office		P.E. Office	78355
Art Teacher	Jonica West	Art 1	78362
Art Teacher	Jessica McSpadden	Art 2	78363
Music Teacher	Sharon Burrall	Music 1	78364
Music Teacher	Laura Pollard	Music 2	78366
Keyboard Room			78365
Gifted Teacher	Debbie Capps	127	
Gifted Teacher		126	
Gifted Teacher	Holly Jenkins	128	78370
Spec.Ed Resource	Kelly Long	125	78329
Spec.Ed Resource	Nancy Downing	222	78383
OT	Julie Lovins	136	78360

PT	Martha Nixon	138	78358
Speech	Chenell Loudermill	137	78359
Speech	Lee Ann Griffith	212	78354
Psych Examiner	Michelle Mills	Psych	78344
Self-Contained Aide	Roderick Torrence	Dunn	
Self-Contained Aide	Kevin Johnson	Dunn	
Self-Contained Aide	Renita Johnson	Dunn	
Self-Contained Aide	Jonathon Brown	Buss	
Self-Contained Aide	Angela Green	Buss	
Self-Contained Aide		Buss	
Self-Contained Aide		Buss	
ParaPro	Johnny Smith		
ParaPro	Justin Helmick	1st floor Comp Lab	
ParaPro	Kristie Aderholt		
ParaPro	Donn Francart		
ParaPro	Laura Diggs		
ParaPro	Michelle Shaide		
ParaPro	Syreta Bush		
ParaPro			
Custodian/Head	Gerald Clark		78308
Custodian/Asst.	Ruth Boqan		
Custodian	Ronald Hayman		
Custodian	Herman Duckworth		
Custodian	Thomas Johnson		
Custodian	Matthew Brown		
Custodian	Carroll Anderson		
Custodian	Terrance Humphrey		
Cafeteria Manager	Darlene Pree	Dining Room	78307
Cafeteria	Jessica Travis	Fax	78440
Cafeteria	Domonique Cole		
Cafeteria	Mary Chunn		
Cafeteria	Roselyn Francis		
Cafeteria			
Cafeteria			
CARE			78367
		Cell	539-1230
Parent Center			78404

Note: Each staff member's email is their first.last [name@lrsd.org](mailto:firstname.lastname@lrsd.org). See the directory above for the correct spelling of each staff member's name.

Roberts Parent Teacher Association (PTA)

Roberts Elementary is committed to the establishment of an active PTA. If interested in joining the Roberts PTA, membership forms are located at the school office and on the Roberts website, www.robertselem.com and www.robertsrocks.org. There are many functions that require parent assistance, and all volunteers are welcome. All families are encouraged to become involved in this association.

Don R Roberts Elementary PTA Board Members 2014-2015

Position	Name	Email
President	Melissa Muse	musedesigns@yahoo.com
President - Elect	Tara Farris	taradfarris@yahoo.com
1 st VP - Fundraising	Donna Long	donnadl28@aol.com
1 st VP - Elect	Danielle Davis	
2 nd VP - Student Activities	Tarra Morris	tarra.morris@yahoo.com
2 nd VP - Elect	Kim Salerno	kimdawn1999@yahoo.com
3 rd VP - Hospitality	Tara Farris	taradfarris@yahoo.com
3 rd VP Elect	Jeremiah Russell	
Treasurer	Amanda Peters	
Treasurer - Elect	Art Hall	
Secretary	Patty Ware	
Parliamentarian	Shay Fortune	shay.fortune@gmail.com
PTA Council Rep	Katie Reagan	arayne10606@att.net
Room Rep Coordinator	Melissa Jordan	melissa.jordan@hp.com
Communications Coordinator	Mark Shoemaker	
Membership / Staff Liaison Co-Chair	Jennifer Kitchens	jenlynkitchens@gmail.com
Membership / Staff Liaison Co-Chair	Elizabeth Meyer	elizabeth_meyer03@comcast.net

Additional committee chairpersons will be named during this school year.

First PTA Meetings for 2014-15 is: August 18 (8:00 a.m.), Membership dues start at \$5.00

Inclement Weather Days – June 5-11, 2015 (If needed)

Volunteers...We need you!!

You make the difference. When school budgets are not enough, it is often parents who make it possible for many programs to continue. There are many ways you can volunteer your time in school. Each teacher has different needs and will tell you how you may help in your child's classroom. You can often tailor your volunteering to fit your time and interests. You can either volunteer in your own child's classroom or be placed elsewhere in the school.

You may be asked to:

- | | |
|---------------------------------------|------------------------|
| Type or make copies/collate materials | Supervise projects |
| Write newsletters | Create bulletin boards |
| Make phone calls | Go on field trips |
| Organize special events | |
| Read with a child | |
| Tutor a child | |

We here at Roberts Elementary openly welcome parent volunteers daily as well as to assist with any school activity. If you would like to volunteer at our school, feel free to contact the front office and let them know of your interests. Our main number is 447-8300.

Homework

Homework is assigned as an extension of our daily school program. Homework reinforces skills already taught and promotes responsibility. Examples of homework assignments your child may have are:

- Make-up work after an absence
- Individual math or sight word flash cards
- Extra practice of basic skills in math, language arts, or reading
- Collecting or reading material for writing reports
- Gathering news or current information from news sources
- Reading for information or pleasure



Roles of Parents, Students, and School

School Responsibilities

The Roberts Elementary School will:

1. 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.
2. 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.
3. Provide parents with frequent reports on their children's progress. school will
4. Provide parents reasonable access to staff. Contact any staff member using the phone roster or email to schedule and appointment.
5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.

Parent Responsibilities

Parents, are encourages to support their children's learning in the following ways:

- Monitoring attendance.
- Ensuring that homework is completed.
- Monitoring amount of television children watch.
- Volunteering in child's classroom.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

Student Responsibilities

Students are expected to share the responsibility to improve academic achievement and achieve the state standards. Students will support their academic achievement by doing the following:

- Do my homework every day and ask for help when I need it.
- Read at least 30 minutes every day outside of school time.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Survey for Parents Of Roberts Elementary

Please complete the following survey so that we may include your input in determining our school improvement objectives for next year.

Do you have a child in the Exceptional Student Education Program? ____yes ____no

Number of contacts you have had with the school this year (including phone calls, notes, or in-person meetings):







____None ____1-5 ____6-10 ____10+

Using the following responses, please circle the letter next to each statement, which best describes your opinion.

	1	2	3	4	5		
	Most of the time	Sometimes	Rarely	Not at all	Not Applicable		
1. It is easy to get an appointment with a teacher.	1			2	3	4	5
2. It is easy to get an appointment with a Guidance Counselor.	1			2	3	4	5
3. It is easy to get an appointment with an Administrator.	1			2	3	4	5
4. Phone calls are returned in a timely manner.	1			2	3	4	5
5. The facilities of the school are well maintained.	1			2	3	4	5
6. Information regarding educational policies, procedures, and discipline is effectively communicated.	1			2	3	4	5
7. Teachers help my child with problems or questions he/she has in class.	1			2	3	4	5
8. My child's academic needs are being met at this school.	1			2	3	4	5
9. Teachers keep me informed of how my child is doing in school.	1			2	3	4	5
10. Staff welcomes my ideas and/or concerns about the school.	1			2	3	4	5
11. The school provides a safe and orderly environment for student	1			2	3	4	5

Please return survey to Miss Lewis or Mrs. Weatter

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>