

**Little- Rock -School -District
J-A.- Fair- K-8- Preparatory- School
Together -Everyone -Achieves -More
2023-2024 –Parent- and- Family- Engagement- Packet**

School Mission: J.A. Fair K-8 Preparatory School will build a conducive learning environment for all through leadership and relationships.

Vision Statement: J.A. Fair K-8 Preparatory School's vision is preparing and motivating our students for a rapidly changing world by instilling in them critical thinking skills and the willingness to change or compromise. This will ensure that they are successful today and prepared for tomorrow.

Parent Family and Engagement Committee Members

Principal: Melinda Modica

Assistant Principals: Roxie Browning, Andrea
Johnson

Parent Coordinator: Shanina Armstrong

Parent Facilitator/ Teacher: Carreba Williams

Parent/PTSA President: Nina Stewart

J.A Fair K8 Preparatory School is a school-wide Title I campus serving K-8

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JA Fair K8 Preparatory School will communicate with parents in the following ways to increase parent involvement and to support classroom instruction:

- Provide regular communication in English and/or their native language when sharing information on paper or digitally (Facebook, Twitter, Schoology, Class Dojo, Remind, and emails).

Our schools bilingual staff member translates our written forms of communication in their home language.

- Schedule a minimum of two parent/teacher conferences per school year.
- Teachers will communicate daily with parents and/ or families through the use of tangible materials (communication folder, agenda notebook, paper notes), digital platforms (Class Dojo, Schoology, email, remind) or telephone to discuss their child's academic progress and/ or behavior.
- Provide parents with an interim and quarterly report cards with information regarding their child's academic progress. Parent's will have access to view their child's grades on Schoology and/ or our Home Access Center (HAC)
- Send flyers home with students, post notices in our school facilities and our social media platforms, and utilize parent link to provide information about parent and family engagement workshops and meetings.
- JA Fair K-8's principal has designated a certified staff member who to serve as facilitator(s): Carreba Williams 501-447-1700
- Hired a parent and family engagement coordinator: *Shanina Armstrong 501-447-1813*
 - Ask parents to fill out a parent interest survey during parent conferences or at any school-community event to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically. Contact *Shanina Armstrong 501-447-1813 / Carreba Williams 501- 447- 1700*
 - Use the results of the parent interest survey to plan the parental involvement activities for the year. Contact *Shanina Armstrong 501-447-1813 / Carreba Williams 501-447-1700*
 - Evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation. Contact *Shanina Armstrong 501-447-1813 / Carreba Williams 501-447-1700*

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- The workshops and community meetings and events will be offered at various days and times
- The parent and family engagement plan and packet will be readily accessible on our school's website. Parents may receive a hard copy upon request. Contact JA Fair's Parent and Family Engagement Coordinator/ Facilitators: Coordinator *Shanina Armstrong* 501-447-1813 / Carreba Williams 501-447-1700

JA Fair K-8 Preparatory School will annually provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide school improvement plan, and the annual Title I meeting to engage them in the decision-making processes regarding the school's Title I, Part A Program in the following ways:

- Upon request and to the extent possible, JA Fair K-8 Preparatory School will provide communication in the parent's home/ native language
- Remind parents and families of how to access our Little Rock School District's Parent and Family Plan during parent meetings and activities.
- If parents are not satisfied with our Districts Parent and Family Engagement Plan, their comments and/or questions will be submitted to the district.
- At any time, upon parent's request, meetings can be scheduled to discuss any school related concerns.
- Continue to support the Parent Teacher Student Association (PTSA) in order to foster parental and community involvement within the school.
- Coordinate and integrate parental involvement strategies with parental involvement strategies under other programs, such as state-run school programs.
- Involve parents on the Parent and Family Engagement Committee Team to assist in coordinating school wide programs, activities, and improvement ideas. Monthly meeting dates and times to be announced. Contact: *Shanina Armstrong* 501-447-1813 or *Carreba Williams* 501-447-1700
- *Provide surveys for parents and families to complete after school events*

JA Fair K8 Preparatory School will engage parents in the evaluation of our parental involvement efforts in the following ways:

- Engage parents in the annual evaluation of the Title I, Part A Program's parental involvement efforts through an annual evaluation using a comprehensive needs assessment completed 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. While

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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.

JA Fair K8 Preparatory School will use the parent interest surveys to select, plan and implement parental involvement activities that will be offered throughout the year in the following ways:

- Ask parents to fill out a parent interest survey during parent conferences or any school-community event to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically. Contact *Shanina Armstrong 501-447-1813 or Carreba Williams 501- 447- 1700*
- Use the results of the parent interest survey to plan the parental involvement activities for the year. Contact *Shanina Armstrong 501-447-1813 or Carreba Williams 501-447-1700*
- Evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation. Contact *Shanina Armstrong 501-447-1813 or Carreba Williams 501-447-1700*

JA Fair K8 Preparatory School will plan the following meetings virtually or in person to increase parent and family engagement and build staff and parent and family capacity:

- Provide professional development for teachers designed to enhance the understanding of effective parental involvement strategies. The professional development for administrators is 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. Contact Principal Melinda Modica, Assistant Principal Roxie Browning, or Assistant Principal Andrea Johnson 501-447-1700
- Parents and Families will be allowed to attend meetings virtually (Zoom, Google Meets, etc) or in person to assist in planning our community events with our teachers and staff.

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Calendar of Events:

- Parent and Family Engagement Meetings TBA
- Parent- Teacher- Student Association Meetings TBA
- Back to School Bash August 10,2023
- Title 1 Meeting August 10,2023
- Hispanic Heritage Month September 15- October 15, 2023
- Grandparents Week September 2023
- Parent Teacher Conferences October 2023 and February 2024
- Red Ribbon Week October 2023
- Breast Cancer Awareness October 2023
- Fall Festival November 2023
- Technology Workshop November 2023
- Awards Assembly TBA
- VIPS Reading Day November 2023
- Math Night (STEM) TBA
- Literacy Night TBA
- Holiday Music Program December 2023
- Black History Month Program February 2024
- VIPS Appreciation Event TBA
- Field Day May 2024
- Promotional Ceremonies May 2024
(5th and 8th Graders)
- Sports Parent Meetings and Games *TBA
- LRSD West Cluster Team will provide one Fall (2023) and one Spring (2024) event for our parent and families.

** Additional parent and family engagement workshops, meetings, and events will be offered during various dates and times throughout the school year. **

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JA Fair K8 Preparatory Staff

** Subject to Change**

<u>Name</u>	<u>Position</u>	<u>RM</u>	<u>Phone Number</u>
Melinda Modica	<i>Principal</i>	Office	447-1702
Andrea Johnson	<i>Assistant Principal</i>	Office	447-1709/447-1710
Roxie Browning	<i>Assistant Principal</i>	Office	447-1711
Dequonce Marbury	<i>Dean of Students</i>	Office	447-1712
Yerize Isturiz	<i>Principal Secretary</i>	Office	447-1703
Brandy Brown	<i>Registrar</i>	Office	447-1713
Shonna Richard	<i>Bookkeeper</i>	Office	447-1714
Karen Jefferson	<i>Attendance Secretary</i>	Office	447-1715
Valencia Sturges	<i>School Nurse</i>	Office	447-1705
Shanina Armstrong	<i>Parent Coordinator</i>	Office	447-1716
Kia Ervin	<i>Elementary Literacy/ Math Specialist</i>	M. Office	447-1719
	<i>Middle Literacy/ Math Specialist</i>	Co. Office	447-1720
	<i>Elementary Counselor</i>	Co. Office	447-1721
Mildren Calvin	<i>Middle Counselor</i>	Co. Office	447-1704
Sharon Johnson	<i>Media Specialist</i>	MC	447-1706
Debra Sloan	<i>Instr. Technology Specialist</i>	MC Office	447-1717
Jada Richardson	<i>Elementary SLP</i>	139	447-1722
Teaonna Rochell	<i>Middle SLP</i>	119a	447-1723
Jill Gaither	<i>Elementary Reading Specialist</i>	139	447-1724
Carletta Burchett	<i>Middle Reading Specialist</i>	117a	447-1725
	<i>Tools for Learning</i>	E1	447-1726
Andrea Dettman	<i>Reading/ Middle GT</i>	M1	447-1727
	<i>Elementary PLTW</i>	151	447-1728
Kimberly Trotter	<i>Middle PLTW</i>	M2	447-1290
Ashley Higginbotham	<i>PLTW- Automation &Robotics</i>	E2	447-1730
Lawanna Harris	<i>PLTW</i>	103	447-1789
Julie Roinson	<i>Gifted/ Talented</i>	151	447-1732
	<i>Elementary Art</i>	141	447-1732
	<i>Art 6th grade</i>	133	447-1733

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Robin West	<i>Art 7th-8th grade</i>	131	447-1734
Brian Hamby	<i>Elementary Music</i>	Music	447-1735
Brendan McInerney	<i>Exploratory Music</i>	116	447-1736
Ricky Wade	<i>Choir/ Music</i>	126	447-1737
Camri Foster-Williams	<i>Dance</i>	Auditorium	447-1738
Trevor Wine	<i>Middle PE</i>	Gym	447-1740
Billy McFarland	<i>Middle PE</i>	Gym	447-1739
	<i>Elementary PE</i>	Aux. Gym	447-1741
Tashiba Banks	<i>Elementary Resource</i>	136	447-1742
Cecile Jones	<i>K-2 SPED Behavior</i>	106	447-1743
	<i>K-3 SPED Behavior</i>	105	447-1744
	<i>CBI</i>	104	447-1745
Brandon Nichols	<i>SPED Math</i>	117	447-1746
	<i>SPED Math</i>	118a	447-1747
Beatrice Okorie	<i>SPED English</i>	109	447-1749
Ann Higgins	<i>SPED English</i>	120	447-1750
Circulation	<i>Desk</i>	MC	447-1751
David Taylor	<i>Inclusion</i>	117	447-1748
Vicki Ellis	<i>CTE/Intro to Business</i>	118	447-1752
Janay Tatum	<i>CTE/ Keyboarding</i>	111	447-1753
Erika Evans	<i>Career Development/ JAG</i>	110	447-1754
	<i>EAST</i>	119	447-1755
Cotinna Johnson	<i>English 6</i>	125	447-1756
	<i>English 6</i>	124	447-1757
Jennifer Rowland	<i>English 7</i>	107	447-1758
	<i>English 8</i>	114	447-1759
	<i>Math 6</i>	122	447-1760
LaQuashia Brooks	<i>Math 6</i>	123	447-1761
Whitney Goff	<i>Math 7</i>	112	447-1762
	<i>Math 8</i>	113	447-1763
Mythetta Gray	<i>Science 7</i>	127	447-1764
Allison Luchsinger	<i>Science 6</i>	128	447-1765
Wanda Boggs	<i>Science 7</i>	129	447-1766
Kristie Kyzer	<i>Science 8</i>	130	447-1767
Philita James	<i>Social Studies 6</i>	132	447-1768
Cristen Moore	<i>Social Studies 7</i>	121	447-1769
Tiffani Sims	<i>Social Studies 8</i>	108	447-1770
Sara Rose	<i>Social Studies 8</i>	115	447-1771

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Heather Bentley	<i>Kindergarten</i>	137	447-1772
Tiffani Scott	<i>Kindergarten</i>	136	447-1773
Ryan Westin	<i>Kindergarten</i>	135	447-1774
Stephanie Copes	<i>1st Grade</i>	142	447-1775
Terri Huckelby	<i>1st Grade</i>	140	447-1776
	<i>1st Grade</i>	138	447-1777
Carla Abraham	<i>2nd Grade</i>	144	447-1778
Lauren Allen	<i>2nd Grade</i>	143	447-1779
Miranda Morrison	<i>2nd Grade</i>	145	447-1780
Elizabeth Cranford	<i>3rd Grade</i>	150	447-1781
	<i>3rd Grade</i>	147	447-1782
Sarah McPherson	<i>3rd Grade</i>	146	447-1783
Yvonne Roach	<i>4th Grade</i>	149	447-1784
Beka Gassmen	<i>4th Grade</i>	148	447-1785
Brenda Day	<i>5th Grade</i>	101	447-1788
	<i>5th Grade</i>	102	447-1787
	<i>ISS</i>	Gym	447-1791
	<i>Paraprofessional</i>		
	<i>Media Clerk</i>	MC	
	<i>Cafeteria Manager</i>	Cafeteria	447-1790

Six Types of Involvement: Keys to Successful Partnerships

Type 1 Parenting Assist families with parenting skills and setting home conditions to support children as students. Also, assist school to better understand families.

Type 2 Communicating Conduct effective communications from school- to- home and from home-to- school about school programs and student progress.

Type 3 Volunteering Organize volunteers and audiences to support the school and students. Provide volunteer opportunities in various locations and at various times.

Type 4 Learning at Home Involve families with their children on homework and other curriculum- related activities and decisions.

Type 5 Decision Making Include families as participants in school decisions, and develop parent leaders and representatives.

Type 6 Collaborating with the Community Coordinate resources and services from the community for families, students, and the school, and provide services to the community.

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

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JA Fair K8 Preparatory School will provide information to parents about volunteer opportunities in the following ways:

- Promote and support responsible parenting with pamphlets/ brochures, online resources (ADE website), and/or school-community events.
- Recruit parents to volunteer to assist in all areas within the school community.
- Encourage parents to complete our volunteer survey

2023-2024 Parent and Family Engagement Volunteer Survey

JA Fair K8 Preparatory School

Parent/ Guardian's Name: _____

Email address: _____ **Phone Number:** _____

Student (s) Name: _____

Teacher (s) Name: _____

1. JA Fair K8 Preparatory encourages parent and family engagement. Would you like to be involved with the school? a. Yes b. No
2. What are the best times for you to volunteer at JA Fair K8 Preparatory?
a. Morning b. Afternoon c. Evening
3. If you answered yes, please tell us which area you would feel comfortable volunteering: (field trips, school events, sports games, recess duty, car duty, etc)

-
4. JA Fair K8 Preparatory will offer informational workshops/activities on the following information below, which informational workshop/ activity would you select to be a participant to learn more about?

___ Parenting ___ Communicating ___ Volunteering ___ Student Learning

___ Decision Making ___ Collaborating with the Community

5. Is there anything else you would like to share with us? If so, comment below:
-

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- Provide professional development for teachers designed to enhance the understanding of effective parental involvement strategies. The professional development for administrators is 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. Contact Principal *Melinda Modica*, Assistant Principal *Roxie Browning*, or Assistant Principal *Andrea Johnson* 501-447-1700
- Provide parent volunteer training Contact *VIPS Office: Tammy Blaylock* 501-447-4452
- Incorporate this information within our school's improvement plan.
- 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 Cluster of schools. For more information, please contact *Shanina Armstrong* 501-447-1813, *Carreba Williams* 501- 447-1700, or *Kaye Rainey*, the districts Parental Involvement Coordinator at 501-447-3358.
- Encourage parents to become active members with PTSA to assist in appropriate school wide decision making. Contact: *Shanina Armstrong* 501-447-1813

JA Fair K8 Preparatory School will plan an annual Title I meeting that must be conducted separately in the following ways:

- Conduct an annual Title I meeting in August 2023 for all parents and families who has a direct or indirect connection with JA Fair K-8 Preparatory School. Contact *Shanina Armstrong* 501-447-1813 or *Carreba Williams* 501-447-1700
- Hold an annual Title I meeting August 2023 separate from any other meetings or activities to ensure that there is ample time to provide a description/explanation of Title I reservation of funds and what the funds will be utilized for, school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet. The academic assessments include NWEA for both Math and Literacy, ACT Aspire (Reading, Math, and Science), Dream Box, and Lexia
- LRSD receives over \$500,000 in Title I Part A allocation, therefore, each Title I school receives an allocation for parents from the district's Title I reservation/set-aside. As soon as JA Fair K8 Preparatory school receives our annual parent and family engagement allocation, we will provide an update to the parents and begin using these funds to support parent & family engagement.
- The school shall submit evidence of the Title I meeting by completing the LRSD Annual Title I Verification Form and submitting to the Title I Office (November 2023).
- Parents will have the opportunity to view and be reminded on how to obtain access to our 2023-2024 Parent & Family Engagement Information Packet and Rights.

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JA Fair K-8 Preparatory School's Parent Right-To-Know Letter

Dear Parent or Guardian:

Our school, J.A. Fair K8 Preparatory, receives federal funds for Title I, Part A programs. Throughout the school year, we will be providing you with important information about this law as it relates to your child's education. This letter lets you know about your right to request information regarding the professional qualifications of the classroom staff working with your child. Our district or school will be able to provide you with the following information regarding the qualifications of your child's teacher(s):

1. Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
2. Whether the teacher is teaching under emergency or provisional status because of special circumstances.
3. Whether the teacher has any advanced degrees and the field of discipline of the teacher's certification or degree.

If at any time your student has been taught for four (4) or more consecutive weeks by a teacher(s) that is not highly qualified, then you will be notified by the school.

You also have the right to request information regarding the qualifications of the paraprofessional(s) assisting your child's teacher(s). If your child is receiving Title I, Part A services from a paraprofessional, then our district or school is able to provide you with the following information:

1. Whether the paraprofessional has completed at least two years of study at an institution of higher education.
2. Whether the paraprofessional has completed an associate's degree (or higher).
3. Whether the paraprofessional has met a rigorous standard of quality through our state's certification procedure for determining the quality of paraprofessional staff.
4. Whether the paraprofessional has: (a) the knowledge of and ability to assist in instructing reading, writing, and mathematics or (b) the knowledge of and the ability to assist in learning activities, such as homework, reading readiness, writing, mathematics, and other support as appropriate.

To request this information please contact your child's school or by phone at 501-447-1715. Should you have any other questions regarding your child's education, please do not hesitate to contact us at 501-447-1715 or email Melinda.Modica@lrzd.org, Roxie.Browning@lrzd.org, or Andrea.Johnson@lrzd.org.

JA Fair K8 Preparatory 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

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involvement: Parenting, Communicating, Volunteering, Student Learning, Decision-Making and Collaborating with the Community. To support the six types of involvement, JA Fair K8 Preparatory School participates on the LRSD NNPS West Cluster Team. For more information, contact *Shanina Armstrong 501-447-1813 or Carreba Williams 501-447-1700.*

JA Fair K-8 Preparatory School will work with parents to update a School-Parent-Compact in the following way:

- Discuss the School-Parent Compact with parents, staff and students during parent meetings such as math and literacy nights. This compact will outline how parents, school staff, and students share the responsibility for improving student academic achievement and the means by which JA Fair staff and parents will build and develop.

JA Fair K8 Preparatory School's

TITLE I SCHOOL COMPACT

2023-2024

Parent/Guardian: I want my child to achieve. Therefore, I will:

- Make sure my child attends school regularly, on time and with all required materials.
- Read with my child and establish a time for homework.
- Attend parent/teacher conferences (at least 2) and join PTSA.
- Support the discipline plan, rules, regulations and uniform policy of the school.
- Volunteer in my child's classroom and/or school wide events when opportunities are available

Student: It is important that I work to do my best. Therefore, I will:

- Follow all classroom and school wide expectations
- Engage with staff and peers in a positive manner.
- act responsibly throughout the entire day.
- work with Integrity.
- show respect for adults, peers and myself.

Teachers: It is important that students achieve. Therefore, I will:

- Provide engaging yet rigorous instruction and meaningful homework.

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- Hold (at least 2) parent conferences for each student.
- Communicate regularly with parents about their child's progress.
- Encourage students to Believe, Achieve and Succeed as leaders.

Principal: It is important that students have every opportunity to be successful.

Therefore, I will:

- Ensure appropriate curriculum is provided and available to all students.
- Supervise instruction and ensure instructional practices are effective in meeting student needs.
- Ensure school instructional time is valued and protected from disruption.
- Promote collaborative meetings to assist with planning academic instruction.
- Provide consistent communication between home and school.

Parent: _____

Student: _____

Teacher: _____

Grade: _____

Principal: _____