

**Little Rock School District
McClellan High School
Parent and Family Engagement Information Packet
2019-2020**

Parent and Family Engagement Committee Members:

Antony Hobbs – Principal
Renitia Bullard – Parent Facilitator
Ivey Kelly – Teacher
Angela Braggs-Teacher
Cycle Blackmon – Parent/PTSA President
Rebecca Bonds, Parent
Ashiya Thompson, Parent
Rev. E.C. McAdoo- Community Liaison

Introduction

McClellan High School is dedicated to the education of our students. We believe that our success is contributed to the partnership we have with our parents and families. We will continue to work closely with our parents and families to provide our students with the best educational experience possible.

McClellan High School Information

McClellan High School serves 711 students in grades 9th-12th Grade with 95% of our students are on free and reduced lunch. McClellan High School is a Title I school.

Communication Strategies

McClellan High School will communicate with parents in the following ways to increase parent and family engagement and to support classroom instruction:

Agenda books will be assigned to every student for daily contact with parents. Contact: **Gina Williams, secretary #447-2103.**

Communicate on a consistent basis with parents through the use of eSchool. Contact: **Laquana Coleman, attendance #447-2205** or Little Rock School District website, click on Parents.

Student/Parent handbooks will be available online to all families on the Little Rock School District's website. McClellan High School Website/District Website – go to Little Rock School District website, click on schools, click on McClellan.

Report Cards are available online at the end of each nine weeks. Parents may request a paper report card. Contact: **Tammi Worsham #447-2125.**

The school will provide to parents reports/report cards every four weeks with information regarding their child's academic progress and upcoming classroom and school events. Contact: **your child's classroom teacher #447-2100.**

Interpreters will be provided for parents with language barriers
Parents will review and sign-office on the district Parent & Family Engagement Plan during Parent Teacher Conferences.

McClellan High School staff is available and ready to assist parents and students! All needs should be directed to the student's classroom teacher through student agenda books, emails, and phone calls. The classroom teacher will contact the appropriate staff member such as the school counselor, nurse, and/or principal that can best meet the specific need. The principal, Antony Hobbs, will address needs if necessary upon the notification of the classroom teacher and/or other staff members involved. McClellan has an open door policy, however, appointments are appreciated. Please contact Gina Williams at 447-2103 for appointments.

Activities for Parents and Staff

McClellan will plan and implement the following meetings to increase parent and family engagement and build staff and parent capacity at McClellan High School:

Teachers will hold conferences individually with parents of children in their classrooms. Parents will be given a summary of the student's test scores and an explanation of the interventions. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures. Dates for 2019-2020 Parent/Teacher Conferences: 10/10/2019 (after school/3 hours), 10/11/2019 from 9:00am-1:00pm, 2/20/2019 (after school/3 hours), and 2/21/2019 from 9:00am-1:00pm.

The school will encourage parents in the following types of roles and activities to increase their engagement and support for student learning:

- ✓ **Open House/Title I Meeting** – September 17, 2019 from 5:30-7:30 p.m. Contact: **Antony Hobbs #447-2100**
- ✓ **Parent Night** – TBA from 5:00-7:00 p.m. Contact: **Renitia Bullard #447-2207**
- ✓ **Family Science Fair Night** – TBA 5:30 pm. appropriate instruction on Science Fair procedures. Contact: **Angela Braggs #447-2128 or Meredith Lusk #447-2180.**
- ✓ Training of the VIPS Volunteers Contact: **Tammy Blaylock #447-4455** September 17, 2019
- ✓ Financial Literacy Night, TBA
- ✓ Health Care Fair, TBA
- ✓ Technology Night
- ✓ Host a Family Math and Literacy Night, TBA
- ✓ **21st Century After School Program** Contact: **Carla Harris #2169**
- ✓ **PTSA Meeting** – October 26, 2018 from 6:00-8:00 p.m. Contact: **Cycle Blackmon #744-0780**
- ✓ **College & Career Week** –October 21-24th Contact: **Ms. Vanveckhoven #447-2226.**
- ✓ **HBCU College Fair** – December 2019 Contact: **Terry Lawson #447-2137**
- ✓ **PTSA Meetings** – Monthly from 5:30-6:30 p.m. Contact: **Cycle Blackmon #612-3064**

Teachers will schedule a minimum of two (2) parent/teacher conferences on the above mentioned dates during the school year to discuss academic achievement and discuss and have all parties sign (teacher, parent, student, principal) home-school compact.

Volunteer Opportunities

McClellan High will provide information to parents about volunteer opportunities in the following ways:

Contact individual teachers and/or the school secretary, Gina Williams at 447-2103. Training will be provided by the person in charge of the area in which a volunteer is needed. Volunteer opportunities include but not limited to classroom/teacher help, school parties, and fieldtrips.

McClellan PTSA includes parents, extended family, teachers and staff. Please contact the McClellan PTSA President, Cycle Blackmon for information concerning McClellan High School PTSA. For information about volunteer training or to sign up for volunteer orientation, contact Tammy Blaylock at tamara.blaylock@lrsd.org or call the ViPS Office at 447-4450.

School-Parent Compact

Staff, parents, and students have signed a School-Parent Compact. This compact outlines the responsibilities of all stakeholders involved in the academic achievement of the students. These compacts will be on file in the classroom for further reference throughout the school year. The compact is given out in the Student Handbook at the beginning of the year. Antony Hobbs #447-2101.

Implementation and Evaluation of School-wide Improvement Plan

McClellan High School will provide opportunities for parents to be involved in the implementation and evaluation of the school-wide school improvement plan.

According to the 2019-2020 School Improvement Plan, Booker will inform parents of attendance requirements as listed in the Student Rights and Responsibilities Handbook and McClellan High School's Student Handbook and monitor student absences and contact parents by phone and/or letter when student's absences warrant. The parent facilitator will also provide parents with information to support their child's skill acquisition such as Informational Packets, McClellan High School Student Handbook, Volunteer Resource Book, and memos.

Resources for Parents and Families

McClellan High School will provide resources for parents

Distribute Parent and Family Information Packets each year that includes a copy of the school's Parent and Family Engagement Plan, survey for volunteer interests, recommended roles for parents/ teachers/students and school through the compact, suggestions of ways parents can become involved in their child's education, parent and family engagement activities planned for the current school year, information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, e-mail, etc.), and school's policy handbook. Contact: **Gina Williams** Secretary #447-2100.

The Parent Center location: TBD. It will include updated materials using Parent and Family Engagement funds such as computer with printer, parenting books, magazines, DVDs, pamphlets, and other educational resources. Contact Renitia Bullard, Parent and Family Engagement Facilitator #447-2207.

The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent and family engagement facilitator – Renitia Bullard, Room E1, #447-2207. The parent facilitator will integrate and coordinate parent and family engagement strategies with those of other programs. Utilize the services of the Little Rock School District's Parent and Family Engagement Coordinator – Kaye Rainey #447-3357.

Evaluation of Parent and Family Engagement Efforts

McClellan High School will engage parents in the evaluation of the parent and family engagement efforts.

An annual evaluation using comprehensive needs assessment will be filled out by teachers, parents and school staff. Information gained from the evaluation will be used to increase parent and family engagement; 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) engagement of

parents in activities to support student academic growth. Contact: Renitia Bullard; Parent and Family Engagement Facilitator #447-2207.

Parent and Family Interest Surveys

McClellan High School will use the parent interest surveys to select, plan, and implement parental engagement activities that will be offered throughout the year in the following ways:

Results will be used in October 2019 to plan the content and time of parental engagement activities throughout the year by Renitia Bullard and the Parent and Family Engagement Committee. McClellan High School will evaluate the activities that were held in conjunction with Parent and Family Engagement at the end of the school year to determine their effectiveness and participation.

Annual Title I Meeting

McClellan's Annual Title I Meeting was held September 17, 2019. Items discussed included:

Access to Arkansas' Accountability Plan (ESSA)

Description of school-wide Title I Program

Title I budget allocation

Utilization of the Title I budget

Overview of the Core Curriculum

Parent involvement opportunities (Parent Teacher Conferences, PTSA membership)

Community partnerships

National Network of Partnership Schools

McClellan High School is a member of John Hopkins University of National Network of Partnership Schools (NNPS). The NNPS School, Family, and Community Partnership family model is designed to enhance parent participation and engagement in the school and community. The family model is research based and references engagement, activities, and resources for the six types of involvement: Parenting, Communicating, Volunteering, Student Learning, Decision-Making, and Collaborating with the Community. To support the six types of involvement, McClellan High School participates on the LRSD NNPS Southwest School Cluster Team. Contact Person: Renitia Bullard #447-2207.

McClellan High School Home/School Learning Compact 2019-2020
Parent Compact 2019-2020

Student Name: _____ **Grade:** _____

Parent/Guardian Agreement

I want my child to succeed. Therefore, I will encourage him/her by doing the following:

1. Attend parent conferences and school activities.
2. Making sure the school has updated contact information.
3. Check eSchool (HAC) weekly.
4. Make sure that my son/daughter comes to school regularly and on time.
5. I will call the Attendance Office before 12:00 Noon informing the Attendance Secretary the reason that my son/daughter are absent from school.
6. Focus on school work at home with no distractions.
7. Keep open communication with the teachers.

Parent Signature

Student Agreement

1. Complete homework assignments and missed assignments.
2. Follow Dress Code and school rules.
3. Check eSchool (HAC) weekly.
4. Be on time for school and class.
5. Bring supplies to class.
6. Set academic goals.
7. Respect administrators, teachers, staff, and peers.
8. Accept responsibility for my actions.

Student Signature

Teacher Agreement

1. Set high standards of academic achievement and positive behavior and hold students able.
2. Create and implement engaging lessons.
3. Provide timely feedback. (i.e. 3-day turnaround)
4. Teach functional life skills to our special needs students using state standards.
5. Improve communication with parents.
6. To respect, students, parents, and my colleagues.
7. Update eSchool (TAC) weekly.
8. Be available for students and parents.
9. Provide make-up in a timely manner.
10. Collaborate with other teachers on student success.
11. To allow students to attend appropriate level interventions unless testing.

Teacher Signature

Principal/School Agreement

1. Provide necessary materials for teachers and students.
2. Utilize partnerships.
3. Support and attend school related functions/activities.
4. Enforce discipline policy consistently.
5. Monitor class size.
6. Provide educational opportunities to help students be productive citizens.
7. Do our best to provide a safe learning environment for students.
8. Provide tutoring for students.
9. Provide enrichment activities for students.

Principal Signature

Parent Facilitator Signature

Parent Volunteer Survey

McClellan High School 2019-2020

Parent's Name _____

Phone # _____

Address _____

Email _____

Student's Name _____

Teacher _____

1. What are the best times for you to come to school?

- a. Morning
- b. Afternoon
- c. Evening

2. Our school encourages parent involvement. Would you like to be involved with the school?

- a. Yes
- b. No

If you answered no please tell us why: _____

If you answered yes, please tell us what you would feel comfortable doing:

_____ Help in the main office or counselors

_____ Attending field trips

_____ Special Event Volunteer

_____ Other _____

3. Is there anything that prevents you from becoming involved that we could help you with?

- a. Child Care
- b. Transportation issues
- c. Interpretation needed
- d. Other _____

4. How would you like to be notified of meetings and events?

- a. Phone call
- b. Flyers
- c. Email
- d. Other _____

5. If the school offered classes what would you be interested in?

- a. Computers
- b. English as a Second Language (ESL)
- c. Spanish Classes for Parents
- d. How to help students succeed
- e. Help with understanding homework
- f. Parent Training (such as Leadership, Advocacy, Education, etc.)
- g. Other _____

6. Is there anything else you would like to tell us? _____

Thank you for your time to complete this survey. Please return it to the school as soon as you can.

Mrs. Renitia Bullard, Parent and Family Engagement Facilitator 447-2207

Encuesta de Padres Voluntarios McClellan High School 2019-2020

Nombre del Padre/Madre _____ Numero de Telefono # _____

Direccion _____ Correo Electronico _____ Nombre del
Estudiante _____ Maestro/a _____

1. Cual es el mejor momento del dia para que usted pueda venir a la escuela?

- a. En la mañana
- b. En la tarde
- c. En la Noche

2. Nuestra escuela alienta la participacion e involucramiento de padres. Le gustaria participar e involucrarse con la escuela?

- a. Si
- b. No

Si su respuesta ha sido No, por favor diganos por que _____

Si ha respondido Si, por favor diganos que le gustaria hacer sintiendose comodo o comoda:

- _____ Ayudar en la oficina
- _____ Ir a los viajes campestres o field trips
- _____ Ayudar con eventos especiales
- _____ Otros _____

3. Hay algo en que le podemos ayudar que prevenga su participacion y que se involucre?

- a. Cuidado de ninos
- b. Asuntos relacionados con el transporte
- c. Ayuda a que alguien traduzca informacion
- d. Otros: _____

4. Como le gustaria que se le notifique cuando hay juntas/ reuniones y eventos?

- a. Por telefono
- b. Volantes/ Folletos
- c. Correo Electronico
- d. Otros: _____

5. Si la escuela ofrece clases, que le interesaria que ofrezca?

- a. Computadoras
- b. Ingles como Segundo Idioma (ESL)
- c. Clases de Espanol para Padres
- d. Como ayudar a que los estudiantes triunfen
- e. Ayudar a que entiendan las tareas escolares
- f. Entrenamiento de Padres (como por ejemplo liderazgo, actividades de apoyo, educacion, ect.)
- g. Other _____

6. Hay otra cosa que usted quiere compartir con nosotros?

Gracias por el tiempo que ha dedicado para completar la encuesta. Por favor envie de regreso la encuesta a la escuela lo antes que pueda.

Mrs. Renitia Bullard; Parent and Family Engagement Facilitator 447-2207

Parent Involvement Opportunities in Our School

PTSA Committees

The PTSA has many committees to support our school such as special events committees, fundraising committees, and membership committees! The PTSA is a great organization that provides opportunities for parents to become more involved in their child's school and education! We need your time and talent! The PTSA membership fee is \$5! **Call Cycle Blackmon@ 501-744-0780 for information on becoming a PTSA member and volunteering for committees!**

2019-2020 PTSA Board Members

President: Cycle Blackmon

Vice President/Secretary: Kristy Caldwell

Treasurer: Sabrina Mills

Parent and Family Engagement Committee

The Parent and Family Engagement Committee plans, organizes and hosts family nights for our school. Our events include Family Math and Literacy Night. The Parent and Family Engagement Committee specializes in building a school community where parents, teachers, and students work together to ensure a positive, nurturing environment while providing the highest quality education for all students!

Contact Renitia Bullard at 447-2207 or renitia.bullard@lrsd.org for more information to join our committee!

Tips for Effective Teacher Conferences

Research indicates that to help students be successful teachers must know as much as they can about each student. No one knows more about these things than you, the parents. So, that is why teachers and parents must work together to ensure that your student has a successful learning experience. Communication is the key.

Pre-Conference: Ways to Prepare

- ☆ Find out what they think are their strengths and weaknesses.
- ☆ Explain to them that parents and teachers must keep an open line of communication in order to help them.
- ☆ Write down notes about your child's personality, problems, habits, and hobbies that might be important for the teacher to know.
- ☆ Write down your concerns about the school's program and policies.

Conference: Good Questions to Ask

- ☆ What are my child's strengths and weaknesses?

- ☆ Is my child turning in his/her daily assignments and homework?
Make sure you and your child's teacher come up with strategies to address any issues that need to be resolved.

Post-Conference: Ways to Follow Up

- ☆ Be sure to start immediately with the action plan that you and the teacher have worked out together.
- ☆ Monitor your child's homework, class work, and behavior to see if the plan is being implemented and if it is working.

National Network of Partnership Schools

McClellan High School is a member of John Hopkins University of National Network of Partnership Schools (NNPS). The NNPS School, Family, and Community Partnership family model is designed to enhance parent participation and engagement in the school and community. The family model is research based and references engagement, activities, and resources for the six types of involvement: Parenting, Communicating, Volunteering, Student Learning, Decision-Making, and Collaborating with the Community. To support the six types of involvement, McClellan High School participates on the LRSD NNPS Southwest School Cluster Team. Contact Person: Renitia Bullard #447-2207.

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 schools 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, Inc.