



# Hamilton Learning Academy

## Parent Information Packet

### 2016-2017

Cassandra Green, Coordinator

501-447-3402

Parent Facilitator – Aretha Jackson

501-447-3463

Parent Coordinators –

Neva Johnson and Amanda Nelson

501-447-3459

PTSA President – Stephen Ewings

501-447-3412

# **Parental Involvement Plan 2016-2017**

## **School Mission**

To provide personal, innovative instruction that encourages students to reach their highest potential and develop positive self-esteem, while also **training students to become lifelong learners and productive citizens in a global society.**

**District: Little Rock School District**

**School Improvement Status: Needs Improvement**

**Grade Levels 6-12**

**Non-Title I School**

**99% Free and Reduced Lunch**

## **Parent Involvement Committee Members**

Cassandra Green, Coordinator  
Aretha Jackson, Parent Facilitator  
Neva Johnson, Parent Coordinator  
Amanda Nelson, PTSA Secretary  
Tracy Brown, (Parent)  
LaKeisha Mosley (Parent)  
Stephen Ewings, PTSA President  
Jim Orange, Community Liaison  
Charlotte Watson, Teacher, PTSA Advisor  
Pastor Eddie Stewart, Parent/Community Liaison

Hamilton Learning Academy (HLA) will communicate with parents in the following ways to increase parent involvement and to support classroom instruction:

1. Producing and distributing a calendar of school activities
2. Producing and distributing a handout for parenting tips related to school achievement such as homework tips, organizational skills, and study skills.
3. Parentlink messages via telephone and/or text.

\*Neva Johnson will be responsible for sending Parentlink messages; her contact number is 501-447-3459. Neva Johnson and Amanda Nelson, Parent Coordinators will be responsible for distribution of the parental involvement calendar of activities, the contact number is 501-447-3459, 501-447-3507 or 501-447-3447. Ginger Beck is the editor of the HLA Newsletter; her contact information is 501-447-3431.

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

- **Mentoring** – Parents may volunteer to mentor students by contacting the school counselor, Dr. Lynda Johnson.
- **Open House** - Parents are invited to come and meet the teachers and staff of Hamilton Learning Academy. Please contact the front office at 501-447-3400.
- **Parent Center** - Parents are encouraged to utilize the Parent Center, located in Room 208 between the hours of 8:00 a.m. and 4:00 p.m. Contact Neva Johnson or Amanda Nelson, Parent Coordinators, at **501-447-3459, 501-447-3507 or 501-447-3447** for more information.
- **Parent Night** – Science, Math and Literacy Departments will host a family Night. Parents are invited to help plan and participate in all Parent Night activities. Contact Aretha Jackson, Parent Facilitator, at **501-447-3463** for more information.

Date	Time	Type of Parent Involvement Activity	Date	Time	Type of Parent Involvement Activity
8/1/2016	10:00a.m. - 7:00p.m.	Registration (501-447-3400)	11/30/16	12:00 (Noon)	PTSA Meeting Stephen Ewings, President (501-447-3412)
8/2/2016	10:00 –a.m. 7:00pm	Registration (501-447-3400)	12/16/2016	10:00 a.m. – 1:00 p.m.	Parent Center Holiday Open House Neva Johnson – Facilitator (501)447-3459 or 501-447-3507)
8/12/16	3:00 p.m.	PTSA Meeting Stephen Ewings, President (501-447-3412)	12/16/16	12:00 (Noon)	PTSA Meeting Stephen Ewings, President (501-447-3412)
9/17/2016	10:00 a.m.- 12:00 p.m.	Parent Involvement Workshops ( Central-East Western Hills Elementary)	1/25/17	12:00 (Noon)	PTSA Meeting Stephen Ewings, President (501-447-3412)
9/15/2016	5:30 p.m. – 6:30 p.m.	Open House (501-447-3400)	2/20/2017	8:00 a.m.– 1:00 p.m.	Parent Conferences (501-447-3400)
9/28/16	12:00 (Noon)	PTSA Meeting Stephen Ewings, President (501-447-3412)	2/2017	TBA	Black History Program Aretha Jackson, Facilitator (501-447-3463)
10/8/2016	8:30 a.m. – 12:00 p.m.	LRSD Computer Power Day/PASS Henderson Middle School	2/22/17	12:00 (Noon)	PTSA Meeting Stephen Ewings, President (501-447-3412)
10/2016 (TBA)	TBA	Family Night Aretha Jackson, Facilitator (501)447-3412)	3/11/17	8:30 a.m. – 12:00 p.m.	LRSD Computer Power Day Henderson Middle School
10/14/16	8:00 a.m. – 1:00 p.m.	Parent Conferences (501) 447-3400	3/29/17	12:00 (Noon)	PTSA Meeting Stephen Ewings, President (501-447-3412)
10/26/16	12:00 (Noon)	PTSA Meeting Stephen Ewings, President (501-447-3412)	4/26/17	12:00 (Noon)	PTSA Meeting Stephen Ewings, President (501-447-3412)
10/23-2016 thru 10/31/2016	TBA	Red Ribbon Week Aretha Jackson, Facilitator (501-447-3463)	5/24/17	12:00 (Noon)	PTSA Meeting Stephen Ewings, President (501-447-3412)
11/11/16	1:00 p.m.	Honoring Our Vets Neva Johnson, Facilitator (501)447-3459 or 501-447-3507)			

Parents can access their child's grades and attendance on **Edline** using the PIN number received at the beginning of the school year or at the placement meeting. Parents will also receive quarterly report cards. Parents may use e-mail to communicate with members of the school staff. Teachers will keep parents informed about their child's progress by holding conferences individually with parents to discuss the student's test scores and the interventions teachers are using to assist their child in reaching achievement goals. Parents will also be given suggestions for coordinating school-parent efforts and explanations grading procedures. Contact any teacher or counselor at 501-447-3400.

The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientation of parents. Administrators will explain the requirements to parents during placement meetings and encourage them to become involved in the school. The school will work with students' home schools to help provide a smooth transition from one school to the next by holding exit conferences to raise parent awareness of procedures, expectations and related activities. Further information regarding volunteer opportunities can be obtained from the HLA VIPs Coordinator, Neva Johnson, telephone number 501-447-3459 or 501-447-3507.

Hamilton Learning Academy offers parents a Parent/Program Contract. This contract outlines 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. All stakeholders are required to sign the contract. The Parent/Program Contract is available in the placement process and offered the entire year, forms are provided in the front office and by Neva Johnson, Parent Coordinator, telephone contact number is 447-3459, 501-447-3507 or Amanda Nelson 501-447-3447.

Parent Involvement committee members will meet annually to discuss innovative, research-based strategies to increase parental involvement, recruitment and retention of parent volunteers, and suggested parent night topics. Parents, teachers, students and community members are encouraged to join our Parent Teacher Student Association (PTSA) in an effort to foster parental and community involvement within the school. The Parent Center contact person is Neva Johnson, Parent Coordinator, telephone number 501-447-3459, 501-447-3507 or Amanda Nelson 501-447-3447. Stephen Ewings is the current PTSA President. You may reach him by calling 501-447-3412.

Hamilton Learning Academy is a Non-title I School. This school solicits active participation and valued input regarding the planning and implementation of the School Improvement Plan.

Hamilton Learning Academy provides parents with multiple pathways to secure resources. The Parent Center houses computers for parents to use. The Parent Center is located in Room #208. The HLA Parent Center is open and has hours that are convenient to parents so that they may check out materials, use the computers to check grades, and visit educational websites.

The school will distribute informational packets each year 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...). As funds are available, the school will purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library. Information from the Parent Center is provided by Neva Johnson, Parent Coordinator, telephone number 501-447-3459, 501-447-3507 or Amanda Nelson 501-447-3447.

Hamilton Learning Academy engages parents in the evaluation of its parental involvement efforts. The school encourages parents to actively become PTA members and become involved in school activities. The school encourages the parents to visit the Parents Center on a regular basis. The school also encourages parents to complete the Parental Involvement Survey to help the staff regularly monitor and assess parent's needs. The school promotes the completion of an annual comprehensive needs assessment by teachers, parents, and the school staff to examine the effectiveness of the Parental Involvement Plan. Parental Involvement Advisory meetings will be held in the Parent Center, facilitated by Neva Johnson or Amanda Nelson (447-3459, or 447-3507). These meetings will be utilized to examine the collected evidence about satisfaction with the program and the school's efforts to increase parental involvement. This is a crucial part of the evaluation. The survey also collects specific information on the (1) growth 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.

Hamilton Learning Academy utilizes the parent interest survey to select, plan and implement parental involvement activities offered throughout the year. The surveys are distributed at each Parenting Class offered before the students' transition back to their home schools. The school uses the results of the parent interest survey to evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation. The surveys can be obtained from Neva Johnson or Amanda Nelson in Room #208. Their telephone number is 501-447-3459, 501-447-3507. HLA has Parent Nights to inform the parents of high school students about how to be involved in the decisions affecting course selection, career planning, and preparation for postsecondary opportunities. HLA Counselor, Dr. Lynda Johnson, contact number 501-447-3410 will facilitate the activities.

As a Non-Title I School, Hamilton Learning Academy does not conduct an Annual Title I meeting.

**LITTLE ROCK SCHOOL DISTRICT**  
**Hamilton Learning Academy**  
**HOME/SCHOOL LEARNING COMPACT**

School Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

**PARENT/GUARDIAN AGREEMENT**

(Any parent who is interested in helping with this student may sign in lieu of the parent.) I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- ✓ Ensure that my child is on time each day and attends school regularly
- ✓ Support the school discipline policy
- ✓ Establish a time for homework and review it regularly
- ✓ Provide a quiet well lighted place for study
- ✓ Encourage my child's efforts and be available for questions
- ✓ Stay aware of what my child is learning
- ✓ Provide a library card for my child
- ✓ Read with my child and let my child see me read

Signature: \_\_\_\_\_

**STUDENT AGREEMENT**

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- ✓ Attend School regular;
- ✓ Come to school each day with pens, pencil, paper, and other necessary tools for learning
- ✓ Complete and return homework assignments
- ✓ Observe regular study hours
- ✓ Conform to rules of student conduct

Signature: \_\_\_\_\_

**TEACHER AGREEMENT**

It is important that student achieve. Therefore, I shall strive to do the following:

- ✓ Provide appropriate and meaningful homework assignments for students
- ✓ Provide necessary assistance to parents so that they can help assist with the assignments
- ✓ Encourage students and parents by providing information about student progress;
- ✓ Use special activities in the classroom to make learning enjoyable

Signature: \_\_\_\_\_

**PRINCIPAL AGREEMENT**

I support this form of parent involvement. Therefore, I shall strive to do the following:

- ✓ Provide an environment that allows for positive communication between the teachers, parents and student
- ✓ Ensure teacher's homework assignments that will reinforce classroom instruction regularly.
- ✓ Ensure high-quality curriculum and instruction that meets the State's student academic achievement standards
- ✓ Engage parents in parent-teacher conferences in which this compact will be discussed
- ✓ Ensure that parents receive frequent reports on their child's progress
- ✓ Ensure parental access to staff to support partnerships
- ✓ Provides parents opportunities to volunteer and observe classroom activities

Signature: \_\_\_\_\_

*Hamilton Learning Academy*  
*2016-2017 PTA OFFICERS*

*President*  
*Stephen Ewings*  
*Vice President*  
*LaKeisha Mosley*  
*Secretary*  
*Amanda Nelson*  
*Treasurer*  
*Edith Callaway-Frazier*

*PTSA Meeting Dates*

*August 12, 2016*  
*September 28, 2016*  
*October 26, 2016*  
*November 30, 2016*  
*December 16, 2016*  
*January 25, 2017*  
*February 22, 2017*  
*March 29, 2017*  
*April 26, 2017 Election of Officers*  
*May 24, 2017*

*Hamilton PTSA Membership Dues - \$5.00*

# PARENT INTEREST SURVEY

## Parental Involvement Survey

**Respond to the following statements by checking "Yes" or "No". If you would like to comment, please record information under the question.**

1) There should be many school activities that involve students, parents, and teachers, (i.e. student achievement and recognition ceremonies) to honor students.

Yes  No

2) Parents should be encouraged to work in the school as volunteers.

Yes  No

3) Parents should be able to schedule visits to the school during the day to understand the kinds of experiences their child is having in school.

Yes  No

3) Parents should initiate personal conferences with teachers when they feel it is necessary (outside of regularly scheduled parent-teacher conferences).

Yes  No

5) There should be parent education classes run by the PTA, in cooperation with resource personnel provided by the school, to teach parents how to help their children benefit from school.

Yes  No



## Keys to Successful Partnerships: Six Types of Involvement



### Parenting

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



### Communicating

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



### Volunteering

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



### Learning at Home

Involve families with their children on homework and other curriculum-related activities and decisions.



### Decision Making

Include families as participants in school decisions, and develop parent leaders and representatives.



### Collaborating with the Community

Coordinate resources and services from the community for families, students, and the school, and provide services to the community.

<b>Faculty/Staff</b>	<b>Title</b>	<b>#Phone</b>	<b>Location</b>
Allen, Calvin	School Resource Officer	73486	207
Alzheimer, Corrine	Paraprofessional	73400	
Anderson, Tina	Paraprofessional	73400	
Asberry, Joyce	FACS Teacher	73419	206
Bailey, Edmonda	Registrar	73450	Office
Bailey, Jack	Physical Education/Health Teacher	73448	Gym 2
Beck, Ginger	English Teacher	73431	305
Bennett, Andrew	Social Studies Teacher	74220	408
Bennett, Brenda	Paraprofessional/Office Assistant	73433	406/Main Office
Brown, Cynthia	Paraprofessional	74249	201
Brown, Patricia	Nurse	73405	100
Callaway-Frazier, Edith	Librarian/Media Specialist	73406	Media Center
Chilliest, Wanda	Paraprofessional	73400	
Christopher, LaShon	Social Worker	73478	100
Clark, Mark	Geometry Teacher	73434	308
<b>Conference Room</b>	Room 100	74226	100
Deadmon, Capresha	Cafeteria Manager	73407	Cafeteria
Dobbins, Joann	Paraprofessional	73400	
Dukes, Marion	Paraprofessional	73400	
Dunn, Jamie	Paraprofessional	73476	401
Earnest, Alice	Science Teacher	74225	402
East, Thomas	Paraprofessional	73400	
Elliott, Jerry	Custodian	73408	300
Ewings, Stephen	Assistant Principal	73412	313
Fisk, Tim	Speech Pathologist	73474	400
Franklin, Jeffrey	Biology/Plato Teacher	73468	303
Freeman, Leslie	English Teacher	73455	502
Gilliland, Chris	Physical Science/Biology Teacher	73416	302
Glenn, Kristen	Art Teacher	73475	301
Green, Cassandra	Coordinator	73402	Office
Gibson, Flora	Paraprofessional	73400	
Gordon, LaKristal	Paraprofessional	73400	
Grover, Casey	Security Officer	73400	
Harshaw, Carolyn	Math Teacher	74214	407
Hill, Allen	Head Custodian	73437	
Hillard, Emmett	Custodian	73408	GYM
Hynes, Michael	Math Teacher	74217	506
Jackson, Aretha	FACS Teacher	73463	311
James, Barbara	AA History/W History Teacher	73460	310
James-Hill, Linda	Sped Teacher	73449	304
Johnson, Anthony	Security Officer	73400	
Johnson, Dr. Lynda	Counselor	73410	100
Johnson, Neva	Parent Coord./Clerical/Dropout Prevention	73459	208

Johnson, Tawanna	Principal's Secretary	73403	Main Office
Knighten, Reginald	Assistant Principal	74229	313
Lambert, Eva	English Teacher	73424	306
Lewis, Randall	Security Supervisor	73473	100
Mayo, Reginald	Security Officer	73400	
Mays, Harold	Paraprofessional	73400	
McKenzie, Sherman	Paraprofessional	73400	
Moore-Graham, Mary	Security Officer	73400	
Nelson, Amanda	Parent Coordinator	73447	100
Nelson, Damien	Intervention Center	73411	602
Norman, Gina	Paraprofessional	73400	
Paige, Winona	Paraprofessional/Office Assistant	73446	Main Office
Perkins, Delia	Custodian	73408	500
Philips, Alden	Security	73400	
Polk, Cheotia	Probation Officer	73436	603
Richardson, Joyce	Sped Teacher	73442	202
Rollins, Kendrick	Security	73400	400
Sampson, Willa	Night Custodian	73408	
Savage, Crystal	Sped Teacher	72154	
Smith, Sherry	Probation Officer	74223	507
Smith, Brenda	Math Teacher/Placement Coord.	74232	101/507A
Stewart, Linda	Paraprofessional	73400	
Storey, Wallace	Psychological Examiner	73445	202
Stout, Jewel	Science Teacher	74213	501
Tarkington, Steve	Social Studies Teacher	74212	
Tartt, Phyllis	Biology/Chemistry/Plato Teacher	73420	205
Tatum-Wright, Emma	Paraprofessional	73400	
Thompson, Kenneth	School Resource Officer	74230	207
Tollette, Joan	Physical Education Teacher	73465	Gym 1
Turner, Terry	Sped Teacher	74218	402-A
Tyler, Sharrone	Computer Business Teacher	73422	314
Watson, Charlotte	Computer Business Teacher	73458	312
Wilson, Phillip	Plato/Algebra Teacher	73437	309
<b>Living Hope</b>			502B
Mario Ross	Living Hope Therapist 838-1225	73456	502B
Shelley Norman	Living Hope Therapist 580-0633	73456	502B
<b>P.A.T. Center</b>			
Anderson, Marcus	P.A.T. MHPP 744-4918	73404	Bottom of 300 Hallway
Irby, ShaWonda	P.A.T. LPC 944-2990	73404	Bottom of 300 Hallway
<b>Student Hearing</b>		73500	100
Broadnax, Dr. William	Hearing Officer	73504	
Shirley Lewis	Secretary	73502	
<b>Mental Health</b>			505
Lisa Williams	Mental Health Director	77384	
Rouse Tanjela	Mental Health Asst.	77390	
<b>Truancy</b>			
Merritt, Reginald	Truancy Office Coordinator	78110	507B

Williams, LaNeicia	Truancy Dept		77547	507
<b>City of Little Rock YIP</b>				503
Grant, Juvaris	PIT Coordinator	257-7293	73415	501

