

Forest Park Elementary School

Parent and Family Engagement Plan Information Packet 2023-2024

Principal, Theresa Ketcher
(447- 4500)

Mrs. Anna Blair Williams, Parent Facilitator
(447-4592)

PTA

Mrs. Courtney Black, PTA President
(901-355-7638)

**Little Rock School District
Forest Park Elementary
2023-2024 Parent and Family Engagement Plan**

**Mrs. Theresa Ketcher, Principal
Mrs. Anna Blair Williams, Parent Facilitator**

Forest Park Elementary Mission Statement

The mission of the Forest Park Elementary community is to provide progressive and differentiated instruction in a nurturing environment that develops a life-long love of learning and prepares students for the future.

Parent and Family Engagement Committee Members

**Mrs. Theresa Ketcher, Principal
Mrs. Michelle Graves, Library Media Specialist
Mrs. Margaret Gray, Counselor
Mrs. Anna Blair Williams, 4th Grade Teacher/Parent Facilitator
Mr. Jason Finney/GT Teacher
Mrs. Courtney Black, PTA President/Parent
Mrs. Madeline Moore, PTA President Elect/Parent**

Forest Park Elementary School Information

Forest Park Elementary School is the highest achieving elementary school in Arkansas. Forest Park serves 460 students in grades Pre-K through Fifth Grade. 20% of our students are on free and reduced lunch. Forest Park Elementary is not a Title I school.

Forest Park communicates with parents through:

- HAC (Home Access Center) – Contact Michelle Graves/447-4506).
- Parent Link – Go to www.lrsd.org, click Parents and Students, and click Parent Link.
- Forest Park School Website/District Webpage – Go to www.lrsd.org, click Schools, and click Forest Park.
- Student Agenda Books – Contact Ms. Holmes (secretary) (447-4500).
- Parent Conferences – October and February 21, 2020
- Interim Reports – Please check HAC for grades--Contact Theresa Ketcher (447-4502)
- Report Cards – Reports will be on HAC– Contact Theresa Ketcher (447-4502).
- Monthly Principal News Letters – Sent home the last day of each month beginning in August ending in June. – Contact Theresa Ketcher (447-4502).
- Specialist News Letters - Sent home the last day of each month beginning in August ending in June. – Contact Theresa Ketcher (447-4502).
- Forest Park Library Media Center Pamphlet – September – Contact Michelle Graves (447-4506).
- Weekly Grade Level News Letter – Sent home every Monday beginning in August ending in June. – Contact your child's classroom teacher. See the Forest Park Directory for phone numbers.
- Home Connection Folders - Sent home every Monday beginning in August ending in June. – Contact your child's classroom teacher. See the Forest Park Directory for phone numbers.
- Forest Park PTA E-blasts and Website – Go to www.forestparklr.com
- Lobby Power Points – Contact Michelle Graves (447-4506).
- Forest Park Directory – Contact Courtney Black, Parents may contact Forest Park staff members through email or by phone.

- Forest Park Parent and Family Engagement Information Packet – September of each year located in Forest Park Student Agenda Books and the Forest Park Directory. Contact Anna Blair Williams (447-4592).

The Forest Park Parent and Family Engagement Information Packet has been created to support classroom instruction and increase parent and family engagement. Upon request and to the extent possible, Forest Park Elementary School will provide communication in the language that parents can understand. The Forest Park Parent and Family Engagement Information Packet will include the Forest Park Elementary School Parent and Family Engagement Plan, school policies and procedures, staff contact information, volunteer opportunities, and tips for successful conferences and ideas to support the learning process at home. This information has been distributed in the Forest Park Directory, Student Agenda Books, and school newsletters. All families receive a directory at the beginning of the school and all students have agendas that include the plan. We also provide copies in the main office and it can be found online. Teachers will communicate the availability of the plan to parents via the weekly newsletter, classroom emails, and PTA EBlast. Teachers and parents will have access to the plan during parent teacher conferences. During parent teacher conferences, parents may have the opportunity to review and sign off on the Districts Parent & Family Engagement Plan. The ESL coordinator works with teachers to have an interpreter available for conferences as needed. The district translates important letters and documentation. Contact Anna Blair Williams (447-4592) for more information.

The Forest Park 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. (See the Forest Park Directory for names, email addresses, and phone numbers.) 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, Mrs. Theresa Ketcher, will address needs if necessary upon the notification of the classroom teacher and/or other staff members involved. Forest Park has an open door policy, however, appointments are appreciated. Please contact Robin Holmes at 447-4500 for appointments.

Forest Park will plan and implement the following activities to increase parent and family engagement by communicating strategies and tips to build staff and parent capacity:

Large Events – Courtney Black

- Pre-K and Kindergarten Pre-School Popsicle Party (August- Theresa Ketcher/447-4502)
- Open House (September, Theresa Ketcher/447-4502)
- Grade Level Parent Orientation Meetings – (September-Theresa Ketcher/447-4502)
- Patriotic Assembly (September 27, Mr. Higginbotham/447-4522),
- Stride Pride Day (October 2, Theresa Ketcher 447-4502)
- Parent Conferences, (October 11, 2019 and February 21, 2020) -Theresa Ketcher/447-4502)
- Accelerated Reader Parent Incentive Plan/Library Committee (Quarterly-Michelle Graves/447-4506)
- Pumpkins in the Park (October 4 at Forest Park) PTA- Kristin Saffa (786-0827)
- Science Fair Parent Meeting and Science Fair (January-Jason Finney/447-9802)
- Pre-K/Kindergarten Recruitment Night (November-Theresa Ketcher/447-4502)
- Christmas Music Performances (December-Mr. Higginbotham/447-4522)
- End of the Year Awards Assembly (May-Theresa Ketcher/447-4502)
- Fifth Grade Graduation Ceremony (May-Theresa Ketcher/447-4502)

- Field Day (May-Staff and PTA) Courtney Black

Forest Park provides instruction to parents on LRSD curriculum and how to incorporate developmentally appropriate learning activities in the home environment through classroom meetings, weekly newsletters, and parent conferences. Forest Park also provides opportunities for parents and community members to support the instructional program through such programs as:

- Grade Level Orientation Meetings (August-Theresa Ketcher/447-4502)
- Family Literacy Night (November-Anna Blair Williams/447-4592)

Forest Park involves parents on school improvement planning committees:

- Leadership Team (Theresa Ketcher/447-4502)
- Planning, Grants, and Acquisition Committee (STEM, Recycling, and Garden Project) Madeline Moore
- Public Relations Committee (Student Recruitment, Watch D.O.G.S., and Little Rockers Marathon) Courtney Black (786-0827)
- Hospitality Committee (Holly Beth Willis/590-5939)
- Events Committee (Fall Social, Stride Pride Day, Pumpkins in the Park, FluMist Clinic, Art in the Park, Field Day, Spacecamp, and Graduation) Courtney Black
- Education Committee (Accelerated Reader Incentive Program, Chess Club, Art and Music Liaisons, Book Club) Courtney Black)

Forest Park welcomes volunteers! Those interested in volunteering at Forest Park should contact individual teachers (see the Forest Park Directory for names, phone numbers, and emails) and/or the school secretary, Ms. Robin Holmes at 447-4500. Training will be provided by the person in charge of the area in which a volunteer is needed.

The Parent Resource Center is located in the Forest Park Library Media Center. Parents may check out materials and use computers to check grades and visit educational websites. The Parent Resource Center is open from 7:30 a.m. – 3:30 p.m. daily. Surveys will be conducted after events and a suggestion box will be available in the Parent Resource Center for parents to place suggestions. Contact Anna Blair Williams at 447-4592 for more information.

Forest Park will provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide ACSIP Plan, Parent & Family Engagement Plan and family involvement efforts to engage them in the decision-making process in regards to student achievement by:

- Involving parents on school improvement planning committees.
- Enabling the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school.
- Upon request and to the extent possible Forest Park Elementary School will provide communication in the language that parents can understand.
- Forest Park provides an interest survey at the beginning of the year and an improvement survey at the end of the year to evaluate and revise the parent and family engagement plan. The Parent and Family Engagement Committee (see list above) will meet in June to review the surveys and make revisions to the parental and family engagement plan. Anna Blair Williams is the Parent Facilitator. Please contact Anna Blair Williams at via email at annablair.williams@lrsl.org for more information.
- The Forest Park PTA includes parents, extended family, teachers and staff. Forest Park averages over 90 volunteer hours per student each year. Please contact the Forest Park PTA President Kristin Saffa (786-0827) for information concerning the Forest Park PTA.

Forest Park provides an interest survey at the beginning of the year and an improvement survey at the end of the year to evaluate and revise the parent and family engagement plan. The Parent and Family Engagement Committee (see list above) will meet in June to review the surveys and make revisions to

the parental and family engagement plan. Anna Blair Williams is the Parent Facilitator. Please contact Anna Blair Williams at via email at annablair.williams@lrzd.org for more information. The Forest Park PTA includes parents, extended family, teachers and staff. Forest Park averages over 90 volunteer hours per student each year. Please contact the Forest Park PTA President Julia Crow 860-1412 for information concerning the Forest Park PTA.

Forest Park Elementary will work with parents to create/revise a School-Parent-Compact. The 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 Theresa Ketcher, Principal, 447-4500 or Anna Blair Williams, 447-4592.

Forest Park Staff will take part in professional development that will build their capacity to work with parents as equal partners. Staff members will be included in parent teacher association committees and attend large events for Forest Park parents and families.

National Network of Partnership Schools

Forest Park 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, Forest Park School participates on the LRSD NNPS West School Cluster Team. (Anna Blair Williams, 447-4592, annablair.williams@lrzd.org)

Forest Park teachers work collaboratively with parents and families to schedule conferences at a convenient time for the parents other than the one district designated day. This allows for greater parent participation during conferences.

FOREST PARK ELEMENTARY COMPACT

School – Parent – Student

School Mission:

The mission of Forest Park Elementary community is to provide progressive and differentiated instruction in a nurturing environment that develops a life-long love of learning and prepares students for the future.

School Responsibilities:

We will demonstrate our Core Values by:

- Promoting High Academic Achievement
- Having Open Communication Between Teachers/Parents/Students
- Utilizing Data Driven Decision Making
- Encouraging Continuous Improvement
- Nurturing and Creating a Positive Environment

Parent Responsibilities:

- I will talk about school with my child and stress the importance of education.
- I will make sure my child is prepared and ready to learn with appropriate materials and completed assignments.
- I will remind my child of the importance of self-discipline.
- I will provide a regular time and place for my child to complete homework and assist him or her if necessary.
- I will stay aware of school activities, become involved whenever possible, and communicate with my child's teacher on a regular basis.
- I will bring my child to school on time (7:55 a.m.).
- I will pick my child up on time (2:35 p.m.).

Student Responsibilities:

- I will respect myself and others.
- I will be cooperative and do my best while at school.
- I will come to school ready to learn each day.
- I will be responsible for my own work, materials, and supplies.
- I will listen to my teacher and follow school rules.
- I will follow the school dress code policy.
- I will be on time and regular in attendance.

This compact is an understanding of cooperation and not a legal contract.

Teacher's Signature _____

Parent's Signature _____

Student's Signature _____

FOREST PARK ELEMENTARY PARENT-SCHOOL PARTNERSHIP

SURVEY

1. Would you like for Forest Park Elementary to hold workshops and information sessions to better help you and your child?

YES

NO

* If yes, what are you interested in learning about?

Circle all that apply:

- Common Core Standards
- Forest Park Elementary School Rules
- Child Safety
- Bullying
- How can I help my child with homework?
- Parenting skills-stress/discipline
- Nutrition
- Computer training and Internet safety
- Edline
- Other ideas _____

2. Have you ever stopped at the Parent Center at Forest Park Elementary?

YES

NO

Were you aware that it existed?

YES

NO

3. What is the best way for you to receive information from Forest Park Elementary?

- ☐ School memos/newsletters
- ☐ Email
- ☐ Phone Calls
- ☐ Texts
- ☐ Other _____

4. Do you feel you communicate enough with your child's teacher?

YES

NO

5. When you come to Forest Park Elementary, do you feel welcomed?

YES

NO

6. Are the Teachers and Administrators easy to talk to?

YES

NO

Would you like to explain? _____

7. Do you feel as though you are working with your child's teacher to help your child achieve?

YES

NO

8. Do you know your child's strengths and weaknesses?

YES

NO

9. What do you like about Forest Park Elementary?

10. Please tell us about a positive experience you have had at Forest Park Elementary.

Negative experience?

11. Would you be able to volunteer at Forest Park Elementary?

YES

NO

* If yes, when? _____

12. Have you ever attended a Parent-Teacher conference with your child's teacher at Forest Park Elementary?

YES

NO

13. What is the best time to meet with your child's teacher?

A.M

P.M.

What time? _____

Thank you for taking the time to help us make your child's school the best it can be. It is important to us to meet your family's needs.

If you would like to add your name and contact information so we may contact you, please add it below:

Name: _____

Grade(s) of Children: _____

Contact Information: _____

Return this survey to Anna Blair Williams, Parent Facilitator

2015-16: Ranked #1 elementary school in the state of Arkansas based on ACT performance

- *2013 Benchmark Performance:* Forest Park ranked #6 out of ALL elementary schools in the state, and named a 'High-Achieving "Overall" School.'
- *2012 U.S. Department of Education Blue Ribbon Award for Exemplary High Performing Schools:* Only 269 (public and private) schools in the nation received a Blue Ribbon award, three in the State of Arkansas. Forest Park is the only LRSD elementary school to ever receive this award. Top education officials from each state nominate schools for this distinction; awards are earned based on state assessments for nationally-normed tests.
- *2012 Outstanding Educational Performance Award from the University of Arkansas Office for Education Policy*
- *2012 Arkansas Department of Education's Top 25 Elementary Schools in the State:* Ranked #11
- 2012 Forest Park 4th Grade Students ranked #1 in the State of Arkansas for Literacy
- 2012 Forest Park ranked #6 in the State of Arkansas for academic excellence
- *2012 Arkansas Comprehensive Testing, Assessment and Accountability Program (ACTAPP) Results and Iowa Test-* Percent of students scoring at grade level or above

	<u>Literacy</u>	<u>Math</u>
First Grade	86%	84%
Second Grade	87%	86%
Third Grade	96%	98%
Fourth Grade	97%	98%
Fifth Grade	99%	83%

Stellar Staff

- *Higher Education:* 75% of the Forest Park faculty is either working on or currently holds a Masters degree
- *Specialized Support:* On-site Speech Therapist, Occupational Therapist, School Counsel and Reading Specialist
- **State PTA Teacher of the Year:** 2013 Winner – Forest Park Third Grade Teacher, Toni Thrash
- **State PTA Teacher of the Year:** 2007 Winner – Forest Park Music Teacher, Kelly Keck
- **LRSD PTA Teacher of the Year:** 2012 Winner – Forest Park Third Grade Teacher, Cheryl Riley
- **LRSD PTA Teacher of the Year:** 2006 Winner – Forest Park Fifth Grade Teacher, Kim Isroff

Our Leader, Mentor & Chief-Educator: Principal Theresa Ketcher

- Arkansas State PTA Administrator of the Year 2014
- LRSD PTA Administrator of the Year 2014
- LRSD VIP's Administrator of the Year Award, 2011 Winner
- Arkansas Association of Elementary Schools Principal of the Year Finalist, 2008
- Little Rock PTA Administrator of the Year, 2008 Winner
- U.S. Department of Education Bell Award, 2012 Nominee

Beyond Curriculum

Enhance The Chance (ETC): ETC is the LRSD gifted and talented program. ETC targets critical and creative thinking skills, problem-solving capabilities and research innovation. More than 60% of Forest Park students in grades 2-5 qualify for the program, ranking our school first in the district for ETC involvement. All FP students in grades Kindergarten through 5th grad receive gifted instruction time.

Forest Park Media Center: At our library, students are taught research techniques, story time is held, and students are able to check-out books. Our collection exceeds 8,000 volumes which are color-coded by reading level and arranged in a user-friendly fashion.

Accelerated Reader Program (AR): Our AR program is a powerful tool for monitoring and managing independent reading practice, set to individualized goal-levels that students are given receive each 9 weeks. Students, parents and teachers have unlimited access to web-based school-to-home communications, quizzes, book level information and more. All 1st through 5th grade student participate in the AR program.

Chess: Chess is offered after school for grades 2-5. Competitions are planned between schools.

Piano: 4th and 5th graders are offered piano lessons one day a week free of charge.

Spanish: All students are given a 30 minute Spanish lesson one day a week through our Spanish teacher who is funded by the PTA.

Technology in Education

Forest Park's technological capabilities allow for grad-appropriate innovation in reading, language arts, math and science. These subjects are all taught in-part through various electronic means, including laptops for students grades 1-5, interactive 'Smart' boards.

- *Laptops*: Each 1st-5th grade student receives a laptop to support research, fluency practice, and other skill development
- *Gizmos and Reflex Math*: Enhances inquiry and understanding in Math and Science for grades 1 through 5
- *Renaissance Learning*: Technology that automatically alerts parents to student's Accelerated Reading test scores, goals and points earned
- *First in Math*: Technology for Students to hone Math skills in school and at home
- *HAC*: Allows parents, students and staff immediate access to grades, reports and other pertinent information

PTA

Annual PTA activities include: Fall Social, Patriotic Assembly, Stride Pride Walk-To-School Day, Bike-To-School Day, Pumpkins in the Park Fall Family Festival, Teacher Appreciation Week, Accelerated Reading, Book Club, Community Partners, Ranger Fun Run, Spring Art Auction, 5th Grade Trip, Graduation Events and *many more!*

- *Centennial Athletic Pavilion*: Our PTA raised more than \$356,000 during the 2012/2013 school year, in honor of Forest Park's 100th Birthday. The money was donated to LRSD to construct our Centennial Pavilion, which marked the largest financial donation in LRSD history. Our PTA managed all design, implementation, and contracting efforts.
- *Volunteers in Public Schools Award*: 2013 LRSD Winner. Our PTA averages 120 volunteer hours per student and has received multiple awards because of our continual dedication.

After-School Activities

Forest Park students have the opportunity to participate in Student Council, Little Rockers Marathon, Safety Patrol, Stride Pride Walk-To-School Day, Bike-To-School Day, Science Fair, and History Fair, among many other activities.

- Quiz Bowl Team*: 2012 Semi-finals & Second-Place finish in 2011
- Chess Club Team*: 2012 Second-Place finish in District Tournament
- Geography Bee*: Forest Park's Geography Bee winner has qualified for the state competition five consecutive years
- Math Olympiads*: 2012 Team awarded Third-Place & Fifth-Place in District Competition; 2012 Mathletes Team advanced to the finals
- Pulaski County Spelling Bee*: 2012 Winner
- Coding Club*

Neighborhood School Environment

In addition to an award-winning education and our business-minded PTA, we like to have fun at Forest Park! Through holiday programs, school plays, class parties, fun field trips, talent shows, students-vs-teacher volleyball matches, book character dress-up days, (amongst many others), precious childhood memories are made at Forest Park. There are simply not enough facts, stats and tidbits that could adequately explain the friendly and idyllic atmosphere of our neighborhood school!

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.