

Little Rock School District
Mabelvale Elementary
Parent and Family Engagement Packet 2023-2034

Dear Parents,

It gives me great pleasure to welcome you back to a new school year. We hope that everyone has enjoyed your summer break. We would like to extend a special welcome to our new students and parents.

The staff of Mabelvale Elementary School looks forward to working closely with our students and parents to ensure that everyone achieves their full potential. In this regard we intend to use parent conferences (at least two per year) and eSchool HAC (Home Access Center) as a means of communicating with you and our students on their progress. We ask for your assistance by attending all parent conferences, parent meetings, school activities and signing and returning all documents the next school day following receipt of documents. But most importantly, make sure your child is at school each day, on-time and that they stay the entire day.

Our goal is to develop a partnership with each family that we serve. Collaboration between school, home, and community will enable us to create a professional learning community that will benefit every student at our school. The first step in becoming a part of this partnership is to join the Parent Teacher Association (PTA). The cost is \$ 5 for a student and \$10 for families. Our membership drive will be at "Open House" in September. In the Spirit of Excellence, our goal is 100% Membership.

We are here to assist you and encourage open dialogue between the home and school. The Administrative Team is just a phone call or e-mail away. We can be reached at 501-447-5400 or by e-mail at kelecia.glover@Lrsd.org or tyneshia.adaway@lrsd.org . Please feel free to share your concerns and suggestions with us at any time. We believe in having an open door policy and being visible and available for students and parents. However, with the increasing need for us to be in classrooms on a daily basis, we will not be available for unscheduled conferences or meetings during the hours of 8:00 a.m.-10:30 a.m. This policy will allow us the opportunity to be in classrooms to observe instruction and to assist students and teachers.

Thank you in advance for your cooperation.

Kelecia Glover, Principal
Tyneshia Adaway, Assistant Principal

Guiding Principles and Goals of the Little Rock School District

Guiding Principle One

We expect all students to reach their full potential related to meaningful work, higher learning, citizenship and service to others.

Goal A: Students will demonstrate continued and improved academic achievement.

Goal B: Students will be provided a comprehensive and rigorous curriculum.

Goal C: Students will demonstrate positive citizenship and service to others.

Guiding Principle Two

We effectively manage resources in order to achieve the district's mission.

Goal A: District resources will be allocated in an equitable manner.

Goal B: A positive fund balance will be maintained to ensure the fiscal solvency of the district.

Goal C: District facilities will be operated in an efficient and effective manner.

Guiding Principle Three

We encourage parents to be knowledgeable about and participate in their child's educational program.

Goal A: The district will support outreach programs that engage parents in their child's education.

Goal B: Parents will feel welcome at school.

Goal C: Staff will assist parents in accessing those school resources necessary to support their child's education.

Guiding Principle Four

We are committed to providing a safe and orderly learning environment.

Goal A: Schools will promote a safe learning environment.

Goal B: School facilities will be clean, secure and well maintained.

Goal C: Students will treat each other with respect and demonstrate socially acceptable behavior

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Guiding Principle Five

We expect all employees to be responsible for providing or supporting quality educational experience for all students.

Goal A: A qualified and well-trained staff will provide an effective and supportive environment for students.

Guiding Principle Six

We are committed to building effective community partnerships.

Goal A: Meaningful private and public relationships will be established and the community will feel valued and recognized for its contributions.

Goal B: Schools will establish partnerships to address local social and economic issues.

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**Principal: Kelecia Glover
Assistant Principal: Tyneshia Adaway
Parent Facilitator: Kara McGee
Parent Liaison: Little Rock School District
Grade Levels: K-5
100% Title 1 School**

**Parent and Family Engagement Committee
Members**

**Tyneshia Adaway, Assistant Principal
Kara McGee, Parent Facilitator
Karonda Fuller , PTA Representative
Stacy Burnett, PE Teacher
Yessenia Martinez-Panuco, SPED Teacher
Chassity Murphy, Parent
Denisse Gonzalez, Parent**

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1: Jointly Developed- Mabelvale Elementary: Type 2 Communicating: Title One Compact 2021-2022

We believe that in order to achieve the mission for our school, we as a staff are committed to:

- Working together, interdependently, in collaborative teams to achieve a common purpose and smart goals
- Monitor (provide timely, diagnostic, and direct feedback) each students progress on a frequent basis
- Demonstrate a personal commitment to the growth of students, academically, socially, and emotionally

Title 1 Parent and Family Engagement: *Type 1 Parenting;* Type 5 Decision-Making Mabelvale Elementary plans to have meaningful, two-way, communication with parents involving student academic learning and other school related activities. Mabelvale Elementary will provide opportunities for parents to be involved in the development, implementation, and evaluation of the parent and family engagement plan, the schoolwide improvement plan, and the Annual Title 1 meeting. We want to give parents the opportunity to have a voice and help with decision-making regarding our school's Title 1 program. We plan to do this by conducting meetings, via face to face or through zoom, throughout the year. Furthermore, we plan to have our annual Title 1 meeting in September 2023.

Annual Evaluation of Parent and Family Engagement Plan: *Type 5 Decision Making.*

Mabelvale will provide parents the opportunity to submit any comments to the school if the Title 1 Schoolwide Plan is not satisfactory.

Mabelvale Elementary will involve parents in the evaluation of its parent and family engagement activities. Mabelvale will do this by conducting an annual needs evaluation completed by the staff, teachers, and parents. This evaluation will be in the form of a survey which will collect information about parent needs, parent participation, engagement of parents in activities to support academic growth, and ideas on how to better our program and involve parents. Contact: **Kara McGee at 447-5434**

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Month	Event	Contact
August 2023 August 5 th 2023 10:00-12	Back to School Meet and Greet	Kelecia Glover, Principal 447-5402
September 2023 September 11-15 th 2023	Book Fair	Kelecia Glover, Principal 447-5402
September 2023 Time and Day: TBA	Annual Title 1 Meeting	Kelecia Glover, Principal 447-5402
September 2023 Time and Day: TBA	Open House	Kelecia Glover, Principal 447-5402
September 2023 September 2023: TBA	Grandparents Day	Kara McGee, Parent Facilitator 447-5434
September 2023-May 2024	PTA Meetings	
September 2023 September 5 th , 2023,	21st Century After School Parent Night	Karonda Fuller, 447-5400
October 2023 October 12, 2023	Fall Carnival	Kelecia Glover, Principal 447-5402 Antwan Vernon, PTA Representative
October 19, 2023, 3:00-6:00 p.m.	Parent Conferences	Classroom Teacher
October 20, 2023, 8:00 a.m.-12:00 p.m.	Parent Conferences	Classroom Teacher
February 2024 Time and Day: TBA	Family Day at the Book Fair	Karonda Fuller, 447-5400
February 15, 2024, 3:00-6:00 p.m.	Parent Conferences	Classroom Teacher
February 16, 2024, 8:00 a.m. -12:00 p.m.	Parent Conferences	Classroom Teacher
May 2024 May 17,2024	Field Day	
TBA	VIPS Reading Day	Kelecia Glover, Principal 447-5402

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2: Annual Title I Meeting- *Type 5 Decision-Making; Type 6 Collaborating with the Community*

Mabelvale Elementary conducts an annual meeting to inform and explain to parents the school's participation in Title 1, Part A programs, and the requirements and the right of parents to be involved in the Title 1 program. At this event, parents will receive information about Title I and Title I funding. During the Title I meeting teachers and parents will provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet. Parent surveys will be given during our annual Title I meeting, which will be held in September 2022 at 5:30 p.m. The meeting will be separate from any other meeting. For additional information regarding the Title I meeting and how funds will be used at Mabelvale Elementary, please contact KeleciaGlover, 447-5402.

Parent Interest Surveys: Mabelvale will use the parent interest surveys to select, plan, and implement parent and family engagement activities that will be offered throughout the year. Parent surveys will be distributed during our first PTA meeting of the year, which is TBA. The school evaluates the success of the activities implemented to plan for the next year. Contact **Kara McGee, Parent Facilitator 447-5434.**

3: Communications- *Type 1 Parenting; Type 2 Communication; Type 3 Volunteering*

Mabelvale Elementary serves approximately 500 students with experienced and dedicated staff. Mabelvale Elementary communicates with parents in various ways to increase parental family, and community engagement to support classroom instruction. All communication that's disseminated to parents and the community is available in English and Spanish. Listed below are the different ways Mabelvale Elementary will communicate with parents and families:

- Teachers will schedule a minimum of two (2) parent/teacher conferences on the below mentioned dates during the school year to discuss academic achievement and have all parties sign (teacher, parent, student, principal) Home-School Compact. Parents will be given a summary of the student's test scores and an explanation of the intervention's teachers are using to assist the child in reaching achievement goals. 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. During parent teacher conferences, parents may be provided the opportunity to obtain, review, and sign a receipt for the District's Parent & Family Engagement Plan. Dates for 2023-20234 Parent/Teacher Conferences: October 19th, 2023 from 3:00-6:00, October 20th, 2023 from 8:00-12:00, February 15th, 2023 from 3:00-6:00, and February 16th, 2023 from 8:00-12:00. Contact: Your child's teacher #447-5400.
- Mabelvale Elementary plans meetings monthly to increase parent and family engagement opportunities. These meetings provide parents the opportunity to

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become more involved in making decisions for our school, receive parenting tips and mentoring opportunities. Teachers often provide training sessions and opportunities for parents and community members on the information needed to participate as successful school volunteers. These efforts assist the parents and create a sense of ease and make the experience pleasant and successful. All parent meetings will be held during appropriate times to ensure equity in parental and family engagement.

- The administrators and staff at Mabelvale welcome phone calls, emails and visits from parents to discuss any cares, offer suggestions or express concerns for their child. Contact Kelecia Glover, 447-5402
- A monthly newsletter is distributed to update parents on the school's curriculum, volunteer opportunities, recent health concerns, and school events.
- Classroom teachers send home weekly newsletters informing parents about weekly instructional strategies, school events, volunteer opportunities and contact information. Contact your child's teacher.
- Parents will receive access to eSchool. This is a website designated for parents to receive specific feedback of their child's progress in the classroom.
- As part of our Title 1 funding students, parents and teachers will sign a Parent Compact. The parent compact 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. At this event, parents will receive information about Title I and Title I funding. During the Title, I meeting teachers and parents will provide a description/explanation of the school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet. The meeting is scheduled in September 2023 at 5:30 p.m. For additional information regarding the Title I meeting and how funds will be used at Mabelvale, please contact Kelecia Glover at 447-5402.
- Families will receive the information packets on campus, where teachers will distribute packets to students. Parent Packets will be posted on the schools' webpage by August 1, 2023. A parent link will be sent out informing parents. Communication will be in English and Spanish.

4. School-Parent Compact: *Type 4 Learning at Home; Type 5 Decision Making.*

Mabelvale Elementary and the parents of the students participating in activities, services, and programs funded by Title 1, Part A of the Elementary and Secondary Act (ESEA) (participating children) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the school year. Mabelvale will use feedback from parent surveys to evaluate activities parents feel will be most beneficial in supporting their child. Mabelvale Elementary will also work with parents to update the School-Parent-Teacher Compact

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School Responsibilities Mabelvale Elementary 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 as follows:
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
4. Provide parents reasonable access to staff.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

Parents Responsibilities: We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring the amount of television their children watch.
- Volunteering in my children's classroom.
- Participating, as appropriate, in decisions relating to my children'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: We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards, we will:

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

Mabelvale Elementary will:

- Involve parents in the planning, review, and improvement of the school's parent and family engagement policy, in an organized, ongoing, and timely way.
- Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.
- Hold an annual meeting to inform parents of the school's participation in Title 1, Part A programs, and to explain the Title 1, Part A requirements, and the right of parents to be involved in Title 1 programs. The school will convene the meeting at a convenient time to parents and will offer a flexible number of additional parent and family engagement meetings, such as in the morning or evening, so that as many

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parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title 1, Part A programs (participating students), and will encourage them to attend.

- Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
- Provide information to parents of participating information in a timely manner about Title 1, Part A programs that include a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
- On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
- Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in Section 200.56 of the Title 1 Final Regulations (67 Fed. Reg. 71710, December 2, 2002)

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**MABELVALE ELEMENTARY SCHOOL CONTRACT
2023-2024**

PARENT/GUARDIAN: I want my child to learn to achieve. I will:

- See that my child attends school regularly and on time.
- Read with my child and establish a time for homework.
- Attend parent/teacher conferences (at least 2 per year) and join the PTA.
- Support the discipline plan, rules, regulations, and uniform policy of the school.
- I will ensure that my child is in uniform every day.

STUDENT: It is important that I work to do my best. I will:

- Attend school regularly and on time.
- Come to school each day with necessary supplies and materials.
- Complete all daily and homework assignments.
- Follow the school rules, wear the school uniform, and respect myself and others.

TEACHER: It is important that students achieve. I will:

- Provide challenging instruction and meaningful homework.
- Hold (at least 2) parent conferences for each student, and join the PTA.
- Communicate regularly with parents about students' progress.
- Encourage students to believe, achieve, and succeed.
- Address any learning loss by referring to SBIT, referring a child to the after school program, and holding interventions daily.

PRINCIPAL: It is important that students believe, achieve, and succeed. I will:

- Empower students, parents, and teachers to be active in the school program.
- Visit the classroom frequently and monitor students' progress.
- Provide a learning environment at school that is positive, orderly, and quiet.
- Communicate regularly between home/school and join the PTA.

Parent: _____ Student: _____

Teacher: _____ Principal: _____

5: Reservation of Funds- Type 2 Communicating; Type 5 Decision-making

Mabelvale Elementary engages parents in the decision making regarding the allocation of its Title 1, Part A funds for parent and family engagement. LRSD receives over \$500,000, therefore Mabelvale Elementary receives at least 1% of the District's parent Title 1 Part A allocation. Mabelvale will ask parents to serve on different committees that will encourage their input on how the funds are used. As soon as our school receives our annual parent and family engagement funding, we will provide an update to the parents and begin using these funds to support parent and family engagement activities. The Contact Mabelvale's principal, Kelecia Glover,

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at 447-5402, or the parent facilitator Kara McGee 447-5434 for additional information.

6. Coordination of Services- *Type 6 Collaborating with the Community.*

Mabelvale Elementary has one full-time bilingual home school advisor and full-time translator. Additionally, we have one parent facilitator to assist parents in checking out and utilizing the parent resources that are available in the parent center. The Parent Center is located near the counselor's office. The center is open from 8:00 a.m. to 3:00 p.m. The school encourages parents to check out books and/or resources from the Parent Center. Parents may also use the computer to check their child's progress on e-school and visit educational websites. The home school advisor is able to assist parents if needed.

Mabelvale Elementary will continue to collaborate with PTA to build partnerships to increase student achievement and parent and family engagement.

Mabelvale Elementary is a member of the 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 family model is evidenced, researched based and references engagement, activities, and resources for the six types of involvement: parenting, communicating, and volunteering, student learning, decision making, and collaborating with the community. To support the six types of involvement, Mabelvale Elementary participates in the LRSD NNPS Southwest Cluster Team.

7. Building Capacity of Parents- *Type 2 Communication, Type 4 Learning at Home*

Mabelvale will schedule a minimum of two parent/teacher conferences on the below mentioned dates during the school year to discuss academic achievement and have all parties sign (teacher, parent, student, principal) the Home-School Compact. Parents will be given a summary of the student's test scores and an explanation of the intervention's teachers are using to assist the child in reaching achievement goals. 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. Parent/Teacher Conferences: Dates for 2023-20234 Parent/Teacher Conferences: October 19th, 2023 from 3:00-6:00, October 20th, 2023 from 8:00-12:00, February 15th, 2023 from 3:00-6:00, and February 16th, 2023 from 8:00-12:00. Mabelvale Elementary involves parents in the evaluation of our parent and family engagement plan by completing a survey filled out by teachers, parents and school staff. The Parent and Family Engagement Committee, made up of teachers, parents and school staff, will evaluate the effectiveness of the parent and family engagement plan and make changes if warranted. Mabelvale Elementary will use parent surveys to evaluate and decide which activities parents feel will be most beneficial in the efforts to support their child academically and to plan the parent and family engagement

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activities for the year. The Parent and Family Engagement Committee uses the Six Types of Involvement:

Keys to Successful Partnerships, to ensure we have successful parent engagement for the year. Contact : **Kara McGee at 447-5434**

Mabelvale Elementary is a member of the 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 family model is evidenced, researched based and references engagement, activities, and resources for the six types of involvement: parenting, communicating, and volunteering, student learning, decision making, and collaborating with the community. To support the six types of involvement, Mabelvale Elementary participates in the LRSD NNPS Southwest Cluster Team.

8. Building Capacity of School Staff- Type 6 Collaborating with the Community.

Teachers will schedule a minimum of two (2) parent/teacher conferences on the below mentioned dates during the school year to discuss academic achievement and have all parties sign (teacher, parent, student, principal) Home- School Compact. Parents will be given a summary of the student's test scores and an explanation of the intervention's teachers are using to assist the child in reaching achievement goals. 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 2023-2024 Parent/Teacher Conferences: October 19th, 2023 from 3:00-6:00, October 20th, 2023 from 8:00-12:00, February 15th, 2023 from 3:00-6:00, and February 16th, 2023 from 8:00-12:00 Contact: Your child's teacher #447-5400.

Mabelvale Elementary plans meetings monthly to increase parent and family engagement opportunities. These meetings provide parents the opportunity to become more involved in making decisions for our school, receive parenting tips, and mentoring opportunities. All parent meetings will be held during appropriate times to ensure equity in parental and family engagement. Teachers often provide training sessions and opportunities for parents and community members on the information needed to participate as successful school volunteers. These efforts assist the parents and create a sense of ease and make the experience pleasant and successful. Furthermore, the school and district will provide ongoing parent and family engagement professional development for educators and administrators.

9. Building Capacity-Discretionary: *Type 2 Communicating*

Mabelvale Elementary will use the parent interest surveys to select, plan, and implement parent and family engagement activities that will be offered throughout the year. Mabelvale uses survey results to plan parent and family engagement activities. The Parent and Family Engagement Committee uses the Six Types of Involvement: Keys to Successful Partnerships,

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to ensure we have successful parent engagement for the year. Contact Kara McGee at 447-5434.

Mabelvale Elementary is a member of Johns Hopkins University National Network of Partnership Schools (NNPS). The NNPS School, Family and Community Partnership family model is designed to enhance parent and family participation and engagement in the school and community. The family model is researched 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, Mabelvale Elementary participates on the LRSD NNPS Southwest Cluster Team. (Catie Garrison, 501-447-5400)

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

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Mabelvale's School Pledge

“I pledge to myself, my family, my school, and my country to be the best person I can be. To learn all I can learn. Most importantly treat others as I would have them to treat me.”

School Mission Statement

“It is the mission of Mabelvale Elementary school to ensure high levels of learning for all students in all academic settings. Through a collaborative approach, staff will strive to grow students academically, socially, and emotionally.

Mission Statement of the Little Rock School District

The mission of the Little Rock School District is to equip all students with the skills and knowledge to realize their aspirations, think critically and independently, learn continuously and face the future as productive, contributing citizens.

This mission is accomplished through open access to a diverse, innovative and challenging curriculum in a secure environment with a staff dedicated to excellence and empowered with the trust and support of our community.

Discipline

School is the place where children come to live and learn. Learning can best take place in a safe and orderly environment where children practice self-control, show respect for adults and other children, honor property rights, and display honesty and integrity. We are seeking your cooperation in maintaining the best learning environment possible at Mabelvale Elementary. School district policy forbids disruptive behavior that impedes the learning process and infringes upon the rights of others – such as foul/abusive language, insubordination, etc. All children are expected to abide by the school rules. School rules apply on the school grounds, going to and from school, and at any event where the school is represented (i.e., field trips, etc.)

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Absences Due to Disciplinary Sanction

When a student is suspended from school or sent home pending a parent conference, the absence shall not be counted as an unexcused absence. The absence will be coded to reflect the type of sanction. If the student remains out of school for a period of time in excess of the number of days of suspension or sent home notice, those days will be unexcused absences.

Students are expected to attend school while serving a bus suspension. Absences that result solely from not being able to ride a bus to and from school will be unexcused.

Expectations for Student Behavior in the Little Rock School District

The Little Rock The School District Board of Directors establishes the following levels of student behavior expectations. It is the intent of the Little Rock School District Board of Directors to establish these behavioral levels as part of the necessary learning process of students. These behavioral expectations are important to desirable levels of behavior as well as being critical to the students' academic development. All students shall:

- how respect to others and show respect to the rights of others; o respect the authority of school personnel;
- learn and demonstrate acceptable social behavior
- bring to school and to individual classes the necessary materials (books, pencils, paper, assignments) and actively participate in the learning process;
 - use appropriate personal hygiene habits and dress in a manner that is not disruptive to the learning environment;
- adhere to all school rules and regulations. School-Wide Discipline Plan

Positive Incentives:

- Quarterly Incentives: Students making the honor roll, citizenship during each grading period will participate in scheduled activities. Our school counselor will coordinate this with possible assistance from our Partners in Education.
- Praise, Recognition and Awards: Students who behave appropriately will be positively rewarded with positive reports to parents ("Happy Grams"), praise and recognition including privileges, and citizenship awards. Students who do not receive behavior documents during an academic quarter will be invited to participate in a special incentive reward program sponsored by the guidance counselor.

Pupil Information Forms/Other Important Forms

During registration, each parent/guardian will receive a Pupil Information Form, Home/Language Survey and Photo Video Release Form to complete for each child attending Mabelvale. It is of the utmost importance that these forms are returned correctly completed with all requested information. A copy of this record is kept in the school office in case the parent/guardian needs to be contacted. Please make sure all telephone numbers and addresses

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are accurate and clearly written. Remember to put the names and addresses of several people who can be contacted in case you cannot be reached. Please notify the school if you have a change in your address, telephone numbers (home phone, cellular phone), email address or emergency contact information during the year. In case of illness or an accident, it is extremely important that the school have accurate phone numbers in order to make immediate contact with you. Please keep this form updated for your child's safety.

CLASS ASSIGNMENTS

We are very conscientious about placing children in instructional groups so that every child will be in the best possible setting to make maximum progress. Students are assigned to classes on the basis of individual progress, teacher and principal recommendations, and an equal distribution of pupils according to race and gender. The class assignments will be mailed and posted on the glass doors of the main entrance to the building prior to the weekend before school starts. Postcards will also be mailed to students stating classroom teacher assignment.

LATE PICK-UP OF STUDENTS

Students must be picked up each afternoon by 2:00 p.m. If you know you are going to be a few minutes late, please notify the office. Thanks for your cooperation!

Arrival Procedures

Students should not arrive at school before 7:00 a.m. Adult supervision is not provided before that time. The first bell will ring at 7:40 a.m. and children will proceed to their classrooms. The tardy system begins at 7:45 a.m. and parents are required to sign all students in with the office. Please see that your child is on time to the classroom by 7:40 a.m. and ready to begin. A prompt start helps set the tone for a productive instructional day. Students who are frequently late to school miss important instruction that often cannot be made-up. Excessive tardiness may result in academic difficulties and a decline in grades

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DAILY SCHOOL SCHEDULE

7:40-7:50 Breakfast and Class Meeting

7:40 First Bell

7:45 Tardy Bell

K Lunch-10:15

1st-10:35

2nd-11:15

3rd-10:45

4th- 11:45

5th- 12:15

2:00 No checkouts permitted

2:55 Dismissal

INCLEMENT WEATHER

In the event of severe weather, please listen to the radio for information on early dismissal or closed school announcements. If another parent is to pick up your child, you should give him/her written permission to do so. In the absence of written permission, the child's parent will have to be contacted by phone before the child may leave with another person. You will need to sign the office register only if you take your child out before the official dismissal time.

Student Enrollment

The Little Rock School District is open and free to any child five (5) through twenty-one (21) years of age who resides within the District and has not graduated from high school. Children who obtain the age of five (5) on or before August 1st of a given year will be eligible to attend kindergarten during that school year. School attendance is required until a student's eighteenth (18th) birthday.

Parents/guardians seeking enrollment of a child in the District will provide the following:

- Certified copy of birth certificate; passport or previous school records,
- Proof of address;
- The child's immunization record,
- Social Security number

School Attendance

The Board of Education believes that the instructional program is the vital part of formal education and that the student realizes greater benefits when they attend regularly. When students are absent, they are missing an integral part of instruction that usually cannot be made up outside the classroom. Thus, regular attendance will be necessary to accomplish preparation for maximum levels of achievement or full course credit. It is the responsibility of the parent/guardian to see that the student is in attendance at school daily. The

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parent/guardian is to notify the school attendance office in person or by telephone at (447-5400) on any date when a student is absent. The school office will make a reasonable

effort to notify the parent when the student is absent from school as defined in the school district's attendance regulation (Parent Links, phone calls, attendance letters, etc). Each student will be required to maintain a level of attendance which will enable them to discharge their responsibilities as learners and will enable the school to meet its obligations to the students. Absences from school are acceptable only when a child is ill, when a family emergency exists, or for causes acceptable to the school principal. A family emergency exists when there is a death, serious illness, or extenuating circumstances in the immediate family of the student. On the ninth unexcused absence, the parent/guardian will be notified that a referral to the Pulaski County Juvenile Court has been made in accordance with ACT 1308, adopted by the Arkansas Legislature, March 1997. Students shall be punctual in reporting to school and to classes. A student is tardy when she/he fails to be in the classroom or other assigned locations by the time instruction has begun at 7:50 a.m. All teachers shall assist students in being punctual by releasing students with adequate time to travel to their next assigned location.

Procedures to Follow When Student Absences Occur

The parent or guardian shall notify the school attendance office at 447-5400 on the date of the absence no later than 9:00 a.m., specifying the reason for the absence. Failure to notify the school attendance office of the absence shall result in the absence being recorded as unexcused. However, under extenuating circumstances, a principal may extend the verification period.

Tardy and Early Check-Out Policy Definition

A student is tardy when he/she fails to be in the classroom or other assigned location at the time the tardy bell stops ringing. A student receives an early check-out when he/she exits school prior to the end of the school day (when the last bell has rung).

Checking Students out of School

In order to comply with Little Rock School District policy regarding the need to decrease interruptions and increase classroom instruction we request that you limit checking your child out before the school day ends. School is dismissed at 2:00. Students who miss valuable instruction are checked out early. If it is necessary to check your child out of school, come to the office and fill out the proper information. Please DO NOT request that children be released from class to stand in front of the building to be picked up. This is an extremely unsafe practice. All checking out must be done through the school office for the security of our children. No child will be released from a classroom to anyone that has not first been cleared by the office or is not on the Pupil Information Form (PIF). **CHECKING STUDENT OUT OF SCHOOL PRIOR TO THE END OF THE INSTRUCTIONAL DAY IS VERY DISRUPTIVE TO THE LEARNING PROCESS AND WE HIGHLY**

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DISCOURAGE THIS PRACTICE. (LRSD STUDENT HANDBOOK) PLEASE REFRAIN FROM CHECKING STUDENTS OUT BETWEEN 2:00 p.m. – 2:00 p.m. MONDAY THROUGH FRIDAY.

Parents are welcomed and encouraged to come to school to talk with our teachers. However, conferences must be made to coincide with teachers' schedules. All conferences with teachers must be scheduled at a time that is not allotted for class instruction. Teachers are not allowed to conference with parents while students are in the classroom or during scheduled instructional time. All instructional time is vital to our students and must be held in high esteem by everyone. Two mandated parent-teacher conferences are held each year. Parents desiring additional conferences should schedule an appointment with the teacher by note, telephone, or email message. LRSD policy requires advance notice before visiting a classroom. Parents know their children very well and should advocate for them without reservation. If you have concerns, don't delay setting up a conference with your child's teacher(s). The principal and assistant principal are also available for conferences as well.

Visiting Classrooms

We welcome all parents and visitors, but for the protection of our students, we must require all visitors to come to the office first to receive a visitor's pass. Please enter through the front doors. All other doors will be locked. Do not enter through other doors. We value our volunteers in the classroom, cafeteria, playground, and mentors. Even if it is only for fifteen minutes, our students will benefit from your involvement. Active parent participation creates a strong partnership between home and school. By working as a team, we can foster a child's lifelong love of learning, develop their problem-solving skills and help them acquire a high level of personal and academic achievement that is vital to their overall success. LRSD policy requires advance notice before visiting a classroom.

Breakfast/Lunch Program

Every student at Mabelvale Elementary receives free breakfast and lunch. Students have the option to bring a healthy lunch from home. Because of accidents involving canned or glass drinks, please do not send soft drinks to school with your child. The breakfast program will begin the first day of school. Breakfast will be served from 7:40 a.m. to 7:55 a.m. in the student's classroom. Parents are always invited to have lunch with their child. Please call the school on the day you plan to come for lunch so that the cafeteria workers may prepare enough food. The price for an adult lunch is \$3.50 with or without milk.

School Parties

The Little Rock School District allows two classroom parties each year: December Winter Party 1:30-2:20 p.m. February – Valentine's Day Party 1:30-2:20 p.m.

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BUS TRANSPORTATION

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. The bus driver is in complete charge of the bus. Students must follow all bus rules. First Student is the service provider; their contact information is 501-447-4130.

Transportation Regulations

The purpose of the Transportation Department of the Little Rock School District is to provide the safest, most efficient transportation possible for those students who are to be transported between their home and school. This process is the responsibility of the entire community and requires the cooperation of all students, parents, school personnel and citizens who drive on streets in the presence of school buses. Students and parents are expected to read these regulations carefully. They must be followed in order to provide safe, efficient transportation for the students of the district. The Little Rock School District encourages any person who observes an incident jeopardizing the safety of the students on a school bus to report the incident to the Transportation Department (447- 4130). It is helpful when a person can identify the bus by its number when making such reports. Any recommendations that will assist the department in its operation are also encouraged. Suspension, loss of bus privileges, or other disciplinary sanctions may be imposed when students violate the regulations outlined.

ILLNESS OR INJURY AT SCHOOL

The Little Rock School District does not assume liability for accidental injuries sustained by school children on its campuses or school related functions. Parents may purchase the School Injury Insurance Benefit Plan. If a student becomes injured or becomes ill at school, he/she is to report to his/her teacher and ask for a pass to go to the health room. All students who become ill must check out through the office before leaving. Students who need medication at school must have a written statement signed by the parent. ***A parent/guardian must deliver the prescription bottle with the student's name and dosage and should be left in the health room with the nurse or her designee.***

Medication

Medication sent to the school must be in the original container. Medication sent in any other wrapper or container will not be administered. ***Parents of elementary school students are responsible for getting medication safely to and from school. Medication may not be sent to or from school with the students. Parents must deliver or pick up any medication.*** Medication will be administered by the school nurse, school principal, or person designated by the principal.

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Test Taking Tips

The Little Rock School District utilizes a standards-based instructional format. District standards, benchmarks, instruction, and assessment are tightly aligned. Multiple indicators are used to assess individual student performance and achievement: teacher observations, formative grades on homework and class work, summative grades on quizzes, tests and exams, criterion referenced tests, state exams, and norm referenced tests. Assessment is not thought of as an isolated event. It is an integral part of the curriculum. Assessment is the piece that gives the feedback to reflect if our students have mastered the curriculum.

You can help your child(ren) prepare for testing situations by insuring that each child has a good night's sleep before each testing date, that he/she eats a good breakfast, and that all students arrive at school before the tardy bell. Continue your partnership with your child by being a strong support system and loud cheerleader for education. Encourage them to do their best at all times.

Academic Reporting Guidelines/ Interim Reports

Report cards are issued every nine weeks for grades K-5. The main purpose for report cards is to indicate to the parent(s) the child's achievement. This following is the LRSD grading scales:

Grading Scale:

90-100 percent = A

80-89 percent = B

70-79 percent = C

60-69 percent = D

0-59 percent = F

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Academic Improvement Plans/IRI's These plans are developed in partnership with parents and teachers. Students who do not participate in the remediation provided in their Academic Improvement Plan can/will be retained according to Arkansas Law.

Homework Policy

The Little Rock School District maintains that homework can be an important activity to help students learn. Homework should be included as an integral part of the instructional program and a means by which students are provided extended time to master learning concepts and objectives. Homework should be a positive experience and provide students the opportunity to: (1) reinforce skill development; (2) manage learning time away from the school setting; (3) communicate to parents learning activities provided during the school day; and (4) involve other adults in helping them learn. The tip to making homework time less stressful is to set aside the same time and place to complete homework daily. If no homework is assigned for that night, the school encourages reading to or with your students for at least 20 minutes daily.

MONEY / JEWELRY / TOYS

Students are asked not to wear expensive jewelry or bring large sums of money to school. Students should not bring toys to school. Toys will be taken away from the student and may be picked up by the parent. ***The school will not be responsible for lost money, lost/broken jewelry, or toys.***

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We need YOU!!

Dear Parent or Guardian:

We are reaching out to you because studies show that parental involvement in a child's education is one of the most important factors in raising student academic achievement. Furthermore, we believe parental involvement goes beyond attendance at teacher conferences and open house. However, we realize each family is unique and have a lot going on. Therefore, please review the volunteer opportunities and check any you are interested in-or tell us what you would like to do. Then return this form to school. Thank you!

Volunteer to help the school PTA.
Volunteer to help the family involvement committee.
Volunteer to help in your child's classroom.
Arrange for curriculum related speakers, exhibits, demonstrations.
Share a talent, interest, or hobby.
Tutor individuals or small groups of students.
Mentor a student.
Manage a classroom project.
Chaperone a field trip or event.
Organize or participate in a special event.
Start and/or Lead a school club.
Translate notices, letters, and forms into another language.
Organize a school fundraiser.
Offer to donate books, art materials, or games.... the list is endless.
Bring in refreshments for special events.
Join a school committee.
Other _____

Please fill out the information below so that we may contact you to help with the areas that you have marked. Also please provide a valid e-mail address so that we can keep you informed on important changes and events that happen in our school.

Name: _____ **E-Mail:** _____

Phone: _____

When can you be reached at this number? _____

Student

Name: _____ **Grade:** _____