



PINE FOREST ELEMENTARY

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PARENT INVOLVEMENT PLAN, COMPACT, AND PLAN 2023-2024

MISSION STATEMENT

Children are the future,
and Pine Forest Elementary is dedicated to their success.
Centered around students, facilitated by teachers,
and supported by home and community,
every child will be challenged to reach their highest potential while expanding their
love of learning.

Pine Forest Parent Facilitator: Sherree Tolefree

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PULASKI COUNTY SPECIAL SCHOOL DISTRICT

INTRODUCTION:

Pine Forest Elementary is committed to involving parents, community members, teachers, and students in the education process. We firmly believe it takes everyone's dedication to make our students "Leaders of the Future". Pine Forest Elementary School has put into operation programs, activities and procedures to involve parents in their child(ren)'s learning. These programs, activities and procedures are planned and operated involving the meaningful consultation of parents and community members.

At Pine Forest, we believe children are the future, and we are dedicated to their success. Centered around students, facilitated by teachers and supported by home and community, every Pine Forest Elementary child will be challenged to reach their highest potential while expanding their love of learning.

It is our commitment to this mission that will permit our students to be able to compete and to be successful as they embark upon their future. In addition, it is our purpose to assist parents in preparing students to be productive responsible adults.

VOLUNTEER PLAN:

Volunteers are always welcome at Pine Forest Elementary School and are encouraged to document their time dedicated to PFE by signing our volunteer [google form on the Pine Forest Elementary website](#). With the assistance of the Parent-Teacher Organization (PTO), a Volunteer Survey is distributed to all parents at the beginning of the school year. This survey seeks ideas from parents for their involvement, as well as allows parents to express their interest in volunteering at the school. These activities include, but are not limited to:

- Assist with Back to School Night
- Assist with Fundraising Opportunities
- Assist with Book Fairs
- Special Events (Big Man on Campus, Grandparents Day, Muffins with Mom, etc...)
- Media Center/Classroom Volunteers
- Chaperone Field Trips
- Teacher Luncheons
- Yearbook Committee
- Holiday Parties
- Room Mother/Parent(s)
- Encourager Program
- Field Day Activities
- PTO Newsletters
- Community Service Projects (Coats for Kids, Can Food Drive, etc...)

PLANNING ACTIVITIES:

Annually, prior to the first day of school, Pine Forest hosts an Open House. This serves as a time for parents to meet their child(ren)'s teacher, purchase needed supplies, sign-up for PTO Committees and meet others in the community. As a part of Open House, parents who are new to the school are given the opportunity to meet with the Principal and Assistant Principal for a question and answer session. The PTO members set up a self-guided tour for new parents to learn the building and locate key places in the building as well as meet key people such as the Teacher Librarian, the Counselor, the Instructional Coaches, and the Dyslexia Interventionist.

PTO meetings are held periodically. Meetings concentrate on what students are learning and how parents can be involved in the learning experience. We introduce parents to changes that are taking place such as the implementation of Arkansas State Standards and State Requirements for High School Graduation. There are opportunities to learn to prepare students for standardized assessments, to prepare for a healthy lifestyle, and to prepare 5th grade students for Middle School. These activities serve as a way for the school to share information and materials with parents that could help them work with their child on specific, identified skills/content areas.

PARENT INFORMATION CENTER:

A Parent Resource Center is maintained across the hall from the Office area at Pine Forest Elementary. This center includes specific information on parenting issues, test taking improvement, and other academic concerns. Parents also have curriculum materials available to them for check out at their request. In addition to the resource room, there are Parent Center areas in the Counselor's Office and the Media Center. Parents have full access to materials and books from the Media Center as well.

PARENT COMMUNICATIONS:

At the beginning of each school year, parents can access the Pine Forest Elementary Handbook through the school website. This handbook outlines the policies of the school. Other communications from the school include:

- Phone calls through School Status and/or Thrillshare
- Parent-Teacher Conferences
- School Notes/Flyers
- PTO Newsletters containing Message from the Principal
- Home/School visits
- Daily notes in Student Folders/Agendas regarding academics and behavior
- Home Access Center (HAC)/ Schoology
- Homework Logs
- PBIS, Reflex, Lexia, **IXL** and Accelerated Reader parent logins

PARENT CONCERNS/RESOLUTIONS:

PFE recognizes parents' ability to identify problems involving their children and maintains a policy for resolving parental concerns. Parents are encouraged to voice their concerns to their child's teacher. If the concern has not been resolved, parents and teachers will enlist the assistance of the school administrators.

PULASKI COUNTY SPECIAL SCHOOL DISTRICT

FACILITATOR:

The **2023-2024** Facilitator for the Parent Involvement Plan at Pine Forest Elementary is one of our third grade teachers, Sheree Tolefree (501) 851-5380 stolefree5764@pcssd.org . The PALS Coordinator/ and elected Volunteer Coordinator for our PTO, works collaboratively with the facilitator.

PARENT VISITATION:

Parents are encouraged to visit at any time. Please enter through the doors by the main office. All visitors are required to sign in and receive a VISITOR PASS from the office. Parents are also encouraged to schedule conferences with their child(ren)'s teacher to remain proactive to the educational process. In addition, parents are encouraged to have lunch with their child(ren).

This plan is a work in progress, therefore, is subject to modifications as needed. This plan is made possible through the cooperation of members of the PFE Title I Committee, members of the PTO, teachers, parents, students and staff at Pine Forest Elementary School, PCSSD.

SCHOOLWIDE TITLE 1 PROGRAM:

Pine Forest Elementary School will...

- a) Hold an Annual Title 1 Parent Meeting
 - (Right to Know Letters) *This letter will be provided to the parents during the fall conference on September 25, 2023*
 - Meet with parents annually to review the Parental Involvement Plan
 - Communication regarding the progress of our plan will occur with parents through letters, meetings, and phone conferences
- b) Provide opportunities for meeting with parents on a regular basis for decisions relating to the education of their child(ren), such as Parent Conferences
 - Regularly scheduled Parent Conferences will be held on two occasions this school year. These conferences. This year's conference dates are **September 25, 2023 and February 5, 2024.**
 - Classroom teachers will hold parent meetings periodically to inform parents of ways they may assist their child(ren) educationally in the home environment .
- c) Offer meetings at flexible times
 - Parents are invited to call to set up conferences at a more convenient time for them if they are unable to meet on regular scheduled Parent Conferences.

PULASKI COUNTY SPECIAL SCHOOL DISTRICT

- PFE staff is available to parents during their scheduled planning times. Staff planning times vary so parents are to contact their child's teacher for specific planning times.
- d) Has a Schoolwide Title 1 Program status for 2023-2024 : PFE has purchased a web-based program to help address deficit areas in mathematics and Lexia Core 5 Web-based Program to help address deficit areas in literacy. Test taking skills will be emphasized in order to help students demonstrate their true abilities. Small group instruction will be provided to students depending on individual needs.
- School Curriculum

The *Arkansas State Standards* provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. With American students fully prepared for the future, our communities will be best positioned to compete successfully in the global economy. <http://www.arkansased.org/>
 - Assessments

Our classroom teachers utilize district wide and school created math/literacy assessments to determine needs and monitor growth of students

 - DSA: The Developmental Spelling Assessment (DSA) is a set of spelling tests that indicate a student's stage of spelling development. (This is still being used) as of 6/10/20)
 - DRA2: The Developmental Reading Assessment provides an independent and an instructional reading level for students in grades K-2 and those needing additional support in grades 3-5.
 - NWEA Map Interim Assessments: The assessments quickly identify students' levels of functioning in reading, English, and math instruction and for reading independently.
 - CFA/DCFA: Common Formative Assessments/District Common Formative Assessments allows classroom teachers to see when skills have been mastered and when skills have to be retaught.
 - Proficiency Levels

PFE follows the suggested proficiency levels outlined by each assessment utilized and often uses the following system:

 - Exceeding: Above grade level
 - Ready: On grade level
 - Close: Needs improvement
 - Needs Support: Below grade level
- e) PFE will involve parents in the review and revision of the Title 1 Program...
- Communication regarding the progress of the objectives and needed revisions will occur with parents through letters, meetings, and phone conferences
 - A Title 1 Parent Committee has been established

PULASKI COUNTY SPECIAL SCHOOL DISTRICT

- f) PFE will provide opportunities for parental involvement activities to improve student academic achievement
 - Literacy Night
 - Math Night

- g) PFE will coordinate parental involvement with other programs such as...
 - Pre-K – Pine Forest’s Pre-K program is located at Oak Grove Elementary and provides services for the children who meet qualifications for admittance to receive services. If a student comes from a Head Start Program they will be evaluated to identify any need for inclusion in PFE’s Academic Intervention Services

The LEA (Local Education Agency-PCSSD) will assist in holding the Annual Right to Know meeting by serving as the facilitator and working with the Instructional Coaches and Principal to organize meeting and materials.



PINE FOREST ELEMENTARY

2023-2024

SCHOOL - PARENT - STUDENT COMPACT

Pine Forest Elementary School, PCSSD and the parents of students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how parents, the entire school staff, and 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 2023-2024 school year.*

School Responsibilities: Pine Forest Elementary School, PCSSD will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the State's student academic achievement standards as follows:**

The Arkansas State Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. With American students fully prepared for the future, our communities will be best positioned to compete successfully in the global economy.
www.arkansased.gov

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.** Specifically, the school will schedule conferences for each student as follows:

Regularly scheduled Parent Conferences will be held on two occasions this school year. This year's conference dates are September 25, 2023 and February 5, 2024.

3. **Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:

- *Interim Reports are sent home every mid-nine week period to inform parents how their child(ren) are performing academically before the end of the reporting period*
- *Report Cards are sent home every nine week period to reflect student progress*
- *Title I Academic Interventionist contacts parents to report progress or discuss concerns they may have about the academic performance of students receiving additional support to improve skills*

4. **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows: *Staff are available to parents during their scheduled planning time. Available planning times vary ; please contact your child's teacher for times available to meet or talk.*

PULASKI COUNTY SPECIAL SCHOOL DISTRICT

5. **Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities, as follows:**

- *PFE PALS: Parents are welcome to volunteer with the Pine Forest PALS Volunteer Program and be an active presence in the building by volunteering to...*
 - *Be in their child(ren)'s classroom to offer assistance to the teacher*
 - *Organize or participate in the preparation of various parental involvement activities offered at PFE*
 - *Organize or participate in various functions throughout the year provided by either the parent teacher organization or the school*

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

Parents will support their children's learning by, but not limited to...

- Monitoring attendance and promoting promptness.
- Ensuring that homework is completed.
- Monitoring the amount of television children watch and monitor for the proper use of technology.
- Visiting or volunteering in your child's classroom.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time including encouraging exercise.
- 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.
- Serving, to the extent possible, on policy advisory groups. Such groups could involve being a Title I, Part A parent representative on the school's School Improvement Team, serving on the Title I Policy Advisory Committee or the District-wide Policy Advisory Council, serving on the State's Committee of Practitioners, or being part of the School Support Team, or by serving on other school advisory or policy groups.

Student Responsibilities: I, as the student, will share the responsibility to improve my academic achievement and achieve the state's high standards. Specifically, the student will:

- Stay on task and do my best on my school work and homework.
- Be responsible and work to stay organized.
- Do all homework every day and ask for help when needed.
- Read or do Lexia, for at least 20 minutes, 4 or more times per week, outside of school time.
- **Complete Reflex by getting a green light times a week.**
- Give my parents, or the adult who is responsible for my welfare, all notices and information received by me from my school each day.

School _____
Parent _____
Student _____

Date _____
Date _____
Date _____

PARENT INVOLVEMENT PACKET

Pine Forest Elementary

2023-2024



Welcome to Pine Forest!

We want to welcome you to the family of Pine Forest Elementary. It is an honor to have your child(ren) in our school. We are grateful that you have chosen to make us your home school by being a part of our community. It is our deepest desire that we will provide for your child's education in such a way that he/she will meet their full potential. Our teachers are dedicated to that outcome and will work with you as you work to encourage your child(ren)'s learning. While we recognize that this year is an influential experience in your child(ren)'s life, we also recognize and encourage you, as you have been given the responsibility of being your child(ren)'s initial and most influential teacher. If you need us, you may contact us at the following numbers and emails.

OFFICE PERSONNEL:

POSITION	NAME	NUMBER	E-Mail
Principal	Yolanda Thomas	5048548530	ythomas@pcssd.org

PULASKI COUNTY SPECIAL SCHOOL DISTRICT

Assistant Principal	Susan Caldwell	501-851-8530	scaldwell@pcssd.org
Registrar	Jessie Thomas	501-851-8530	jthomas@pcssd.org
Secretary	Carrie Eubanks	501-851-8530	ceubanks0243@pcssd.org
Bookkeeper	TBD	501-851-8530	
Counselor	Laura Turner	501-851-8530	lturner@pcssd.org
Counselor	Amanda Matthews	501-851-8530	

FACULTY MEMBERS: All faculty members can be reached through the school phone at 501-851-8530.

Kindergarten: Erin Dearasaugh, Laura Sergeant

First Grade: Donna Sweet, Amanda Fowlkes

Second Grade: Trachele Spence, Steve Jernigan

Third Grade: Sheree Tokfree

Fourth Grade: LaTanya Johnson, Shawna McPeak

Fifth Grade: Patricia Applegate, Da Chambers-Jones

Specialty Teachers: Ellen Westerman (Music), Clara Avila (Special Ed/Resource), Debbi Jones (GT), Tonya Raborn (PE), (Teacher Librarian), Patricia McCauley (Art), (Speech Pathologist), Betsy Pruss (Literacy Coach), Laura Smith (Math Coach), **Support Teachers :** Byechia Elliott (Dyslexia Interventionist), Dorian Kettle (Dyslexia Interventionist), Paris Broyles (Interventionist), Carla Boatwright (Interventionist)

FREQUENTLY ASKED QUESTIONS BY PARENTS:

What is my role in my child(ren)'s education:

- You are the initial and MOST influential teacher your child(ren) will ever have! Create an environment for learning, have positive attitudes, high expectations, and model learning. Talk to your child(ren) about what you have learned in life and how you have learned. Finally, enjoy this time together!

What is expected of my child?

PULASKI COUNTY SPECIAL SCHOOL DISTRICT

- Be at school every day and on time
- Stay on task and do their best
- Ask questions and search for answers
- Always show respect
- Be responsible and work to stay organized

What should I expect of my child's teacher?

- Be at school every day and on time
- Be prepared daily
- Care for your child(ren). Give direction and redirection when needed
- Keep on learning along with you and your child
- Communicate with you about how your child is doing and what you can do to help your child

What can I do to involve myself with my child(ren)'s school?

- Look for communication from your child(ren)'s teacher. Teacher-Parent communication comes in the form of School Status, Classroom Newsletters, Phone Calls, E-Mails, PCSDD Thrillshare, PTO Newsletters, PTO Facebook Page (Pine Forest Elementary PTO News), and Pamphlets alerting parents to important events
- Briefly visit your child(ren)'s classroom to see how your child interacts with other children and what work habits you and your child need to practice for success
- Volunteer to help in the classroom by listening to children read, serving as an aide to do computer work, or other tasks that you and the teacher agree upon. **Be sure you make arrangements ahead of time so the teacher is prepared to help you help children.**
- Support student events and performances by providing your talents or by attending
- Use the resources available in the Parent Resource Room (across from the Office) to help your child(ren) strengthen math and reading skills or to look for assistance in other areas
- Participate in Workshops provided at PTO Meetings to learn about essential curriculum ideas or information
- Ask for help in obtaining materials that you can use to help your child(ren) at home and to supplement homework
- Be a part of the Parent Advisory Committee that provides input on equity issues, school improvement ideas, or planning ahead
- Join PTO

How can I help my child(ren) with homework?

- Reward progress; use a lot of praise; display good work
- Find out how much and what type of homework is assigned in each class, how students are expected to prepare it and turn it in, and what students can do when they don't understand something; help your child(ren) manage their workload by dividing it into small doses. Help your child(ren) be successful by developing a consistent homework schedule
- Talk to your child(ren) every day about homework assignments; go over work; see if it is complete; ask questions about it. Assist and guide your child(ren), but please **DO NOT DO THE WORK FOR THEM.**

- Provide a suitable place to study (if possible, make it quiet and away from distractions such as TV)
- Avoid making homework a punishment

How can I make our home a good place for my child(ren) to learn?

- Have high expectations for your child(ren)'s work ethic at home and at school
- Praise and encourage your child(ren) when they do well
- Emphasize the work and achievement and be a role model for getting work done before playing
- Establish consistent rules and routines in the home
- Encourage good nutrition and exercise habits
- Monitor television viewing and technology use; balance screen time with other family activities
- Assign age appropriate home responsibilities and praise your child(ren) for being responsible upon completion
- Encourage your child to share information about school
- Above all, READ to your child(ren) or have him/her read to you regularly. Encourage reading by modeling reading yourself. Be sure you have a good collection of interesting reading (we can help with parent resource material)

Pine Forest Programs to support children:

- ***Next Steps & Life Strategies:*** An outside counseling program made available through private insurance or ARKids. Counselors meet with students who are struggling with life issues or behavior issues and discuss coping strategies. Referrals are made through your child's teacher or through the school administrators
- ***Interventions through Technology:*** Students are given access to technology using programs designed to assist students in their language arts and math skills
- ***PTO:*** Our Parent Teacher Organization organizes volunteer opportunities and fundraising events to provide activities for students and financial support for many of the projects that are a part of the Pine Forest experience. If you are interested in becoming a member of the PTO, contact the school office. Volunteer opportunities are available all year long and we appreciate the time and energy you put into our school. Communications from PTO are always on **"GOLD"** paper and will give you complete information on events for the month

Pine Forest Logins for Programs that can be accessed at Home

Lexia Reading

Website for Computers: <http://www.lexiacore5.com/?SiteID=9829-9166-0562-2684>

Username: first initial, last name, and last 4 digits of student ID# (ksmith1212)

Password: last 4 digits of student ID # (1212)

If asked for a Pine Forest Teacher's email use kbenson2107@pcssd.org There is a free iPad app.

There is no parent monitoring access.

Accelerated Reader

Student access is limited to school computers

Username: first initial, last name, and last 4 digits of student ID# (ksmith1212)

Password: Complete student ID# (6 digits 321212)

Parent monitoring: Go to <https://hosted169.renlearn.com/215072/HomeConnect> and enter your child's password. It will let you set up email alerts.

Reflex Math

Website for computers: <https://apps.explorelearning.com/account/reflex/login/student>

Username: first initial, last name, and last 4 digits of student ID# (ksmith1212)

Password: last 4 digits of student ID # (1212)

IXL

Website for computers: <https://IXL.com>

Username: first initial, last name, and last 4 digits of student ID# @pineforrestes (ksmith1212@pineforrestes)

Password: last 4 digits of student ID # (1212)

PARENT SURVEY 2023-2024

This survey is an opportunity for you to help this school by sharing your opinions about it. Your opinions are important, and the school is interested in hearing them.

We are particularly interested in your thoughts on this school's efforts to promote academic success and well-being for every student, regardless of their race, ethnicity, disability, or other characteristics.

Indicate the answer you choose by putting an "X" over the letter. Answer all questions based on your experiences at this school only. Remember, we appreciate your honest opinions.

Do not write your name on the survey. No one can tell who filled out this survey. Your answers will be completely private and unknown to others. However, it would be helpful to know how many children you have attending Pine Forest Elementary School.

Number of children attending Pine Forest Elementary _____

PLEASE RETURN BY OCTOBER 13, 2023

PULASKI COUNTY SPECIAL SCHOOL DISTRICT

PARENT SURVEY 2023-2024

Begin by answering the following questions about yourself and your child.

1. I am a ...
 - a. Parent of at least one child at this school
 - b. Grandparent, other relative, and/or legal guardian of a child at this school
 - c. Not applicable, not sure, or decline to answer
2. Is your child in any of these programs? (Mark **ALL** that apply)
 - a. Special Education Program or has had an IEP (Individual Education Plan)
 - b. English as a Second Language (ESL)
 - c. Gifted and Talented Education (TAG or ALPHA) or Discovery Classes
 - d. Not applicable, not sure, or decline to answer
3. How many years has your child been at this school?
 - a. Less than one year
 - b. 1 to 2 years
 - c. 3 to 6 years
 - d. Not applicable, not sure, or decline to answer
4. What is your race or ethnicity?
 - a. African American (NOT Hispanic)
 - b. American Indian or Alaska Native
 - c. Asian or Asian American
 - d. Pacific Islander
 - e. White or Caucasian (NOT Hispanic)
 - f. Other or Multi-Ethnic
 - g. Not applicable, not sure, or decline to answer
5. Does one or more of your children receive a free or reduced-price breakfast or lunch at this school?
 - a. Yes
 - b. No
 - c. Not applicable, not sure, or decline to answer

PULASKI COUNTY SPECIAL SCHOOL DISTRICT

PARENT SURVEY 2023-2024

6. In what grade(s) is(are) your child(ren)?
- a. Kindergarten
 - b. 1st
 - c. 2nd
 - d. 3rd
 - e. 4th
 - f. 5th

Please indicate how much you agree or disagree with the following statements about this school.

<i>This School...</i>	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Don't Know</i> <i>N/A</i>
7. Promotes academic success for all students.					
8. Treats all students with respect					
9. Clearly tells student in advance what will happen if they break school rules					
10. Gives all students opportunity to “make a difference” by helping other people, the school, or the community					
11. Keeps me well-informed about school activities					

PULASKI COUNTY SPECIAL SCHOOL DISTRICT

PARENT SURVEY 2023-2024

<i>This School...</i>	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Don't Know</i> <i>N/A</i>
12. Provides quality counseling or other ways to help students with social or emotional needs					
13. Is an inviting place for students to learn					
14. Allows input and welcomes parents' contribution					
15. Provides students with healthy food choices					
16. Honors all cultural beliefs and practices					
17. Gives my child(ren) opportunities to participate in classroom activities					
18. Provides instructional materials that reflect my child(ren)'s culture, ethnicity, and identity					
19. Enforces school rules equally for my child(ren) and all students					

PULASKI COUNTY SPECIAL SCHOOL DISTRICT

PARENT SURVEY 2023-2024

<i>This School...</i>	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Don't Know</i> <i>N/A</i>
20. Has quality programs for my child(ren)'s talents, gifts, or special needs					
21. Is a safe place for my child(ren)					
22. Keeps me well-informed about my child(ren)'s progress in school					
23. Promptly responds to my phone calls, messages, or emails					
24. Encourages me to be an active partner with the school in educating my child(ren)					
25. Actively seeks the input of parents before making important decisions					
26. Has clean, well-managed facilities and properties					
27. Motivates students to learn					
28. Has a supportive learning environment for my child(ren)					
29. Has adults that really care about students					

PULASKI COUNTY SPECIAL SCHOOL DISTRICT

PARENT SURVEY 2023-2024

<i>Based on your experience, how much of a problem at this school is...</i>	Not a Problem	Small Problem	Somewhat a Problem	Large Problem	Don't know N/A
30. Harassment or bullying of students					
31. Physical fighting between students					
32. Students not respecting staff					
33. Vandalism (including graffiti)					
34. Weapons possession					
35. Gang-related activity					

PULASKI COUNTY SPECIAL SCHOOL DISTRICT