

SYLVAN HILLS ELEMENTARY

Parent & Family Engagement Plan

Parent and Family Engagement, formerly Parental Involvement under No Child Left Behind, has been retitled under the Every Student Succeeds Act (ESSA), enacted on December 10, 2015. Parent and Family Engagement is addressed in the Every Student Succeeds Act (ESSA) Public Law 114-95 Section 1112, Local Educational Agency Plans; Section 1114, Schoolwide Programs; and Section 1116, Parent and Family Engagement.

Committee Members:

Principal: Britney Hickman

Parent Co-Facilitator: Susan Whatley

Parent Co-Facilitator: Beth Hendrix

Speech Therapist: Diane Walsh

Registrar: Ashley Beach

Community Member: Richard McNeil

Parent: Crystal Harris

Parent: Erin Thomas

Assistant Principal: DaNae Smith

Classroom Teacher: Dawn Scott

Classroom Teacher: Alison Bailey

Classroom Teacher: Gary Taylor

Classroom Teacher: Hope Eady

Parent: Rachel Moorman

Parent: Gerald Robinson

Parent: Cate Barnett

Responsibilities:

These include but are not limited to-Creating a Family & Community Engagement plan. This plan is designed in compliance with the requirements of Act 603 of 2003, Act 307 of 2007, Act 397 of 2009, and the federal requirements for Title I schools in order to:

- Involve parents of students at all grade levels in a variety of roles
- Be comprehensive and coordinated in nature
- Encourage regular, two-way, meaningful communication between home and school
- Promote and support responsible parenting
- Support the role of parents in student learning
- Welcome parents and volunteers into the school, Room Parents, Family Nights, 5th grade and Pre-K Graduation
- Recognize that a parent is a full partner in the decisions that affect his or her child and family
- Support the PTO and utilization of community resources
- Facilitate the implementation and evaluation of the parental involvement program

Communication:

We will communicate with parents the importance of their involvement in the education of their child(ren) in order to insure student success by providing informational packets. These informational packets will be distributed each fall and to the parents of new students as they enroll. The packets will include an outline of the school's parental involvement program; recommendations concerning the role parents, students, teachers, and the school play in collaboration for academic success; suggestions for ways parents can become involved in the school and the education process; a schedule of activities planned throughout the year in which parents are encouraged to participate; and a list of options available to parents and teachers for the purpose of ongoing two-way communication including but not limited to: school address, phone, and fax numbers; staff email addresses; the district electronic notification system; the district and school web-sites, Facebook, and social media apps; and the weekly student folder and classroom newsletters. Our English Second Language teacher will assist in interpretation of materials in the native language of limited and non-English speaking parents.

Parent Meetings:

Report to the Public, Title I, Parents Make a Difference. We will schedule, at least annually, a meeting in conjunction with the PTO where parents are given a report on the state of the school and an overview of the curriculum and learning expectations. Additional parent involvement meetings will be scheduled at which parents are given an overview of what students will be learning and how students will be assessed including information about scheduled norm referenced and criterion referenced testing. We will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment.

Several parents' nights are scheduled throughout the year. An annual Title I meeting will be scheduled to outline the school's participation in Title I, the requirements of the program, and the right of parents to be involved. The Title I meeting will occur in the first 9 weeks of the 2023-24 school year. Virtual meetings may be an option.

Student Recognition:

We will develop and implement a system for recognizing and rewarding the achievement of all students, including special education students, to include but not be limited to the following:

- Honor Roll,
- Perfect Attendance Awards
- Presidential Award for Educational Excellence
- Physical Fitness Awards
- Bear P.R.I.D.E. Students

We will invite parents and community members to participate in recognition events, academic competitions or arts performances which are aligned with curriculum standards such as academic, physical, dramatic, and musical programs, and/or competitions. We will also provide opportunities for parents to eat lunch with their children in the school courtyard.

Parent-Teacher Conferences:

Two parent-teacher conferences will be scheduled, one in the fall, (September 25) and one in the spring (February 5), to communicate student progress toward reaching curriculum goals. Additional conferences may be scheduled upon the request of parents, teachers and other faculty, or students.

Resources and Services for Parents:

We will provide parents with information about the services available through the district student services program. We will provide opportunities for parents of all students, including those receiving special education and Title I services, to meet and to discuss effective parenting strategies which foster academic success. Parents will be given information about community resources, which can play an important role in strengthening school programs, family practices, and student learning. We will make parenting books, magazines, informative resources and skill review resources available to parents in the Sylvan Hills Elementary School Parent Center. This parent information area is located adjacent to the main office. We will inform all parents of the availability

of these materials in informative packets, on the school website, social media apps, or through classroom newsletters.

Volunteering:

Anyone who wishes to volunteer at a PCSSD school must complete a volunteer application prior to any assignment. This includes a background check conducted online at no cost to the volunteer. PCSSD partnered with Background Investigation Bureau to provide secure background checks for all volunteers.

[Click here to fill out the volunteer application.](#)

We will inform parents and community members of our volunteer program through an annual Parent & Community Volunteer Survey, which will include various ways parents can participate at school and at home. Each family will be encouraged to complete a copy of the survey. Teachers will be informed of the availability of parents and community members who are willing to volunteer and will be encouraged to call on their services. A volunteer resource book including contact information for matching volunteers with school needs will be compiled and stored in the school office. [A PCSSD Volunteer Hours Reporting form](#) will also be available for volunteers to log hours and information. Volunteers will be trained prior to serving. Volunteers who serve on the school campus will be asked to sign an agreement outlining volunteer responsibilities and guidelines and complete a background check required by PCSSD. A copy of the agreement is included at the end of this document.

School Decisions:

Parents of all students will be encouraged to participate in decisions made by the school. Parents and community members will be invited to serve on comprehensive school improvement plan (ACSIP), Parental Involvement, Equity Monitoring and other committees, where they will have the opportunity to influence the development of school goals and priorities that impact all students, including students receiving Title I and special education services.

Resolving Concerns:

We will provide parents with the opportunity to resolve concerns with regard to the school. Parents are encouraged to voice their concerns to their child's teacher. If the concern has not been resolved, the parent and teacher will enlist the assistance of the administrators.

Parent Teacher Organization (PTO):

The school administration and staff will support and enable the formation and function of a Parent Teacher Organization (PTO). Staff members will be informed of meetings and activities of the PTO and will be encouraged to participate.

School Parent Compact:

The school will jointly develop with parents a school-parent compact that outlines how parents, the entire 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 to help children achieve the state's high standards.

Professional Training:

Our teachers, principals and other staff, will participate in professional development trainings in how to approach, communicate, and work with parents and community as equal partners; in the value and utility of contributions of parents and community partners; and in how to implement and coordinate parent and community programs which engage and build relationships between parents, community and school.

Transition into Kindergarten:

Parents will be provided with resources and suggested activities that will support the development of kindergarten readiness skills. A parent meeting will be scheduled in the fall, at which parents will be given an overview of kindergarten expectations/standards and suggested ways to be involved in their child's education. The STAR Early Literacy

evaluation will be administered to all kindergarten students in the fall, and teachers will meet with parents to discuss the results of this assessment and how these results will be used to plan for each child's learning success.

Family & Community Engagement (Parental Involvement) Co-Facilitators:

Our staff members, **Susan Whatley, School Counselor, and Beth Hendrix, Music Teacher** will serve as the building parent co-facilitators and will be designated to coordinate the school's Family & Community Engagement program. Evaluation of the S.H.E. Family & Community Engagement Program (FCEP) will be reviewed and revised annually by the school's FCEP parental involvement committee. The committee will meet beginning in September. The effectiveness of the parental involvement program will be determined through the parent volunteer log, percent of parent participation in parent-teacher conferences, student attendance rate, student achievement, and feedback on the parent volunteer survey. **Mrs. Whatley may be contacted at 501-833-1140, 501-234-6351 or email at swhatley@pcssd.org. Mrs. Hendrix may be contacted at 501-234-6382 or email at bhendrix6258@pcssd.org.**

Sylvan Hills Elementary School

Agreement for School and Classroom Volunteers

Volunteer responsibilities:

- I understand that my purpose when volunteering at Sylvan Hills Elementary School is to help the teachers and staff with tasks that I am asked to complete.
- I understand that I am not here to discipline my child or any other student. If there is a problem, I am to refer that problem to the teacher or school administrator.
- I understand that I may be asked to volunteer in a classroom other than my child's. In order to support the needs of all students, I will not knowingly disrupt or interrupt the learning process.
- I understand that teachers and staff have time scheduled for personal breaks and planning, and I will respect that time. If I need to speak with my child's teacher about a concern, I will schedule a time to do so.
- I understand that protecting children is of utmost importance at Sylvan Hills Elementary. In Pulaski County Special School District (PCSSD), policies and procedures are in place to screen any visitor who interacts with students.
- I understand that every PCSD school has an ID scanner system that scans any visitor's driver's license to check for a criminal record, including sex offender status. In addition, I will submit a volunteer application which includes a background check.

I agree to the following guidelines:

1. I will not discuss any student other than my own child outside of the school and/or classroom. To do so is a violation of the 1972 Federal Rights Privacy Act.
2. I will not request or receive access to confidential information about any student other than my own child.
3. I will not criticize a teacher or other staff member in front of students.
4. If I have a problem or concern about the actions of a teacher or other staff member, I will only discuss my concern with that teacher or staff member or with the principal.
5. I will not knowingly act in a way that violates any policy of the Pulaski County Special School District.

I, _____, understand and accept the volunteer responsibilities and guidelines. If I do not follow these guidelines and responsibilities, I understand that I may be asked to not volunteer.

Signature

Date

Family & Community Engagement Packet 2023-2024

**Sylvan Hills Elementary School
402 Dee Jay Hudson Drive
Sherwood, AR 72120
501-833-1140**



School Administration

Britney Hickman, Principal

Danae Smith, Assistant Principal

Pulaski County Special School District Sylvan Hills Elementary Parent Packet

This packet is intended to clearly present policies, procedures, opportunities and other school information. Please read it carefully and refer to it as needed. Parents are encouraged to read the rules and regulations and to support the school in our efforts to maintain a quality learning environment. Students must adhere to all rules and regulations at all times; including within class, recess, cafeteria, before/after school and all school-sponsored activities.

Important Contact Information

Sylvan Hills Elementary
402 Dee Jay Hudson Drive
Sherwood AR 72120

phone: 501/833-1140
FAX: 501/833-1149

Principal: [Britney Hickman](#)

Assistant Principal: [DaNae Smith](#)

SHES Website: <http://shes.pcssd.org/>

Like us on Facebook: @Sylvan Hills Elementary - PCSSD

PCSSD Website: www.pcssd.org

PCSSD Superintendent: [Dr. Charles McNulty](#) (501) 234-2002

PCSSD Deputy Superintendent: (501) 234-2004

PCSSD School Board Representative- Zone 4: [Shelby Thomas](#)

**2023 -2024 School Staff and Contact Information
(Tentative)**

Principal
[Britney Hickman](#)

Assistant Principal
[Danae Smith](#)

Bookkeeper
[Michelle Morton](#)

Registrar
[Ashley Beach](#)

Secretary
[Erin Thomas](#)

Cafeteria Manager
[Patricia Robinson](#)

Cafeteria Cashier
[Tammy Lake](#)

Lead Custodian
[Sam Nieves](#)

Nurse
[Laura Burrow](#)

Instructional Coach, Math
[Beth Drake](#)

Instructional Coach, Reading
[Alycia Jernigan](#)

Special Education
TBA

Special Education
[Heather Steinsiek](#)

Speech
[Diane Gentry Walsh](#)

Speech
[Allison Young](#)

English Second Language
[Marie Dority-Smith](#)

Dyslexia Interventionist
[Rachel Moorman](#)

Alpha Facilitator
[Stephanie Belin](#)

Counselor
[Susan Whatley](#)

Library/Media Specialist
[Samantha Russell-Runyon](#)

Art
[Jacqueline Brewer](#)

Music
[Beth Hendrix](#)

Physical Education
TBA

Pre-Kindergarten
[Stephanie Barham](#)
[Summer White](#)

Transition
[Lori Bryles](#)

3/4Multiage
TBA

Kindergarten
[Courtney Pigg](#)
[Hope Eady](#)
[Brooke James](#)

First Grade
[Allison Bailey](#)
[Hannah Edwards](#)
[Tracey Henderson](#)
[Kaliyah Noble](#)

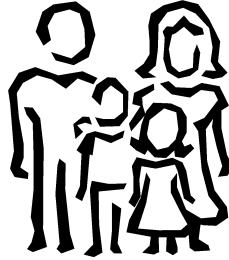
Second Grade
[Megan Halstead](#)
[Ryan Tillar](#)
TBA

Third Grade
[Andrea Arnold](#)
[Bethany Christopher](#)
[Judy Vincent](#)

Fourth Grade
[Amy Gray](#)
[Kelly Moss](#)
[Kelley Teague](#)

Fifth Grade
[Alexis Choate](#)
[Katelyn Davis](#)
TBA

Family & Community Engagement Information



At Sylvan Hills Elementary, it is our belief that all families care about the education of their children and want their children to succeed in school. We also believe that your participation contributes greatly to your child's classroom success. It is our mission to ensure that all families feel welcome at school from entry to departure.

Specified days are set aside in September & February for Parent/Teacher Conferences. All Sylvan Hills Elementary Parents are asked to participate in scheduled conference appointments for their students. You are always welcome to send a note or call the school to request an appointment with your child's teacher at any time.

Opportunities for Involvement

Parent participation is vital to the life of Sylvan Hills Elementary School, and there are several opportunities to allow parents to have an active role in students' educational experiences. The PTO, School Equity and Improvement Committee, Parental Involvement Committee, Title 1 Parent Advisory Council, and Parents Assisting Local Schools (PALS) are always looking for interested parents to assist the staff with various projects.

PEOPLE ASSISTING LOCAL SCHOOLS (PALS)

By volunteering in our schools you are making a difference in the lives of our students, providing needed support to teachers and staff, and helping with the many activities and events during the school year. The schools and students benefit from your enthusiasm, input and support through your involvement.

HOW DO I SIGN UP TO VOLUNTEER?

Anyone who wishes to volunteer at a PCSSD school must complete a volunteer application prior to any assignment. This includes a background check conducted online at no cost to the volunteer. PCSSD partnered with Background Investigation Bureau to provide secure background checks for all volunteers.

[Click here to fill out the volunteer application.](#)

In addition, log your volunteer time by completing the [Sylvan Hills Elementary Reporting Form.](#)

Parent Teacher Organization (PTO)

The PTO promotes child welfare and educational awareness programs in the home, community and school. PTO education programs are developed through conferences, committees, projects and/or programs. PTO

helps build a closer relationship between the school, community and home. PTO provides support for the teachers and students. PTO helps with the cost of classroom supplies, field trips, playground equipment, family fund nights, ect. PTO welcomes volunteers and suggestions.

Join the Parent Teacher Organization!

\$8.00 per person Membership Dues

2023-24 PTO Leadership Committee (TBA)

President:s	Courtney Pigg & Crystal Harris	Teacher Representative:	
Vice Presidents:	Josh Penland	Teacher Representative:	Beth Drake
Treasurer:	Joseph Beard	School Administration:	Britney Hickman
Secretary:	Carrie Buck		

Family & Community Engagement & PTO Events

This is a tentative calendar. Information will be shared via newsletters, school website, school call-out, social media and/or additional information sent home with your student.

August	Open House / Meet & Greet
	First Day of School
	Kindergarten Parent Meeting
	PBIS Information & Kickoff
	Volunteer Training & Information Meeting
September	Grandparents Day
	Breakfast with Bear Buddies
	Parent/Teacher Conferences
	Title 1 Information Meeting
	Peace Week
	PBIS Monthly Event
October	Fall Carnival
	PBIS 1st 9 Weeks Celebration

	Red Ribbon/Safe Schools Week
	Career Day
	Healthy Families Breakfast
	PBIS Monthly Event
November	Title 1 Family Night & PTO/Veterans Day Informance
	Fall Book Fair
	Family Meal Day
	PBIS Monthly Event
December	PBIS 2nd 9 weeks Celebration
	Title 1 Family Night & PTO/ Student Showcase
	School-wide Sing-a-long
	Class Christmas Parties
January	Talent Show
	PBIS Monthly Event
February	Parent/Teacher Conferences
	Class Valentine's Day Parties
	Title 1 Family Night & PTO/Student Showcase
	Black History Informance
	PBIS Monthly Event
March	Read Across America Week
	Spring Book Fair
	PBIS 3rd 9 Weeks Celebration
	PBIS Monthly Event
	Title 1 Family Night & PTO/ Student Showcase

April	Title 1 Family Night & PTO/ Student Showcase
	Title 1 Family Night & Fifth Grade Middle School Transition Meeting
	PCSSD PALS Lunch
May	Teacher Appreciation Week
	Title 1 Family Night & PTO/ Grade Level Transitions
	Volunteer Appreciation Lunch
	PBIS 4th 9 Weeks Celebration
	PreK Graduation
	Fifth Grade Promotion
	Field Day

General Information

Arrival Procedures / Drop off

Bus and car riders may arrive at school each day at 7:15 a.m.

Please pull your car all the way around the circle so that the flow of street traffic is not hampered and the maximum number of cars may drop off their children. All students will enter through the main doors and walk to his/her classroom. We would like to remind everyone that school starts at 7:45 a.m. Please have your student here by 7:40 a.m. Students are counted tardy at 7:45 a.m. If a student arrives after 7:45, please park in the parking lot and parent escort the child to the school office and sign your child into the building.

PCSSD bus riders and daycare vans will be unloaded on Stalnaker. Students will exit the bus and proceed into the building. Please Do NOT pull into the bus lane to park or drop students in the faculty parking lot.

If your child is late:

Students who arrive after 7:45 a.m. must report to the main office for a late pass before entering their classroom.

- After the 5th unexcused tardy, parents will be sent a notice that must be signed and returned to the office.
- Note: Early checkouts also count as tardy.

Dismissal Procedures

On the first day of school, all classroom teachers will identify and confirm each student's dismissal routine.

- Transportation changes should be called into the office before 2:00 p.m. Doors will lock at 2:15 p.m. and there will be NO check out after this time.
- Dismissal starts at 2:45 p.m.

Car Riders: Staff will direct students to designated areas. Please DO NOT stand in the courtyard and collect students at dismissal. Please remain in your car when picking up your child. When you come through the dismissal line, please display the car sign. A staff member on duty will call the office for your child to be

dismissed. Teachers and student safety workers will be available to assist your student into their vehicles. All car riders must be picked up by 3:15 p.m. Duty teachers are released at this time.

Daycare: If you are enrolled in a program where your student is taken to a daycare after school, your child will be dismissed to the bus lane where daycare vans align after the buses have been dismissed.

Bus Procedures

If your child is eligible to ride the bus, you should have received a letter from the transportation authority with the name, time, and location of his/her bus stop. Your child will be put on the bus unless you send in a note indicating that you have made alternative arrangements. If you are not at your child's bus stop after school, he or she may be taken to the bus pound. A transportation staff member will stay with your child until you are reached by phone. You will have to make arrangements to pick up your child immediately.

Parking

When visiting the school, please park in the designated parking lot. Parent and visitor parking is the large parking area near the cafeteria. Parking on Stalnaker Road is very hazardous and causes traffic delays. Parking directly behind the school is for staff only.

If Your Child is Absent

When your child must be absent due to illness or other reason, the school requests you call the office. If the school does not hear from you, expect a call from the office confirming that your child is not in school. When your child is absent the school requests an excuse note from the parent/caregiver when your child returns to school.

Release of a Child during the School Day

If a child must be picked up during school hours, a note signed by the parent or guardian must be presented to the office on the morning of the day the child is to leave early. Simply send a note with your child in the morning and his or her teacher will ensure it is delivered to the office. The person designated in the note to pick up the child should report to the office - not to the classroom. All children must be signed out by an approved adult or caregiver. In general, the school discourages early dismissal, but recognizes it is an occasional necessity.

If Your Child Feels Sick or is Hurt at School

Sylvan Hills Elementary has a full-time school nurse. The nurse's office is by the main school entrance. Any child who feels under the weather or who has an accident is accompanied to the nurse's office. The school nurse will contact parents or caregivers if the child needs to go home or be alerted to the child's condition.

Lost and Found

All found articles are put in the lost and found is located inside the cafeteria. If your child loses something, be sure to check the lost and found. Items not claimed by the end of the school year are given to charitable organizations. Please make certain that lunch boxes and removable clothing (coats, sweaters, hats, gloves, etc.) are marked with your child's full name.

Student Progress

Student progress will be ongoing and measured through formal and informal assessment throughout each nine weeks. Teachers will communicate with parents through weekly reports, take home folders, and phone calls when appropriate. Interim reports at mid nine weeks and report cards at the end of the nine weeks will be sent home. Specific dates are set aside in September & February for Parent/Teacher Conferences. All S.H.E. Parents are asked to participate in conference appointments for their students.

Lunch/Breakfast

Parents are welcome to have lunch with their child/children. Please sign in at the office to obtain a special pass which will allow you access to the courtyard ONLY. After you have finished lunch, please DO NOT go to any other areas in the building/campus. You must return to the office and check out. However, parents are asked to wait ~a couple of weeks after the start of school before visiting. This helps the students learn the lunch routine and expectations before 'hosting' their parents. A special table in the courtyard is reserved for you and your child to eat breakfast/lunch.

School Breakfast/Lunch

Students are served breakfast in the cafeteria from 7:15-7:30 a.m. Parents may put money into your child's food service account and your child will use it to make purchases. Parents may send money to the school or pre-pay your child's account at www.MyPaymentsPlus.com. Make checks payable to Sylvan Hills Elementary and send it to school in your child's backpack/communication folder. Information on the free or reduced cost lunch program is sent to each family at the beginning of the school year. All families must complete and sign this form whether or not they qualify for the free or reduced lunch. **Breakfast-Full \$1.50, Reduced-\$.30, Milk-\$.40 Lunch-Full \$2.50, Reduced-\$.40, Milk-\$.40, Adult Breakfast \$2.00, Adult Lunch \$3.25 (Prices may be adjusted.)**

Lunch Times (Times may be adjusted)

Kindergarten	10:30
1 st Grade	11:00
2 nd /3 rd Grade	11:30
4 th Grade	12:00
5 th Grade	12:30

School Safety & Visitors

It is school policy that all visitors must report to the office and sign-in before going anywhere in the building, and that they must wear a visitor's tag while inside the building. This policy applies to parents volunteering in classes as well as to outside guests. Please respect this policy; it is designed to ensure the safety of all the children. If you wish to deliver something to your child, please leave it in the office and your child will be notified. Visitors must have approval before entering the building. Any visitor must check into the front office before admittance.

ALL ENTRANCES WILL REMAIN LOCKED, MONITORED, AND SECURED by Sylvan Hills staff during morning drop off. We ask that only students and staff enter the secured areas beyond the locked doors after the first day of school.

ALL CLASSROOM VISITS are PRE-ARRANGED.. Please make every effort when you want to visit your child's classroom to notify the teacher/school that you are coming for a classroom visit. Once a time has been set, the classroom teacher or the secretary will add your name to the visitor's list and you can go and observe at your scheduled time. Please do not bring small children with you that may disrupt the learning process. **NOTE: YOU MUST FILL OUT A [PALS](#) VOLUNTEER FORM TO VOLUNTEER** (Field Trips, Parties, Classroom Visits, Watch Dog Dads, Errands, Copying....)

Parties

In accordance with Pulaski County School District policy, we will have two parties a year, Christmas and Valentine's. All parties are coordinated by the teacher and room parent. Volunteers are encouraged to assist the teacher. Arkansas State Law (Act 1220) restricts distribution of "Food of Minimal Nutritional Value" (FMNV) to students to nine (9) events per year. The stated parties are two (2) of those events. Additional events will be determined by Sylvan Hills Administration and Faculty in accordance with the law. Due to safety concerns, no homemade treats will be distributed to students.

Parent Center

Parents are encouraged to use the Parent Center and check out the parenting books, free brochures, and literacy and math materials. The parent center is currently located in the conference room across from the office. School information and parenting resources may also be found on our Digital Parent Center.

Home Access Center: Bottom of PCSSD Website

Internet Access

The PCSSD Board has approved an "Appropriate Use Policy" that students and parents need to be aware of prior to the students using the Internet. Additional information governing Internet and computer usage responsibility is located in the PCSSD Student Handbook.

Alternate Method of Instruction (AMI - Tentative)

Alternative Methods of Instruction (AMI) allows for the continuation of learning when students miss days of regular instruction. Students will have the opportunity for skill reinforcement, remediation and enrichment through electronic or conventional paper lessons. Administration, teachers and staff will share AMI lessons and information with students and family regarding AMI assignments via school call out system, student portal, Schoology Course and social media posts. Paper packets of AMI lessons will be available for students without internet access.

[PCSSD AMI Information](#)

[AMI Student Assignments and Expectations](#)

[SHES AMI Extended Schedule](#)