

**FOREST HEIGHTS STEM ACADEMY 2018-2019
PARENT & FAMILY ENAGEMENT INFORMAION PACKET**



The Parent and Family Engagement Committee would like to welcome you to Forest Heights STEM Academy. Here, we strive to provide an environment where parents feel comfortable in visiting and participating in the educational process of their children. We encourage you to partner with us in educating and leading our students to excellence. Thank you for your continued support and for choosing FHSA - **where imagination soars.**

Your Parent and Family Engagement Committee Members are listed below. Please feel free to contact us and to visit our parent center at your convenience.

1. Amy Cooper, Principal
2. Barbara Kirkpatrick, Assistant Principal
3. Nick Anderson, Assistant Principal
4. Laura Gowan, Parent and Family Engagement Facilitator
5. Amber Harbin, FHSA STEM Specialist
6. Mario Tims, FHSA Middle Level School Staff and Parent
7. Katresha Bell, PTSA President
8. Patrick Wilson, FHSA Elementary School Staff and Parent
9. Ashley Harris, FHSA Technology Specialist

To meet the ADE Rules Governing Parent and Family Engagement, FHSA has developed a Parent and Family Engagement Packet which includes:

- Our Parental and Family Engagement Plan
- Defined roles of parents, students, teachers and the school (pursuant to ADE 319-6)
- Ways parents can become involved with their child's education
- A Parent Survey soliciting interests
- Planned Activities encouraging parental and family engagement
- Meaningful methods for establishing two-way communication.

The mission of Forest Heights STEM Academy is to prepare students to compete in our global economy by equipping them with skills that are not confined and isolated within one discipline, but are found between and across the disciplines of Science, Technology, Engineering, and Math.

We believe that a strong partnership between our school, parents, students, and community is critical to our students' academic achievement and overall performance. We will support all students' performance and work towards closing the achievement gap by providing a standards-based core curriculum infused with STEM essentials delivered by qualified teachers using research based instructional strategies. In order to meet the intellectual, social, career and developmental needs of students, we will identify and address any potential barriers to learning in our school by partnering with our parents and community stakeholders.

To support an effective partnership between our school and the families of our students, we will implement a research-based school family and community partnership model provided through the National Network for Partnership Schools (NNPS). The following six (6) primary keys will be implemented to assist in creating successful partnerships:

Type 1: Parenting – Activities designed to help families understand young adolescent development, acquire developmentally appropriate parenting skills, set home conditions to support learning at each grade level.

Type 2: Communicating – Activities focused on providing an effective method of keeping parents informed of school programs and student progress.

Type 3: Volunteering – Activities which incorporate strategies for improving volunteer recruiting, training, and scheduling.

Type 4: Learning at Home – Activities allowing coordination of schoolwork with work at home (e.g., goal setting, interactive homework).

Type 5: Decision Making – Activities are designed to solicit the voice of parents in decisions about school policies and practices.

Type 6: Collaborating with the Community – Coordinate resources and services for the families, students, and the school. Provide services to the community as a whole.

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Parent Resources

To promote and support responsible parenting, Forest Heights STEM Academy encourages parents to take advantage of the Parent Center. The Parent Facilitator maintains the Parent Resource Center which is located on the first floor of the main building (Conference Room). The Parent Center is open from 7:40 a.m. – 3:00 p.m. Monday through Friday. Information available for review or check out in reference to home-school family activities includes:

- Parenting Books and Magazines
- Math and Literacy Information and Recommendations for Games
- Volunteer Opportunities
- Parenting Tips (available in English and Spanish)
- Nutrition/Healthy Lifestyles Information
- Work Force Opportunities
- Community Resources Information
- Home and Safety Tips
- School Readiness Materials
- School Technology Guides for accessing HAC, Gaggle, etc.

These and other relevant parenting materials will be available pursuant to Act 397 of 2009 to assist parents in building skills to provide the knowledge necessary to successfully assist students in the learning process.

Roles of Parents, Teachers, Students, and the School

Classroom teachers will utilize a variety of methods to maintain effective two-way communication with parents, such as school web site, PTSA website, classroom teacher websites, e-mail, classroom teacher newsletters, agenda book and Gaggle. Also, parents can access their child's grades through HAC (Home Access Center) using a PIN number they received at the beginning of the school year. Parents may use e-mail to communicate with members of the school staff. Each classroom teacher is responsible for maintaining their classroom website. Our HAC information contact is Ms. Lamb. You may contact her at 447-2700.

Forest Heights STEM Academy teachers will send home a folder containing student papers and work each week. Some teachers may decide to alter the return times of homework given in class, but will communicate their individual policy by letters and in conferences. Parents will be asked to sign the folder and send it back to school. For more information you may contact your child's classroom teacher at 447-2700.

The teachers of Forest Heights STEM Academy will provide parents with grades (interim report/report card) regarding their child's academic progress. For more information contact the school at 447-2700.

Forest Heights Eagle Extravaganza/STEM Open House is held in August and September respectively, and NWEA/ ACT Aspire Parent Night is held in March. For more information contact: Amy Cooper, Laura Gowan, Ashley Harris, or Amber Harbin, at 447-2700. Forest Heights STEM Academy will plan various meetings to be held at different times during the day or evening to better accommodate parents.

Forest Heights STEM Academy teachers will schedule individual conferences with parents of children in their classrooms. Parents will be given a summary of the student's test scores and an explanation of the interventions 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. Conferences for this school year are scheduled for October 11 and 12 and February 14 and 15.

Forest Heights STEM Academy will conduct a "NWEA/ACT Aspire Assessment Night" each year to provide an explanation of the statewide assessment system, standards, and other accountability measures. This session will be facilitated by Laura Gowan, (test coordinator), and Ashley Harris (test coordinator), in coordination with the Testing and Evaluation Department. For more information call 447-2700.

Parent Volunteer Opportunities

Forest Heights STEM Academy is committed to providing opportunities for the maximum growth and development of each student. Parents have reasonable access to staff, opportunities to volunteer and participate in their child's class and daily academic life, and observation of classroom activities. Volunteer sign-up sheets are available during registration, PTSA meetings, at Family nights and in our main office. Opportunities for parent and family engagement are integrated and coordinated through the parent facilitator, Parent Center, administrative staff, and the PTSA. Parents volunteer to assist with field trips, honors award incentives, Eagle Extravaganza, celebrations, main office duties, concerts, sporting events and other areas as needed. Ms. Katresha Bell serves as our PTSA President. She may be contacted by calling 501-447-2700. You may also contact our Parent Facilitator, Laura Gowan at 447-2700.

Staff development opportunities, as required by the State Board of Education's Standards of Accreditation of Arkansas Public Schools, are offered every other year. Two hours of professional development is designed to enhance the understanding of effective parent and family engagement strategies. Three hours of professional development are also offered to our school administrators. This professional development is designed to enhance an understanding of effective parent and family engagement strategies and the importance of school leadership in setting expectations and creating a climate conducive to parental participation. Contact Person: Laura Gowan, Parent Facilitator.

Annual Title I Meeting

Forest Heights STEM Academy conducts an Annual Title I meeting for parents of the students who participate in the Title I, Part A Program. The school's Annual Title I meeting is separate from any other meetings or activities to ensure that they have ample time to provide a description/explanation of school curriculum, information on forms of academic assessments that are used to measure student progress, and information on proficiency level students are expected to meet. The agenda, sign-in sheet, and the minutes for this meeting are generated separately from any other events and kept on file in Title I Facilitator's office. Contact persons are: Amy Cooper, Principal - 447-2700; and Laura Gowan, Parent Facilitator - 447-2700.

Parent and Family Engagement Evaluation

Forest Heights STEM will engage parents in an Annual evaluation of the Title I, Part A Program. A comprehensive needs assessment will be filled out by teachers, parents and school staff. The Title I committee, made up of teachers, parents, and school staff, will determine the effectiveness of the parental and family engagement plan and make changes if warranted. The collection of evidence will provide helpful information on the (1) growth in number of parents participating in workshops and meetings; (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support academic growth. Contact person: Laura Gowan, Parent Facilitator 447-2700.

Parental and Family Engagement Surveys

At Forest Heights STEM Academy parents will participate in a parent interest survey. The survey provides information concerning the activities parents feel are most beneficial in supporting their child. The information is also used to plan parental and family engagement activities for the year.

**Forest Heights STEM Academy
2018-2019 Parent Survey**

1. Which family programs would you be interested in attending? Please rate highest to lowest.

| Family Activities | Very Interested | Somewhat Interested | Not Interested |
|---|------------------------|----------------------------|-----------------------|
| Learning about healthy eating and living | | | |
| Family Fun Night with active games | | | |
| Health Fair with health screenings | | | |
| Family Math and Literacy Night | | | |
| Work with the PTSA (Parent/Teacher/Student Association \$5 Membership fee is required) | | | |

2. What is the best way for us to notify you of school changes or events involving students and families?

| Communication Methods | Most Convenient | Somewhat Convenient | Not helpful |
|---|------------------------|----------------------------|--------------------|
| Website | | | |
| E-mail | | | |
| Phone | | | |
| Newsletter | | | |
| In person meetings (back to school night/conferences) | | | |
| Face Book | | | |

3. What topics would be most beneficial to you in promoting involvement with your child's education?

| Academic Interests | Very Interested | Somewhat Interested | Not Interested |
|--------------------------------|------------------------|----------------------------|-----------------------|
| Parenting Classes | | | |
| Helping my child with homework | | | |
| Reading/Math Skills | | | |
| Basic Technology Training | | | |

This section is optional: I am interested in volunteering at my child's school.
Name _____ Telephone number _____

Student's Name _____ Teacher _____

Parent and Family Engagement Calendar of Events

| Event | Date | Contact Person |
|--|---|---|
| Annual Title I Meeting | August 10, 2018 | Eagle Extravaganza Coordinators (All Staff) |
| Eagle Extravaganza | August 9, 2018 | All Staff |
| Teacher Assistant | Throughout the Year | Classroom Teachers |
| PTSA Meeting | Throughout the Year | PTSA Board |
| Parent and Teacher Conferences | October 11 and 12, 2018 February 14 and 15, 2018 | Classroom Teachers |
| Honor Assemblies | Quarterly | All Staff |
| Picture Day - Elementary | September 19 | Photographer |
| Picture Day – Middle School | September 20 | Photographer |
| Parent Education Workshops | Throughout the Year | Parent Facilitator, Laura Gowan |
| Accelerated Reader Celebration | Quarterly | PTSA Committee |
| Grandparents Day/Week | September 10-14, 2018 | PTSA |
| Scholastic Book Fair | September 10-14, 2018 | PTSA |
| Red Ribbon Week | October 23-31, 2018 | Counselors |
| VIPS Reading Day (Volunteers in Public Service) | November 13, 2018 | All Staff |
| Thanksgiving Holiday Winter Break | November 19 -23, 2018 December 20 – Jan. 2, 2019 | Holiday Break Winter Vacation |

***Forest Heights STEM Academy
Main Phone Numbers***

Main Office – 501-447-2700

Fax – 501- 447-2701

Counselor – 501-447-2704

Nurse – 501- 447-2705

Cafeteria – 501- 447-2707

Library – 501- 447-2706

Forest Heights STEM Academy



2018-2019

Parent/Student Handbook

Amy B. Cooper
Principal

Barbara Kirkpatrick
Assistant Principal

Nick Anderson
Assistant Principal

Katresha Bell
PTSA President

5901 Evergreen Drive
Little Rock AR 72205

Main Office 501-447-2700

Fax Number 501-447-2701

<http://www.forestheightsstem.com/>

www.facebook.com/forestheightsstemacademyptsa



MESSAGE FROM THE PRINCIPAL

Amy B. Cooper

Dear Parents and Students,

It is my pleasure to welcome you and your family to Forest Heights STEM Academy for the 2018-19 school year. The staff and I look forward to providing your child with a quality education and a variety of extra-curricular experiences. This handbook contains rules, procedures, and other important information that will help us meet our goals as we embark on this exciting journey together.

Respectfully,

Amy B. Cooper, Principal

Our Mission Statement

The mission of Forest Heights STEM Academy is to prepare students to compete in our global economy by equipping them with skills that are not confined and isolated within one discipline, but are found between and across the disciplines of Science, Technology, Engineering, and Math.

Office Hours

The school office is open Monday through Friday, 7:15 a.m. to 3:30 p.m. Students are **not** permitted on school grounds prior to 7:15 a.m., **unless** transported by a LRSD bus or enrolled in the Little Rock School District CARE Program. If you are transporting your child, he/she must be picked up by 2:55 p.m. If your child needs supervision before 7:20 a.m. or after 2:55 p.m., you may enroll your child in the after school CARE program. You may contact the CARE Program at (501) 447-1880 for registration information.

Forgotten Items & Lunch Drop-Off

You are welcome to bring forgotten items during your child's lunch/recess time. Items will not be accepted in the office. Items will not be allowed to be taken to the classroom.

Phone Calls & Student Messages

It is important that students be informed of afterschool activities and transportation before

they leave home. If you need to leave a message for your child or your child's teacher, please do so before 12:00 P.M. In case of emergency, the office will deliver messages to students. Students may use the office phone for personal calls in case of emergencies only and with staff permission. Also, the office does not accept changes in transportation after 12noon. **Cell phones are prohibited unless authorized by administration.** (We need current telephone numbers at all times.)

Change of Address/Phone Numbers

One of the greatest problems schools may have during the day is locating parents in the event of an emergency. This may occur due to changes in phone numbers or work places, or authorized individuals and parents forgetting to notify the office in the event of changes. The importance of maintaining updated information cannot be overemphasized. During registration you will receive an information form to complete.

Having this information returned correctly is of the utmost importance. A copy of this record is kept in the school office in case you need to be contacted. Please make sure your home telephone, cell numbers, and addresses are accurate and clearly written. Remember to list the names and addresses of several people who can be contacted in case you cannot be reached.

Only persons listed on the form will be allowed to checkout your child/children.

Doctors/emergency rooms will not treat children without their parents' consent, and in the event of an emergency we must be able to reach parents.

All address changes must be completed at the Student Registration office at 501 Sherman Street.

Visitors Policy

The school's security plan requires all visitors to the campus, including parents, to sign in at the front office, receive a visitor's sticker and check in with the front office before entering the building. The school's security plan has been established to protect the students and staff from the danger of an unauthorized person on the

campus. For the safety of all students and staff, please comply with this plan. Student learning time is a priority and classroom interruptions must be kept to a minimum. Please take time to ensure your child has his/her lunch, backpacks and/or homework prior to leaving home. When students are contacted in their room for these items, it can be a distraction to the entire classroom.

PTSA/Volunteers

We need you to help by volunteering at Forest Heights STEM Academy. You can volunteer in the classrooms, cafeteria, library, and playground. Even if it is only 15 minutes, our school will benefit from your dedication. Please make sure to sign in at the office. Thank you!

Truancy/Attendance

Attendance is taken through the last day of school. Please be sure your child is in school. The Little Rock School District Tardy Policy is included in the LRSD Student Handbook. All children are expected to be in attendance each day unless they are ill or a family emergency arises. The parent/guardian is to notify the school attendance office at (501) 447-2724 by noon when a student is absent.

- ❖ Students arriving after 9 am must have a written excuse (medical/professional agency's office).
- ❖ A student can check out prior to 2:00 p.m. Early check out ends at 2:00 p.m. to allow teachers to complete end of day assignments and to prepare for dismissal.

ACADEMIC POLICY

Specific skills and concepts from various subject areas are stressed at each grade level. To be eligible for academic promotion students must:

- Perform daily activities.
- Spend a minimum time each night on assigned homework.

- Master targeted skills and concepts based on Common Core Curriculum. FHSA students are expected to make their best effort in all areas of the school curriculum. Our staff believes that effort and achievement by students should be recognized as follows:
 - Honor Roll Incentives each nine-week period.
 - Each semester students will be rewarded for earning the Honor Roll, Perfect Attendance, and Citizenship.

REPORTING GUIDELINES/eSchool/HAC

Interim reports are posted to HAC during the 5th week of each 9 week period for children working below their capacity and/or below 70%. Report cards are posted to HAC every 9 weeks. Report cards indicate students' progress made toward mastering required curriculum, citizenship, and social skills. Parents may request a copy of the report card through the front office.

Grading Scale

90 - 100% = A

80 - 89% = B

70 - 79% = C

60 - 69% = D

59 - Below = F

A parent conference is required after every unfavorable interim report and when a "D" or "F" is recorded on the report card.

School Rules

1. Respect others
 - a. Language – no cursing, teasing, arguing, name calling or threatening – either spoken or written
 - b. Keep hands and feet to self
 - c. Use your own materials
 - d. Do not destroy school property or property of others

- e. No fighting
2. Follow the directions of all school personnel
3. Walk quietly on the right side of the halls

FHSA Café Rules

Follow directions of all adults in the lunchroom. Speak using your inside voices.

1. Stay in assigned seats until dismissed
2. Sodas or drinks in cans or glass bottles are not to be brought to school
3. Remove all trays and trash from your table

Discipline

The primary objectives for discipline procedures are to teach students to be responsible for their own behavior. Positive and negative consequences are given based on behavior displayed by students. Students who choose to disobey the rules will receive consequences according to the LRSD Student Handbook.

Positive Consequences for Appropriate Behavior May Include:

- Verbal Praise/Stickers/Happy Notes
- Special Rewards/ Incentives/ Special Activities

Negative Consequences for Inappropriate Behavior

- Warning/classroom discipline continuum
- Referral to buddy teacher (same grade)
- Student/teacher conference, parent contact
- Behavior Document to parent (up to 3 allowed)/loss of privileges
- Parent Conference
- Office Referral/Follow LRSD Discipline Handbook

Suspensions

Suspensions from school will be given by the principal as indicated in the LRSD Student Handbook. Parents must meet with the administrator before a student can be reinstated to school.

CONSEQUENCES MAY BE ACCELERATED FOR REPEAT OFFENDERS

Home-School Communication and Parental Involvement

At McDermott Elementary, we are committed to open and clear communication. All parents are given the opportunity to participate in their child's education in the following ways:

- Parent-Teacher-Student Association
- Parent-Teacher Conferences
- Teacher web pages, e-mail and phone lines for homework, reminders and more
- Parent visits and conferences (upon request)
- ParentLink- the LRSD computerized phone message system which allows McDermott to deliver personal messages to your home phone. Phone number changes should be updated at <http://lrzd.parentlink.net>

NURSE

We have a nurse on campus at FHSA. Our nurse should have your child's medical records and any medication housed in her office. If your child takes medication daily, this must be documented and followed. Sixth, seventh, and eighth grade students are allowed to have one dose of either Tylenol or Ibuprofen in their possession and without seeing the nurse. All other grade level students are required to visit the nurse for any medication. We do not give any over the counter medication. The nurse will only administer prescription meds with proper documentation.

If you are called to pick up your child due to vomiting, diarrhea, or fever, you must pickup your child. This is not optional.

PTSA

All students, parents, grandparents, family members, and friends are encouraged to join the P.T.S.A. You can purchase your membership during registration or anytime during the month of August. Your membership will benefit every child at our school.

Dress Code

Please the following dress code policy for Forest Heights STEM Academy.

Parents/Guardians will be called with students not dressed in appropriate attire.

Parents/Guardians must bring appropriate clothing. Students will not be allowed to report to class until they are in compliance with uniform policy.

Required polo colors:

K-8 Navy, Hunter green, Yellow, White. Logos are not required.

Bottoms:

K-8 Navy, Khaki

No pullover hoodies allowed. Zipper hoodies are allowed. No hoods can be worn inside any building.

Please refer the LRSD Student Handbook for specific dress code and uniform guidelines

Car Rider Drop Off and Pick-Up

All students are dropped off and picked up on the front lot at the building entrance.

A student receives a tardy when he/she fails to be in the classroom or other assigned location by 7:40a.m. Any student who arrives after 7:40 a.m. should be accompanied by his/her parent who must sign the child in at the school office.

Wellness-School Nutrition & Birthdays

The Arkansas State Nutrition Standard (ACT 1220) states that students may be given food or beverage items for up to nine different school events to be determined and approved by school officials. FHSA will not use food as student rewards, except in the nine designated school events.

No treats are allowed for birthday celebrations. Also balloons and flowers may **NOT** be delivered to students on campus.

Food Service

Breakfast is served in the classrooms from 7:40 a.m. until 8:05 a.m. All students may participate in the hot lunch program with meals prepared in the school café.

Food Cost:

Breakfast

| | |
|----------------|---------------|
| Student | \$2.00 |
| Reduced | \$.30 |
| Adults | \$2.50 |

Lunch

| | |
|---------------------------|---------------|
| Elementary student | \$2.85 |
| Secondary student | \$3.00 |
| Reduced | \$.40 |
| Adults | \$3.75 |
| Milk | \$.40 |
| Juice | \$.40 |

The daily breakfast and lunch schedule can be found on the LRSD web page.

School Supplies/Textbooks

A list of the supplies your child will need at school is provided by the teacher, on the LRSD web site and during registration. All regular textbooks for classroom use are provided by the school district at no charge. However, improper care, loss or deliberate damage to a district book will result in a fine to cover replacement costs.

All students must have a backpack. District policy states middle school students' backpacks must be clear or mesh.

Parent/Teacher Conferences

Conferences are an excellent way of keeping you informed on the overall progress of your child in school. You will be contacted at least twice during the school year by your child's teacher to schedule a conference. You may also request a conference any time you have questions or concerns. Please remember to schedule a conference in advance so a time that is convenient for all can be established.

LRSD Directory

Bus Transportation

Main Number..... (501) 447-4130
Late Bus Information ... (501) 447-4160
Bus Stop Changes..... (501) 447-4162
When calling First Student regarding your child's bus, please know the run number and pick up location.

Care Program

Supervisor: Martha Rogers
4800 West 26th.....(501) 447-1880

Child Nutrition

Supervisor: Mrs. Stephanie Walker-Hynes
Main Number.....(501) 447- 2458

Student Registration Office

501 Sherman Street.....(501) 447-2950

Student Services

Senior Director: Dr. Frederick Fields
501 Sherman
Little Rock, AR 72202....(501) 447-2955

ViPS Staff contact numbers:

General office.....(501) 447-8477)
Tammy Blaylock, Director

FHSA Daily Schedule

7:15- Building opens
7:30- Teachers arrive to classrooms
7:35-Bell rings
7:40 - Tardy bell rings & instructional day begins
2:25 Elementary Dismissal
2:40 Middle School Dismissal

Lunch Schedule

Kindergarten

Lunch 10:15-10:35

Physical Activity

10:40-11:00

First Grade

Lunch 10:40-11:00

Physical Activity

10:15-10:35

Second Grade

Lunch 11:00-11:20

Physical Activity

11:25-11:45

Third Grade

Lunch 11:45-12:05

Physical Activity

12:10-12:30

Fourth Grade

Lunch 12:10-12:30

Physical Activity

11:45-12:05

Fifth Grade

Lunch

11:25-11:45

Physical Activity

11:00-11:20

Sixth, Seventh, & Eighth Grade

Lunch 12:30-1pm

Calendar Dates

| | |
|-------------------|--------------------------------------|
| August 1 & 2 | Check in for all students |
| August 9 | Eagle Extravaganza (6pm-8pm) |
| August 13 | First Day of School for Students |
| August 28 | PTSA Meeting |
| September 5-7 | Battle of the Heights Spirit Week |
| September 10 & 11 | |
| September 7 | Middle School Green & Gold Dance |
| September 10 & 11 | Grandparents' Week Celebration |
| October 19 | Fall Festival |
| November 13 | PTSA Meeting |

**Please refer to FHSA PTSA Facebook Page,
Website, E-blasts, and paper notices for
updated and additional event date
information.**