

Lighthouse Academies of Central Arkansas Capital City Lighthouse Charter School

Parent Involvement Plan 2015 - 2016

District:	<u>Lighthouse Academies of Central Arkansas</u>
School Improvement Status:	<u>N/A</u>
District Improvement Status:	<u>N/A</u>
Grade Levels:	<u>K-5</u>
Parent Involvement Coordinator:	<u>Mrs. Lorria Eubanks</u>
Title I Status:	<u>Targeted-Assistance</u>
Percent of students eligible for free or reduced meals:	<u>96%</u>

Parent Involvement Committee Members

1. Eric Dailey, School Principal
2. Melonie Burton, Director of Teacher Leadership (3-5)
3. Ava Coleman, Coordinator of Family and Community Partnerships
4. Karen Ware, Second Grade Teacher
5. Tanessa Robinson, Kindergarten Teacher
6. Lorria Eubanks, Fine Arts Teacher and Teacher Leader Fellow
7. Jill Busby, Parent

We prepare our students for college through a rigorous arts-infused program.

Lighthouse Academies of Central Arkansas

Capital City Lighthouse Charter School

Section A: Parent Communication Strategy

- A bi-weekly **Family Newsletter** will be distributed beginning August 17, 2015 that is developed in consultation with the Capital City Light Keepers Parent Organization and the School Leadership Team. This newsletter will contain school news, a calendar of school events, and information related to achievement such as homework tips, health advice, and study skills. The School newsletter will be supplemented by a newsletter/communicator created by every homeroom teacher that is sent home twice a month.
- Capital City will hold a Family Saturday once a month. **Family Saturdays** will provide families the opportunity to engage with other parents and families as they explore specific curricular foci and our STEAM areas (Science, Technology, Engineering, Art, and Math). Family Saturdays will typically include an excursion to a community institution and a learning target for students. Dates are 9/26, 10/30, 11/21, 12/12 for the Fall semester.
- Capital City will hold at least three (3) **Information Nights**, one during the Fall, Winter, and Spring. The formal Open House will be held September 10, 2015 – to explain the school’s Title I program and to solicit parental involvement in scholar’s development of literacy and math skills. The facilitator will be the School Principal, Eric Dailey. For questions, contact the school at (501) 313-2901.
- All Capital City Teachers will send home **Daily Agendas**, as well as weekly homework/communication folders. Parents will be required to sign agendas daily. Moreover, parents will be required to sign and return progress reports as they are distributed. In addition, Capital City will provide parents with a report card four times a year.
- Capital City Teachers will **routinely contact** parents on an individual basis to communicate pertinent information about academic and social and emotional developmental progress.
- **Daily Attendance Calls** will be made each morning for absent students.
- Capital City will use ads in local media, a marquee in front of the school, and **School Messenger**, social media and email to communicate with parents about school events in a timely manner. Please contact Eric Dailey and/or Renee Sanders at (501) 313-2901 if you have questions.
- Capital City will distribute a **Student-Family Handbook** at the beginning of the school year; parents will be required to sign the handbook to indicate their acceptance of all policies therein and return handbooks to their child’s teacher (501) 313-2901.

Section B: Designated Parent Meetings, Conferences, and Activities

- Capital City will host at least three (3) Parent Information Nights and one (1) Open House at the apex of the nine weeks. These meetings will feature information about Capital City’s Title I program.
- Capital City will designate a half day every quarter (12:00-4:15 PM) for parents to conference with teachers about their scholar’s academic progress. October 23rd, January 8th, and March 18th.
- Capital City will also encourage and allow parents to attend academic conferences during the weeks immediately prior to and immediately after teachers have closed their grade books. These meetings will include

We prepare our students for college through a rigorous arts-infused program.

Lighthouse Academies of Central Arkansas

Capital City Lighthouse Charter School

a summary of scholar's test scores and an explanation of interventions being used (as necessary) to promote student achievement. Contact your child's teacher at (501) 313-2901.

- Capital City will hold a Fall Festival on Friday, October 30th. Capital City will also hold a Winter Soiree on December 12th and a Spring Carnival on March 17th. Each event will maintain Literacy and Math resources. The facilitator will be the school principal, Eric Dailey. For information, call 501-313-2901.
- Capital City will encourage parents to assume volunteer roles that increase their visible support for student learning such as: library assistant; reading buddy; mentor, classroom parent (especially in grades K-4), parent lunch coordinator, Scholastic Book Fair helper, Family Saturday helper, school dance coordinator, and member of the School Based Management Team (SBMT). For all other questions, contact Capital City Family Coordinator Mrs. KriShonda Ross.

August	14 – Open House 16- First Day of School 17 – Ribbon Cutting
September	10 – Title I Night 26 – Family Saturday 30 – NWEA Fall Testing Ends
October	8- Lightkeepers Meeting 12 – No School; Columbus Day 23 – Parent Teacher Conferences 26 – SMBT Meeting 30 – Fall Festival and Resource Training Day (IXL/Khan Academy/Class DoJo)
November	5 – Lightkeepers Meeting 11 – No School; Veterans Day 16-SMBT Meeting 21 – Family Saturday 25-27 – No School; Thanksgiving Break
December	3 – Lightkeepers Meeting 7- SMBT Meeting 12 - Winter Soiree
January	7 – Lightkeepers Meeting 8 – Parent Teacher Conferences 11- SMBT Meeting 18- No School; MLK Day 23- Family Saturday
February	4 – Lightkeepers Meeting 15 – No School; President's Day 22- SMBT Meeting 28- Family Saturday
March	3 – Lightkeepers Meeting 14- SMBT Meeting 17 – Cardinal Fest 18 – Parent Teacher Conferences 21-25 - Spring Break
April	7 – Lightkeepers Meeting

We prepare our students for college through a rigorous arts-infused program.

Lighthouse Academies of Central Arkansas

Capital City Lighthouse Charter School

	16 – Family Saturday 18- SMBT Meeting 20 – NWEA Testing Parent Meeting
May	5 – Lightkeepers Meeting 16- SMBT Meeting 24- Kindergarten Promotion Ceremony 25 – CCLCS Annual Awards Ceremony 30- No School; Memorial Day
June	3- CCLCS Field Day 8 – Last Day of School

We prepare our students for college through a rigorous arts-infused program.