

Malvern District Parent & Family Engagement Plan 2018-2019

District Mission Statement emphasizing Parental Involvement

Malvern School District is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if school and home work together to promote high achievement by our children. Neither home nor school can do the job alone. Parents play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success at every step along the way.

PART I. DISTRICT EXPECTATIONS

The *Malvern School District* agrees to implement the following requirements:

- The *Malvern School District* will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I programs. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- The *Malvern School District* will work with its schools to ensure that the required school-level parent involvement plan meets the Title I requirements, and includes, as a component, a school-parent compact.
- The *Malvern School District* will incorporate this district-wide parent involvement plan into its district plan.
- ≥ In carrying out the Title I parent involvement requirements, to the extent practicable, the *Malvern School District* and its schools will provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- ≥ If the *Malvern School District* plan for Title I is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to Arkansas Department of Education.
- ≥ The *Malvern School District* will involve the parents of children served in Title I schools in decisions about how the one percent of Title I funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

- The *Malvern School District* will inform and provide access to parents and parental organizations of the purpose and existence of the Parental Information and Resource Center and tools on the Arkansas Department of Education Website.
- The *Malvern School District* require licensed personnel to obtain the appropriate professional development hours to enhance understanding of effective parental involvement strategies according the Rules and Regulations of the Arkansas department of Education.

PART II. DISTRICT/SCHOOL PARENT INVOLVEMENT PLAN REQUIRED COMPONENTS

1. *The Malvern School District* will take the following actions to involve parents in the joint development of its *district/school* parent involvement plan:
 - *How will parents be included in writing the parent involvement plan? The parents received a copy of the previous year parental involvement plan. The plan was reviewed, discussed, and suggestions were taken by the parent involvement committee.*

Activity	Due Date	Contact person
End of Year Title I Meeting to update policy for next year's Title I Part A program.	April 2019	Lillian Harper

2. *The Malvern School District* will involve parents in the process of district and school plan, review and improvement [i.e. district plan, *section 1112*, school wide *section 1114*, and/or school improvement *section 1116*];
 - *How will the school/district inform parents of school report card?*

Activity	Due Date	Contact person
Mailed to Parents	September 2018	Arkansas Department of Education
Published in local newspaper	November 2018	Lillian Harper
School Website	October 2018	Lillian Harper
Recruit parents to serve on ACSIP and Parent Involvement Committee	Spring 2019	Lillian Harper
Review ACSIP and Parent Involvement Policy with parents and allow for suggestions/barriers to parental involvement/ and comments on the plans	Spring 2019	Lillian Harper

- *How will the district/school notify the parents that their child's school has been identified as needs improvement? What the identification means and how the*

school compares to other schools, the reasons for identification, an explanation of what the school is doing to address the problem, and explanation of what the district is doing to help the school address the achievement problem, an explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement, and an explanation of the parents' option to transfer their child to another public school with transportation provided by the district.

Activity	Due Date	Contact person
Annual Report to the Public	November 2018	Lillian Harper
News Release	November 2018	Lillian Harper
School Website	October 2018	Lillian Harper

- How will the school identify students who qualify for Title I services?

Activity	Due Date	Contact person
School wide	NA	Building Principals

- How will the district/school conduct staff development for implementing effective strategies for parental involvement?

Activity	Due Date	Contact person
Parent Involvement Training	Annually as required by ADE	Building Principals

3. Involve parents, in an organized, ongoing, and timely way, in the planning, review and improvement of programs under this part, including planning, review and improvement of the school parental involvement plan;

Activity	Due Date	Contact person
End of Year Evaluation Meeting	May 2019	Parent Facilitator
Surveys (barriers and effectiveness)	May 2019	Building Principals
Building Level Parent Meetings	September 2018	Building Principals/Parent Facilitator
Annual Public Meetings	November 2018	Building Principals
Open House	October 2018	Building Principals

4. *The Malvern School District* will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care or home visits, as such services relate to parental involvement;

Activity	Due Date	Contact person
Individual School Meetings	September 2018	Parent Facilitators

5. *The Malvern School District* will provide the following necessary coordination, technical assistance and other support to assist Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance:

Activity	Due Date	Contact person
Employ a parent coordinator	August 2018	Brian Golden, Superintendent
Parent Centers	August 2018	Parent Coordinator
Ongoing Site Visits	August- May 2018-2019	Lillian Harper
Enable the formation of parent/teacher organizations	August 2018	Brian Golden, Superintendent
Parent Facilitators: MES Sandra Brosius; WIS Tammy Golden; MMS Barbara Hall; MHS Ashley Nelson	August 2018	Building Principals
Parent Nights	August 2018-May 2019	Parent Facilitators
Parent Organizational Meetings (Review, Revise, and Evaluate) the Plan	August 2018-May 2019	Parent Facilitators

6. *The Malvern School District* will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, through the activities specifically described below:

Activity	Due Date	Contact person
Parent Meetings	August 2018-May 2019	Parent Facilitators
Policies for Parent Involvement	August 2018-May 2019	Brian Golden, Superintendent
Ensure the implementation of the parent involvement plan	August 2018-May 2019	Building Principals/Parent Facilitators
Employ parent facilitators and coordinators	August 2018-May 2019	Brian Golden, Superintendent
District Quarterly Newsletters	August 2018-May 2019	Brian Golden, Superintendent
Building Newsletters	August 2018-May 2019	Building Principals
Building Information Packets	August 2018	Parent Facilitators
Parent Centers	August 2018- May 2019	Parent Facilitators
Parent, Student, Teacher Compacts	August 2018	Building Principal/Teachers

7. If the school wide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

Activity	Due Date	Contact person
District Parent Meeting	February 15, 2019	Lillian Harper

Building Parent Meeting	April - May 2019	Building Principals
Process and policy for concerns in student handbook	August 2018-May 2019	Brian Golden, Superintendent

A. *The Malvern School District* will, with the assistance of its Title I schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

- the state’s academic content standards,
- the state’s student academic achievement standards,
- the state and local academic assessments including alternate assessments,
- the requirements of Title I,
- how to monitor their child’s progress,
- how to work with educators and
- the National Education Goals.

Activity	Due Date	Contact person
Newsletters	August 2018- May 2019	Principals
Parent/Teacher Conferences	October 22, 2018 and February 15, 2019	Brian Golden, Superintendent
Information Packets	August 2018	Parent Facilitators
Parent Nights	August 2018- May 2019	Parent Facilitators
Parent Resources on the Arkansas Department of Education Website	August 2018	Parent Facilitators
Common Core Brochures	August 2018	Parent Facilitators
Home Access Center	August 2018-May 2019	Building Counselors
Parent Centers	August 2018-May 2019	Parent Facilitators

The Malvern School District will provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.

B. *The Malvern School District* will, with the assistance of its Title I schools, provide materials and training to help parents work with their children to improve their children’s academic

achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:

Activity	Due Date	Contact person
Title I Parent Center will provide trainings, workshops, videos, and other materials	August 2018- May 2019	Parent Coordinator
Parent Informational Tool Kits	August 2018	Parent Facilitators
Access to Arkansas Department of Education website (resources for parents)	August 2018- May 2019	Parent Facilitators
Parent/Teacher Conferences	October 22, 2018 and February 15, 2019	Brian Golden, Superintendent
Math and Literacy Nights	Fall 2018 and Spring 2019	Parent Facilitators

C. *The Malvern School District* will, with the assistance of its Title I schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

Activity	Due Date	Contact person
Annual Parent Involvement Training for staff	Annually or as required by Arkansas Department of Education Rules and Regulations	Building Principals
Volunteer Resource Book	August 2018	Parent Facilitators
Alert Now Phone System	August 2018-August 2019	Brian Golden, Superintendent
Website Teacher Pages	August 2018 – May 2019	Building Principals
Class DOJO	August 2018 - May 2019	MES/WIS Principals
Website texting and email	August 2018 - May 2019	Building Principals

D. *The Malvern School District* will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Even Start, Home Instruction Programs for Preschool Youngsters, Arkansas Better Chance, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

Activity	Due Date	Contact person
Child Find	July 1, 2018	LEA Supervisor: Laura Loy
Pre-school and Kindergarten registration placed in daycares	July 1, 2018	Elementary Principal: Meredith McCormack
Preschool open-house	August 2018	Pre-K teachers
Activities sent home with	August 2018 (weekly)	Pre-K teachers

students of Pre-K		
Parent Meetings	October 2018 and March 2019	Pre-K Director

E. *The Malvern School District* will take the following actions to ensure that Title I information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

Activity	Due Date	Contact person
Letters sent home in other languages	August 2018-May 2019	Building Principals/ELL Coordinator: Lillian Harper
Home Language Surveys	August 2018	Building Principals/ ELL Coordinator: Lillian Harper
Letters written in language all parents can understand (parent friendly)	August 2018-May 2019	Building Principals: Meredith McCormack, LaQuita Jones, Velda Keeney, Jennifer Shnaekel

8. *The Malvern School District* will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement plan in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement plan and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement plan.

Activity	Due Date	Contact person
End of year Parent, student and staff surveys	April 2019	Brian Golden, Superintendent
End of Year Title I parent meeting	May 2019	Parent Facilitator/ Building Principal
Beginning of Year Title I parent meeting	August 2018	Parent Facilitator/ Building Principal
Act on Results and develop goals	August 2018	Brian Golden, Superintendent
Results are posted on the Malvern School District Scorecard available on the MSD Web site, during Open	Fall of 2018	Brian Golden, Superintendent/Building Parent Facilitators

house, and Annual Report to the Public		
Parents will evaluate each activity with feedback form provided by the school. The feedback forms will be compiled each year to evaluate the effectiveness of the activity. Building principals will disseminate this report to be shared with the committees at each building and at the district level. The data will be used to determine future activities.	August-June 2018-2019	Parent Facilitators/Building Principals/Lillian Harper

9. *The Malvern School District* will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved,

Activity	Due Date	Contact person
Building Title I parent meetings	August 2018	Building Principal

10. *The Malvern School District* will involve parents in the decisions regarding how funds reserved for parental involvement activities:

Activity	Due Date	Contact person
Building Title I parent meetings	August 2018 and May 2019	Building Principal
Annual Report to Public	September 2018	Lillian Harper
Open House/Orientation	August 2018	Building Principals

11. If the school wide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

Activity	Due Date	Contact person
Policy and process in place for parent concerns	August 2018-May 2019	Brian Golden, Superintendent

PART III. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level parental involvement plan, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

- Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement;
- Provide frequent reports to parents on their children's progress; and
- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

Activity	Due Date	Contact person
Placed in student handbook	August 2018	Building Principal
Review compact at Title I meeting	August 2018 and May 2019	Building Principal
Review Compacts at Open House/Orientation	August 2018	Building Principal
Teacher Web Pages	August 2018-May 2019	Building Principal
Web text and email	August 2018 – May 2019	Building Principal

PART IV. DISCRETIONARY DISTRICT/SCHOOL PARENTAL INVOLVEMENT PLAN COMPONENTS

The Malvern School District Parent Involvement Plan may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's' academic achievement, such as the following discretionary activities:

- Involve parents in the development of training for teachers, principals and other educators to improve the effectiveness of that training.
- Provide necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training.
- Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- Train parents to enhance the involvement of other parents.
- In order to maximize parental involvement and participation in their children's education, arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.

- Adopt and implement model approaches to improving parental involvement.
- Establish a district parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs.
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.
- Provide other reasonable support for parental involvement activities under section 1118 as parents may request.

Activity	Due Date	Contact person
Provide necessary training for parents	August 2018-May2019	Building Principals
Provide Volunteer Training	August 2018-May 2019	Building Principals
Training for mentors	August 2018-May 2018	Terri Bryant
Invite parents to attend teacher training	July 1, 2018-June 30, 2019	Building Principals
Offer opportunities for parents to attend parent workshops	August 2018	Parent Coordinator

PART V. ACCESSIBILITY

In carrying out the parental involvement requirements of this part *Malvern School District* to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.

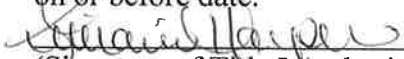
Activity	Due Date	Contact person
Materials written in other languages made available	July 1, 2018-June 30, 2019	ELL Coordinator
Provide iPads and other resources	July 1, 2018-June 30, 2019	Librarians
Provide interpreters	July 1, 2018-June 30, 2019	ELL Coordinator

PART VI. ADOPTION

The Malvern School District Parent Involvement Plan has been developed jointly with, and agreed on with, parents of children participating in Title I programs, as evidenced by meeting minutes and sign-in sheets.

On *July 1, 2017* the *Malvern School District* Parent Involvement Plan will be in effect for the period of school year.

The Malvern School District will distribute this plan to all parents of participating Title I children on or before date.



(Signature of Title I Authorized Representative)

9-25-18

(Date)

Their parents were involved with the development of *Malvern School District* Parent Involvement Plan:

Lillian Harper: Assistant Superintendent
Meredith McCormack: MES Principal
Phyllis Murdock: Title I Parent Coordinator
Sandra Brosius: MES Facilitator
LaQuita Jones: WIS Principal
Tammy Golden: WIS Facilitator
Velda Keeney: MMS Principal
Barbara Hall: MMS Facilitator
Jennifer Shnaekel: MHS Principal
Ashley Nelson: MHS Parent Facilitator
Dyeanna Amos: Parent
Kim Clemons: Parent
Kerrie Brashier: Parent
Ashley Pettty: Parent
Talesha Brim: Parent