

**Malvern Elementary School
Parent and Family Engagement Plan
2018-2019**

The mission of Malvern Elementary School is to provide a variety of opportunities for all of our students to develop pride, passion, and excellence for education and community. We believe that strong foundations in learning are created through a collaborative effort of students, parents, and school personnel. We believe open communication is vital to the success of Malvern Elementary. Developing a positive rapport among co-workers, parents, students and community provides meaningful experiences with lasting results.

PART I. SCHOOL PARENT INVOLVEMENT PLAN REQUIRED COMPONENTS

A. Malvern Elementary will jointly develop/revise with parents the school parent involvement plan and distribute it to parents of participating children and make available the parent involvement plan to the local community.

Activity	Date Due	Contact person
Distribute draft plan to parent involvement committee and staff	May 2018	Sandra Brosius
Parent involvement meeting to review draft (Title I; Open House)	September 2018 November 2018	Meredith McCormack
Finalize draft	May 2018	Sandra Brosius
Adopt Final Draft	May 2018	Meredith McCormack
Include a summary of the plan in student handbook	June 2018	Meredith McCormack
Include final plan in information packets, on the school website, and in the parent center	September/October 2018	Sandra Brosius
Discuss and review plan during the Fall Title I meeting; Open House; Report to Public	September 2018 November 2018	Meredith McCormack
Submit Final plan to central office	September 2018	Meredith McCormack

B. 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	Date Due	Contact person
Annual Title I meeting	November 2018	Meredith McCormack
Open House/Orientation	September 2018	Meredith McCormack
Spring Evaluation of Plan	May 2019	Sandra Brosius

C. 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	Date Due	Contact person
Information Kits/Packets sent home with students or given to parents during open house	August 2018	Sandra Brosius
Written policies included in the student handbook	June 2018	Meredith McCormack
Information distributed during P/T Conferences	October 2018 February 2019	Sandra Brosius
Follow up with parents who do not attend the conference	October 2018 February 2019	Classroom Teachers
Literacy Night	Fall 2018	Shannon Hobbs

D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under section 1112, schoolwide under section 1114 and the process of the school review and improvement under section 1116.

Activity	Date Due	Contact person
Fall Title I meeting	November 2018	Meredith McCormack
Open House/Orientation	September 2018	Meredith McCormack
ACSIP Meetings	July 2018- May 2019	Meredith McCormack
Parents will evaluate each activity with feedback forms provided by the school. The feedback forms will be compiled each year to evaluate the effectiveness of the activity. This will be shared with the committees at each building and at the district level. The data will be used to determine future activities.	July 2018- May 2019	Meredith McCormack Sandra Brosius

E. Provide parents of participating children –

- a. timely information about programs under this part;
- b. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
- c. 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.

Activity	Date Due	Contact person
Open House/Orientation to discuss curriculum, parent involvement, expectations	September 2018	Meredith McCormack
Newsletters to parents about curriculum and school activities	August 2018-May 2019	Meredith McCormack
Parent Information/Family packets distributed (contains contact information, web page addresses, tips on how to be involved in your child's education, curriculum information)	August 2018	Sandra Brosius
Allow the formation of PTOs	July 2018-May 2019	Sandra Brosius
Volunteer surveys sent to parents	August 2018	Phyllis Murdock
Parent Teacher Conferences (curriculum, student progress, student proficiency levels, academic assessments)	October 2018 February 2019	Meredith McCormack
Teacher planning time available for parent conferences to discuss concerns	August 2018- May 2019	Meredith McCormack
District policy in place for a process to address concerns	July 2018- June 2019	Meredith McCormack

F. If the schoolwide 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	Date Due	Contact person
Final plan posted to the public on the district website and available for parent comments	October 2018	Meredith McCormack
Annual Title I Fall Meeting	November 2018	Meredith McCormack

G. Malvern Elementary will inform parents and parental organizations of the purpose and existence of the Parental Information, Tools, and Resource Center on the Arkansas Department of Education Website.

Activity	Date Due	Contact person
Parent Information Packets	August 2018	Sandra Brosius
Access to Website from school computers (ADE)	August 2018-May 2019	Phyllis Murdock

Newsletters	August 2018-May 2019	Meredith McCormack
Parent Coordinator and Facilitator	July 2018-June 2019	Sandra Brosius and Phyllis Murdock

PART II REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level parent 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	Date Due	Contact person
Parent teacher conferences held twice a year	October 2018 February 2019	Meredith McCormack
Sign in sheets to file	August 2018-May 2019	Sandra Brosius
School parent compact signed	August 2018	Meredith McCormack
Contact all parents that did not attend conferences to sign school parent compact	October 2018 February 2019	Classroom Teachers
School parent compact available in handbook	June 2018	Meredith McCormack
Access to grades using TAC/HAC	August 2018-May 2019	Becky Hedges
Weekly Behavioral and academic reports	August 2018-May 2019	Classroom Teachers
Teacher contact info is published in Parent Informational Packets	August 2018	Sandra Brosius
Chaperone field trips	August 2018-May 2019	Meredith McCormack
EAST Night Out	Spring 2018	Brigette Jones
GT programs	Fall and Spring 2018-2019	Brigette Jones
Judge contests	August 2018-May 2019	Sandra Brosius
Volunteer as needed	August 2018-May 2019	Phyllis Murdock
Volunteer surveys distributed	August 2018	Phyllis Murdock
Volunteer list distributed to teachers	August 2018	Phyllis Murdock
Volunteers contacted regarding experiences and contacts	August 2018–May 2019	Phyllis Murdock
Serve on committees as needed	August 2018–May 2019	Phyllis Murdock
Yellow Bag Book Take-Home	August 2018-May 2019	Classroom Teachers
Food Backpacks for Kids	August 2018-May 2019	Meredith McCormack

Fruit and Vegetables Deliveries	August 2018-May 2019	Becky Hedges
Grandparents' Day	October 2018	Meredith McCormack
Book Buddies	August 2018-May 2019	Meredith McCormack
Morning Greeters	August 2018-May 2019	Meredith McCormack
Parent Involvement Survey	May 2019	Meredith McCormack
Literacy Night	Fall 2018	Shannon Hobbs
Watch Dog Dad Program	August 2018-May 2019	Becky Hedges

BUILDING CAPACITY REQUIREMENTS FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part –

- a. Shall provide assistance to the parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children;

Activity	Date Due	Contact person
Curriculum information sent home in Family Information Packets	August 2018	Sandra Brosius
Parent Center	August 2018-May 2019	Phyllis Murdock
District Parent Center located at Malvern Elementary School	August 2018-May 2019	Phyllis Murdock
4 ½ week progress reports	September 2018-May 2019	Classroom Teachers
Home Access Center	August 2018-May 2019	Becky Hedges
Parent teacher conferences	October 2018 February 2019	Meredith McCormack
Newsletters	August 2018-May 2019	Meredith McCormack

- b. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;

Activity	Date Due	Contact person
Watch Dog Training	September 2018	Meredith McCormack
Parent Volunteer Training	August 2018-May 2019	Phyllis Murdock
ESL Services	August 2018-May 2019	Lillian Harper
Parent Centers	August 2018- May 2019	Phyllis Murdock
Migrant Services	August 2018-May 2019	Lillian Harper
Title I meetings; Open House; Orientation	September 2018 November 2018	Meredith McCormack

- c. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate

parent programs, and build ties between parents and the school;

Activity	Date Due	Contact person
Parent Involvement Training for staff	August 2018	Meredith McCormack
Teacher Notes	August 2018-May 2019	Classroom Teachers
Email	August 2018-May 2019	Staff

d. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the 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;

Activity	Date Due	Contact person
Parent Resource Center	August 2018-May 2019	Phyllis Murdock
Parents should read with their child for 20 mins/5 days/week	Daily August 2018-May 2019	Classroom Teachers
Kindergarten Registration	April 2019	Meredith McCormack

e. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language parents can understand;

Activity	Date Due	Contact person
Notices regarding specific events sent home	August 2018- May 2019	Phyllis Murdock
Newsletters	August 2018- May 2019	Meredith McCormack
Email	August 2018- May 2019	Staff
Gabbart E-Notes and Alerts	July 2018- June 2019	Meredith McCormack
Facebook	July 2018- June 2019	Meredith McCormack
Twitter	July 2018- June 2019	Meredith McCormack

f. Shall provide such other reasonable support for parental involvement activities under this as parents may request.

Activity	Date Due	Contact person
Home Access Center	August 2018- May 2019	Classroom Teacher
Volunteer Activities (see Part II)		

g. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;

h. May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training;

i. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in

school-related meetings and training sessions;

j. May train parents to enhance the involvement of other parents;

k. May 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 such conferences at school, in order to maximize parental involvement and participation;

l. May adopt and implement model approaches to improving parental involvement;

m. May establish a district parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;

n. May develop appropriate roles for community-based organizations and businesses in parent involvement activities; and

PART III ACCESSIBILITY REQUIREMENTS

In carrying out the parental involvement requirements of this part, districts and schools, 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	Date Due	Contact person
Translators at Conferences	October 2018 February 2019	Becky Hedges
Transportation Arrangements	As needed	Gerald Hatley
Home Language Survey	August 2018 and as needed	Lillian Harper
Migrant Survey	August and as needed	Lillian Harper

PART IV ADOPTION

This Malvern Elementary Parental Involvement Plan has been developed jointly with, and agreed on with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent Involvement Plan was developed by Malvern Elementary on May 10, 2018 and will be in effect for the period of school year. The school will distribute this Parent Involvement Plan to all parents of participating Title I children and make it available to the community on or before October 21, 2018.

Meredith McCormack

(Signature of Title I Authorized Representative)

May 10, 2018

(Date)

These parents were involved with the development of this document: