

AR
Melbourne School District
P.O. Box 250
Melbourne AR 72556
870-368-7070

District Parent and Family Engagement Plan

District Name:	Melbourne School District
Coordinator Name:	Amanda Bledsoe
Plan Review/Revision Date:	7/17/2019
District Level Reviewer, Title	Dennis SUBlett, Superintendent

Committee Members, Role:

(Select "Repeat" to open more entry fields to add additional team members)

First Name	Last Name	Position
Amanda	Bledsoe	Parental Involvement Coordinator
Jim	Carroll	MHS Principal
Janet	Yancey	MHS Counselor
David	Brightwell	Parent
Jenny	Callahan	Parent
Steven	Chaney	School Representative

Committee Members, Role:

(Select "Repeat" to open more entry fields to add additional team members)

First Name	Last Name	Position
Kate	Battles	School Representative
Robin	Morris	MES Parent Facilitator
Cindy	Poole	MHS Parent Facilitator
Brooks	Blevins	Parent
Mark	Miller	Grandparent
Amber	Garris	Parent

1: Jointly Developed Expectations and Objectives

(Describe/List the District expectations and objectives for parent and family engagement. Describe/List how parents will be involved in the development of the district parent and family engagement policy. Describe/List how parents will be involved in the development and review of the School Improvement/Title I Schoolwide/Title I Targeted Assistance Plan and, if applicable, the Comprehensive Support and Improvement and the Targeted Support and Improvement plans. Describe/List how the District will submit to the State comments from parents who deem the LEA Plan unsatisfactory.)

Does the District Parent and Family Engagement Plan describe how the district will accomplish each of the required components?

At least two meetings per year will be conducted to update the parental involvement plan for the School Improvement PLAN and TITLE I.

- The Title I Coordinator will conduct a meeting with the faculty and parents in May to determine areas of need and concern for the next school year.
- A final meeting concerning federal funding distribution in the School Improvement will be held in August after areas of need have been determined by the state assessment exams in Math and Literacy.
- Teachers, principals, and staff will be educated in the importance of effective communication, value, and utilization of contributions of parents through staff development.

A portion of the Title I allotment is set aside for parental involvement. Melbourne School District does not receive \$500,000 or more.

- Funding is set aside for family math/science/literacy nights and other parental involvement activities TBD for grades K12.
- Funding is set aside for purchasing materials and supplies to use in the parent centers on each campus.

Parental involvement activities are coordinated with the following programs:

- NAESC Early Childhood Services
- Bearkat Academy Preschool Program
- Melbourne School District HIPPO Program
- NADC Headstart
- NAESC
- Ozarka College
- UACCB

The area coop and the preschool programs all work closely to screen students for any type of disabilities. They work with those students throughout their early childhood years to provide services needed. The students are transitioned into kindergarten from these programs in the spring without a break in the special education, Title I, OT, PT, or speech services being offered.

Parent facilitators for each campus are selected. The parent liaison facilitates the parent/teacher center on each campus and works with the Title I Coordinator and the principal in scheduling, coordinating, and/or conducting parental involvement nights.

The district conducts an annual review of the effectiveness of the parental involvement plan. Actions taken include the following:

- Survey made available online and via paper form for parents to complete on the effectiveness of parental involvement.
- A meeting in the spring to determine the strengths and weaknesses and areas of need in the school based on surveys. This meeting will be used to update the Title I, Part A Program for the following school year.
- A meeting in August to determine areas of concern based on Benchmark scores, Title I, and parent surveys.

A district parental involvement committee is formed to assist in development of the parental involvement policy, revisions, Title I advisory committee, and School Improvement Plan committee.

- Parents assist in revising the parental involvement policies for the district.
- Parents serve as advisors to the principals and superintendent to help determine effective ways of communication, such as EdLine, notes, phone calls, parent/teacher conferences, newspaper, radio, etc.
- Parents serve on the Title I advisory committee to determine parental engagement activities and to make recommendations along with the committee members on how the federal monies can best be utilized based upon data analysis and parental surveys.
- Parents serve on the School Improvement Plan committee to help determine interventions and actions.

Parental involvement shall include school review and improvement.

- Parental facilitators are included in the disaggregation of data that is conducted each summer to determine strengths and weaknesses in the curriculum based on Benchmark and SAT 10 testing results.
- Parents are included in determining the goals to be set for each school and district in the ACSIP based on testing results as they develop interventions and actions to improve test scores.
- Parents have the opportunity to serve on committees such as literacy, math, health/wellness, Title I, ACSIP, technology, Title IIA, special ed, etc.

Teachers and pupil service staff participate in two hours of parental involvement staff development to be provided by the district. Areas to be included in training are:

- Communicating with parents as equal partners.
- Valuing and encouraging contributions by parents toward the educational process.
- Implementing parent programs to build communication between parents, students, and teachers.
- Each district administrator participates in three hours of parental involvement staff development.

The contact person for the district Title I, Part A schools is Amanda Bledsoe, Melbourne School District, 870-368--0380. Each school has a parent facilitator: Melbourne High School, Cindy Poole; Melbourne Elementary School, Robin Morris.

2: Building Staff Capacity through Training and Technical Assistance

(Describe/List how the district will provide support and technical assistance to all its Title I schools in planning and implementing effective parent and family engagement practices, inclusive of school parent and family engagement policies/plans, school-parent compacts, and all Title I parent and family engagement requirements. Describe/List activities such as workshops, conferences, trainings, webinars, and online resources that will be used with school staff to build their capacity to work with parents as equal partners. Include information about how the district and/or schools will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.)

Does the District Parent and Family Engagement Plan describe how the district will accomplish each of the required components?

Ongoing site visits will be conducted to observe parental involvement practices.

- The School Improvement Plan Coordinator and Title I Coordinator, principals, and parent representatives develop guidelines for the parent centers and for the components that ensure effective parent involvement as the School Improvement Plan is revised.
- These individuals have input in the school calendar to insure sufficient parental involvement activities are included.
- Parental liaisons are invited to meet with the principals and superintendent as needed in the weekly admin meetings.
- Parental liaisons collaborate with the principals as they visit each campus parent/teacher center to determine improvements to be made at each center.
- Parental liaisons are invited to attend and report at the monthly school board meetings.

Awareness of communication skills to ensure parents and schools become equal partners is a primary focus in parental involvement.

- Two parent/teacher meetings are conducted each year for discussion of the students' progress. A school calendar is made available in the student packet.
- AIP/IRI meetings with parents and students are conducted in the fall to determine interventions and actions to help the students who are not yet proficient in math and literacy.
- Transition conferences are conducted in the spring for those students entering kindergarten in the fall.
- 6th 7th grade students and their parents participate in smart core and common core curriculum meetings conducted by the counselors and principal each May.
- Parents/students/teachers sign a compact agreement that is included in the student handbook that is posted on the district website and given to students when school begins as requested.
- Student packets are developed by the district, principals, and teachers to disperse to students upon entering school. Included in the packet is a calendar, schedule, compact, curriculum guide, tips for homework, phone numbers, booster club information, EdLine information, volunteer resource information, parent meeting schedules, personnel contact information, etc.
- Other forms of communication with the parents are: Bearkat website, newspaper articles, district Facebook and social media pages, radio announcements, notes sent home, etc.

Information is sent home in a timely manner in language that is easily understood by parents.

- Student packets , EdLine announcements, grades, and homework assignments are provided by teachers on the website.
- Notes and newsletters are sent home to parents.
- Phone calls are made by teachers when a student's grades are beginning to drop or unusual behavior is noted.
- Parental involvement plan is posted on the website and available in the office on each campus.
- AIP/IRI forms are discussed directly with the parent and student present.
- Annual meeting is conducted by the superintendent in the fall to go over the guidelines for the different programs in the school, which includes the budgeting of the categorical money and federal money.

Title I, Part A schools are monitored to ensure that they perform the following tasks:

- Development of parental involvement policy and disseminated to parents and shared with the community.
- Flexible meeting times are offered to accommodate parents who have a working schedule that does not allow participation in parent activities. Ex.: Parent/Teacher conferences are 3:00 - 7:00 p.m.
- A student information packet upon enrollment includes: the parent/teacher/student compact, student handbook, emergency forms, schedules, school calendar, curriculum guide, contact information, website, and EdLine.
- Parents are provided training by the schools to assist in parenting skills, improving the child's academic improvement, literacy and math. These training sessions will be scheduled during the week prior to school beginning. Public meetings conducted by each school will be held in the fall, as well as, family math/science/literacy nights in the spring and regular school board meetings.

For more information, contact Melbourne High School, Jim Carroll, 870.368.4345.

3: Building Parent Capacity

(Describe/List activities, such as workshops, conferences, classes, online resources, and any equipment or other materials that may be necessary to support parents in helping their student's academic success. If applicable, describe how each discretionary item your district and parents chose will be implemented.)

Does the District Parent and Family Engagement Plan describe how the district will accomplish each of the required components?

Information concerning national, state, and local educational goals and Title I, Part A parental rights are made available to parents by the Title I Coordinator and the principals at the following scheduled events:

- Transition meetings for 7th and 6th grade students
- Meeting with the graduating seniors and their parents, principals, and counselors
- Open House
- Public meeting
- Enrollment packet
- The annual report to the public in local newspaper
- For more information, parents may call Amanda Bledsoe at 870.368.0380.

Parent engagement groups are encouraged on each campus and by the district by the following:

- Parental involvement meetings scheduled throughout the year
- Family math, science, literacy nights for elementary
- Smart Core transition nights
- Open House
- Celebrate the Benchmark
- SR Citizen's Christmas dinner
- Community Cookout and art exhibit
- Project graduation
- All school reunion for alumni

- Parents' and Grandparents' Day
- Sporting events
- Parent/teacher conferences
- quiz bowl
- FBLA, FFA, FCA, etc.

An annual parent survey is made available to the parents/guardians.

- A parent survey is included in the student's informational packet.
- A parent survey is included in the parental involvement plan found on the Bearkat website.
- Parent surveys may be completed and sent to the child's teacher or to the principal.
- Parents/Guardians are offered support by the schools and the district.
- Parent facilitator on each campus
- Parents may contact the child's teacher, principal, counselor, and/or superintendent.
- For more information, contact Amanda Bledsoe, Melbourne School District, 870.368.0380.

4: Reservation and Evaluation

(Describe/List how the district will share with parents and family members the budget for parent and family engagement activities and programs and how parents and family members will be involved in providing input into how the funds are used. If the district does not receive a Title I, Part A allocation greater than \$500,000, then the district is not required to include a description of its Reservation of Funds. If a reservation is required, then a minimum of 90% of that 1% must go to the schools, with priority given to high-need schools. Describe/List actions for how the annual evaluation will be conducted, identifying who will be responsible for conducting it, and explaining what role parents and family members will play.)

Does the District Parent and Family Engagement Plan describe how the district will accomplish each of the required components?

The district increases parental participation by decreasing barriers that may exist between the schools and the parents.

- The annual parent survey includes a question to the parents that asks them to comment on barriers that may exist between the schools and the parents. The schools will use this information to make improvements on the effectiveness of the school as we strive to make it more "student and parent friendly".
- The entire faculty meets with a group of parents before school for recommendations on positive parental involvement.

The district involves parents/guardians in evaluation procedures and data analysis as they work with the faculty and administration in completing the School Improvement Plan. Parents serve on the following:

- The Title I advisory committee
- School Improvement Plan planning committee
- Literacy committee
- Math committee
- Science committee
- The principal and teachers inform parents of the school a district annual measurable objective once data analysis is complete during the annual public meeting and in the annual report to the public.
- Teachers meet with parents to discuss interventions should the student need to be placed on an IRI or IEP.

Parents are provided the opportunity for input on parent involvement policy revision.

- As parents are invited to meet with the Title I advisory committee and the teachers as they prepare the School Improvement Plan, intervention and actions based on school wide data analysis, they will be encouraged to add input as a parent advisor.
- Parents are encouraged to attend the school improvement meetings conducted in the fall on each school campus.
- The parent facilitator from each campus is invited to meet with each building administrator and the

superintendent at weekly admin meetings in order to make suggestions for more effective parental involvement.

The Melbourne School District Parental Involvement Plan is evaluated annually. Evaluation tools are:

- Parent survey
- Before school faculty meeting in August
- Parent facilitator and admin meetings

Melbourne School District principals will provide a parental activity evaluation report. This evaluation report will be included in the annual school report and the annual public school meeting. To be included in this report will be:

- Federal programs budgets and spending
- Information for access and contents of district and school websites
- Parent surveys
- Parental involvement meetings calendar
- School Improvement Plan development for meetings and committees of parents/teachers/staff/community leaders
- The contact person for the District Title I, Part A schools is Amanda Bledsoe, Melbourne School District, 870.368.0380.
- Each school has a parent facilitator: Melbourne High School's is Cindy Poole with Melbourne Elementary School's being Robin Morris.

5: Coordination

(Describe/List how the district will coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families such as public preschool programs or organizations to help students transition to elementary, middle, high, and postsecondary schools or careers.)

Does the District Parent and Family Engagement Plan describe how the district will accomplish each of the required components?

Recruitment of parents to serve on the advisory committee for developing the School Improvement Plan and Title I application is a part of the parental involvement plan. Parents are encouraged to serve in the following capacities:

- Committees such as : Title I advisory, health and wellness, School Improvement Plan, SIA, Student of the month, parent involvement committee, etc. This is addressed in the parent survey form.
- Collaborate with teachers and the administration as the review through data analysis of the School Improvement Plan.
- Parent involvement committee as designated in the School Improvement Plan.
- Committees review the previous school year to make revisions and improvements for the next year.

A stronger and more active parental involvement program for Melbourne School District will be encouraged by the following:

- Parental involvement meetings and school functions will be offered at flexible times to allow parents the opportunity to participate.
- Child care, transportation, home visits, etc. is available for many of the parent involvement functions. (SR Citizens' Dinner, art exhibit, community cookout, fall festival, transition conferences, smart core presentation, parenting classes, HIPPY home visits.) Home visits are arranged for students who are unable to attend school for an extended length of time due to illness or possible suspension or expulsion.

Collaboration with the following programs helps to increase parental involvement:

- NADC Headstart
- Bearkatz Academy Preschool
- Reading First
- Even Start
- Literacy Lab

- Library Club
- HIPPY
- Project Graduation
- School Improvement and Data Analysis
- Title I Advisory
- GT
- Parent Advisors for clubs in school
- Parental survey

A student/parent/teacher compact has been developed and is reviewed for revision each year. Components included in the compact are as follows:

- Parents, staff, and students share responsibility for the students' academic achievement and success in school as they strive for proficiency on the state mandated testing and the norm referenced tests.
- The schools will provide quality curriculum by highly qualified teachers in a supportive learning environment.
- Parents will be responsible for supporting their children during the learning process by participating in parental engagement activities.

Other pertinent components of the parent/teacher/student compact include:

- Child's achievement will be discussed by the parent and teacher during two parent/teacher conferences.
- The teacher will send frequent reports to the parents by notes, by EdLine, or by phone call to inform the parents of the child's progress.
- The school will provide access to staff by scheduling conferences allowing the parent to volunteer, invite the parent to lunch or breakfast with the child, invite the parent to attend assemblies, observe in the classroom, etc.

For more information, parents may contact Amanda Bledsoe or Dennis Sublett at 870.368.7070.

Individuals responsible for recruitment of parents are as follows: Amanda Bledsoe, Jim Carroll, Lori Loggains, Steven Chaney, Robin Morris, and Cindy Poole.

(See complete [Arkansas Guide for District Parent and Family Engagement Plan](#) for references)

ADE Reviewer Responses:

Sections	Changes Required	Federal Compliance	State Compliance	Comments	Date of Feedback
Section 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Section 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Section 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Section 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Section 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		