

Margaret K. Lewis
22-23 Parent and Family Engagement Plan

Date Revised with Parent Input: 5/03/2022

District Approved: 7-13-22

The Parent and Family Engagement Plan (PFEP) must be jointly developed with parents and must be distributed to parents in an understandable and uniform format, and in the language, parents can understand. It must be made available for the community and updated periodically to meet the changing needs of the parents and the school. [Section 1116(b)].

Instructions: Describe the means by which the school will carry out the ESSA requirements below.

1. POLICY INVOLVEMENT

A. By what means will the school conduct a Title I Annual Meeting (convened at a convenient time, to which all parents are invited and encouraged to attend) to inform parents of their school's participation in Title I, the requirements of Title I, and the right of parents to be involved [Section 1116(c)(1)]?

A Title I Annual Meeting will be held at the beginning of the year at a convenient time to which all parents of participating children shall be invited and encouraged to attend. Due to Covid-19, this meeting will be held virtually and distributed by the district across multiple platforms. This meeting is to inform parents of their school's participation in Title I, how the Title I funds are used, the fact that the school is required to have parents involved in planning, reviewing, and improvement of the Parent and Family Engagement Plan and in the development of the School-wide Program Plan. All parents have the right to be involved.

Title I Annual Meeting will be held at the beginning of the year at a convenient time to which all parents of participating children shall be invited and encouraged to attend. Based on Spring Surveys results the meeting will be available to attend virtually and face-to-face, distributed by the district across multiple platforms to include, Class Dojo, Flyers via backpack and Social Media. This meeting is to inform parents of their school's participation in Title I, how the Title I funds are used, the fact that the school is required to have parents involved in planning, reviewing, and improvement of the Parent and Family Engagement Plan and in the development of the School-wide Program Plan. All parents have the right to be involved.

B. By what means will the school involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the PFEP [Section 1116(c)(3)]?

Parents will be able to participate via attending the SAC meetings committee which meets at least 5 times a year and all interested parents/guardians are encouraged to attend. Parents will also be invited to attend parent involvement events where they can provide their input via evaluations forms that will be used to plan future events, adjustments with PFEP and address any immediate concerns. The PFEP is reviewed and improved as needed during the meetings.

C. By what means will the school involve parents in the joint development of the School Improvement Plan [Section 1116(c)(3)]?

Information gained from the Title One Parent Involvement Surveys will be used to inform goals for the 2022-2023 School Improvement Plan. A parent representative will participate on the School Improvement Team for MKL and assist in writing the goals and action steps for the plan. Further parent input will be collected at the Title One Annual meeting and the first SAC meeting of the school year. All meetings will have the option for in person and online attendance. Parent members of the SAC will vote to approve the SIP for MKL for 2022-2023.

D. By what means will the school provide parents opportunities, if requested, for regular meetings to formulate suggestions and to participate, as appropriate, in making decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible [Section 1116(c)(4)(C)]?

Parents have the opportunity to meet regularly to make suggestions and help make decisions related to the education of their children at parent/teacher conferences, IEP meetings and SAC Meetings. If suggestions are made by parents that are reasonable and practical, they will be implemented as soon as possible. These are some the statements that were provided by parents based on the 2022 Spring Survey:

- Communicating more with parents
- Send home info on what our child is working on that week/month and we can do the same at home.
- Lesson guides, Earlier communication about issues
- Visiting Classroom
- Communicating Needs
- For me, everything is perfect. Great communication.
- Special Needs Training Program
Communication
- I think everything that's being done for Erika is amazing. She is blossoming into a wonderful young lady.
- 1. Homework Sheets 2. Room w/ 2-way mirror where we can observe
- Nothing
- I love the method that teacher helms is always in contact with me about anything from Carlos.

- Letting me know my kids progress and about events going on.
- More Worksheets to send home
- School is doing their best already
- More Parent Involvement Events that teach parents how to support their students at home with strategies or tools used at school. Example Meld Board, AAC devices.
- Not a thing
- It would be helpful to let parents know what they are doing weekly so we can follow through. It's in my son's iep and not being followed through. All I'm wanting to know is the basics what "letter or number" are they working on so I can follow through at home. The collaboration of helping him perform better at school.

E. If the School Improvement Plan is not satisfactory to the parents, by what means will the school provide parents an opportunity to submit comments with the plan when it is submitted to the district [Section 1116(c)(5)]?

If, for some reason, a parent is not satisfied with this plan or the School Improvement Plan, they will have the opportunity to address the issue with the SAC Committee. If the issue is not resolved, then a complaint form should be completed and returned to the principal, who will then submit it to the Title I Supervisor at the district office.

2. BUILDING CAPACITY FOR INVOLVEMENT

In Table A, list the activities that will address topics F - J.

F. Assist parents in understanding:

- State academic standards;
- State and local academic assessments;
- requirements of Title I;
- monitoring a child’s progress; and
- work with educators to improve the achievement of their children [Section 1116(e)(1)]

G. Description and explanation of:

- Curriculum in use at the school [Section 1116(4)(B)]

H. Description and explanation of:

- Academic assessments used to measure student progress [Section 1116(4)(B)]?

I. Description and explanation of:

- Achievement levels of the State academic standards that students are expected to obtain [Section 1116(4)(B)]

J. Provide materials and training to:

- help parents work with their children to improve their children’s achievement, such as literacy training and using technology (including the harms of copyright piracy), to foster parental involvement [Section 1116(e)(2)] (LEA note: this includes Parent Portal training)

Table A

Parent Training Opportunities

List all activities for requirements F through J and transition activities that involve parents.

Timeline	Title of Training/Event	Topics	Requirement(s) Addressed (F,G,H,I,J)	Time (AM or PM)	# of Parents Attended*
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Sept	Title I Annual Meeting	Requirements of Title I	F, G,H,I	AM & PM	AM - 5 PM - 12
Sept	Open House	Student achievement/expectations how parents can support at home	F,G,H,I,J	PM	49
Oct	Scary Story Night	Home-School Literacy Connection	G, J	PM	18
Nov	Donuts with Grownups	Education of Curriculum and Progress monitoring of Student on Parent Portal	F, G, J	AM	54
Jan	Understanding Sensory Issues	Provide parents with techniques to work with children with sensory issues	H, J	AM	
April	Sign-Language Workshop	Provide materials and training to communicate better w/ your child	F, J	PM	
May	Learning Fun in the Sun	Student achievement/home activities to continue learning through the summer	F, G,J	PM	

*To be updated throughout the year.

**Table B
Other Events/Activities**

Other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children [Section 1116(e)(4)].

Timeline	Title	Purpose	Time (AM or PM) or Method	# of Parents Attended*
Aug-May	School Advisory Council	Plan/review/improve the PFEP and develop the SWP	PM	8/8/22 - 1 10/3/22 - 3 11/7/22 -
Sept-May	Eagle of the Month Assemblies	Student recognition for positive behavior/parent involvement	AM	N/A
May	High School Graduation	Student recognition of academic achievement	AM	
May	Academy Graduation	Student recognition of academic achievement	AM	

*To be updated throughout the year

K. By what means will the school educate the faculty, staff, and administrators, 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 [Section 1116(e)(3)]?

Based on parents’ responses on the Spring Survey, 27% suggested that the faculty/staff could benefit from professional development that addresses communicating, reaching out and conferencing with parents. During staff meeting before end-of school year and during pre-school in-service days, the Title I coordinator will review the results of the Spring Parent Survey with teachers and staff so they are aware of the best days and times for parent conferences and events, the methods of communication parents prefer, and other input parents offered to improve parent engagement. This will be followed by training to address why communication is important and suggestions for what needs to be communicated to help engage parents in their child’s education. Then teachers will be trained on the use of the technology the school uses to communicate with parents and other means of communication for parents without access to technology.

Parent Engagement PD Topic	Date	Number of Attendees (complete after the event)
What Parents are Asking For		
Why Communication is Important		
Using Technology to Communicate with Parents		

L. To the extent feasible, by what means will the school coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs that encourage and support parents in participating in the education of their children [Section 1116(e)(4)]?

MKL coordinates with other programs such as Agency for Persons with Disabilities, Homeless Education, Exceptional Student Education (ESE), and Pre-School, Child Find, Title III Part A ELL Coordination’s for translations when feasible, and Middle/High School Transition to support parents in assisting their children at home.

M. By what means will the school provide other reasonable support for parental involvement activities as parents may request [Section 1116(e)(13)]? (Based on the Title I Spring Parent Survey results, what activities did the parents request that are included in this plan?)

Based on the Spring Title I Survey for 2021-2022, parents request that meetings take place on Wednesdays, Thursdays or Fridays as the top 3 highest ranked days. and that there are more meetings in the morning after school has begun. For the 2022-2023 school year, MKL will incorporate more meetings in the AM and all parent involvement events will take place on the preferred days of Wednesday, Thursday or Friday. Parents would like for events and meetings to be presented Virtually and live. Email, phone call or flyers sent home

were selected as the preferred methods for communication. The parents have stated that their greatest barrier to attending parental involvement meetings is due to their work schedule. The parents would like to have more information about being involved in their child's education through ways that allow for monitoring their child's progress. Per the 2021-2022 Spring Survey, parents feel like faculty and staff need more training in communicating with parents and reaching out to parents. Our last parent involvement event for this year will focus on at-home activities for parents to support learning and reduce regression over the summer months. Additionally, the first parent involvement event for the upcoming school year will provide training for parents on how to use Parent Portal and the Classroom Dojo system to help monitor child's progress and increase communication with parents. We will continue to focus on providing home-school literacy connections for our families. We will provide a STEAM Night event for parents to learn more about Math and Science instruction along with the skills their students need to be successful.

N.a. Elementary Only - How will the school ensure that teachers conduct a parent-teacher conference for individual students at least annually, during which the compact is discussed [Section 1116 (d)(2)(A)]?

There will be an accountability sheet with reminders to teachers and completed compacts. IEP parent participation forms can also serve as documentation when the compact is discussed in conjunction with the Individualized Education Plan

N.b. Middle and High Schools - How will the school distribute the school-parent-student compact?

Teachers will receive the document to discuss and distribute with parents for in-person conference meetings. For meetings that will be held virtually, Teachers will be provided a link to the virtual compact form to be completed by the parent after it is discussed during the meeting.

O. Optional – How will the school develop appropriate roles for community-based organizations and businesses in parent involvement activities [Section 1116(e)(13)]?

P. Optional – By what means will the school involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of the trainings [Section 1116(e)(6)]?

Q. Optional – By what means will the school provide literacy training for parents if the LEA has exhausted all other sources of funding [Section 1116(e)(7)]?

R. Optional – By what means will the school pay reasonable and necessary expenses, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions [Section 1116(e)(8)]?

S. Optional – By what means will the school train parents to enhance the involvement of other parents [Section 1116(e)(9)]?

T. Optional – By what means will the school conduct in-home conferences for parents who are unable to attend at school [Section 1116(e) (10)]?

U. Optional – By what means will the school adopt and implement model approaches to improve parent involvement [Section 1116(e)(11)]?

3. ACCESSIBILITY

V. By what means will the school provide opportunities for informed participation of parents and family members (including parents and family members with limited English proficiency, with disabilities, and parents of migratory children). [Section 1116(f)]? (List the barriers identified by parents in the Title I Spring Survey and the methods by which the school will assist to overcome the barriers.)

Based on the Spring Title I Survey for 2021-2022, parents request that meetings take place on Monday, Tuesday or Friday and that there be more meetings in the AM. For the 2021-22 school year, MKL will present meetings virtually and provide a link in order to view at the parent's convenience. Fliers, emails, phone calls and Dojo texts were the preferred methods for communication. The parents have stated that their greatest barrier to attending parental involvement meetings is due to their work schedule. The parents requested more information on working with their students on Math, Science and Reading and also requested that there be parent training on conferences and communication with the school. Our last parent involvement event for this year will focus on at-home activities for parents to support learning and reduce regression over the summer months. Additionally, the first parent involvement event for the upcoming school year will provide training for parents on how to use the Parent Portal and the Classroom Dojo system. We will continue to focus on providing home-school literacy connections for our families. We will provide a STEAM Night event for parents to learn more about Math and Science instruction along with the skills their students need to be successful.

W. By what means will the school ensure that information related to school and parent programs, school reports, meetings, and other activities is sent to the parents in a format and in a language the parents can understand [Section 1116(e)(5) and (f)]?

MKL works to ensure all information provided to parents is understandable and makes every effort to provide it in a language the parent can understand. District translation services are utilized for materials or conferences. Sign language services for the purpose of conferences or meetings are available on site. Bay District employs a Spanish speaking parent liaison who is available to translate and Title III offers additional translation services.

X. By what means will the school offer a flexible number of meetings, such as meetings in the morning or evening to accommodate parents' schedules [Section 1116(c)(2)]?

MKL will offer a balance of AM and PM meetings, training and activities that take place on Monday, Tuesday and Friday in order to fit the needs of parents with varying schedules.

Y. By what means will the school provide parents with timely information about meetings, activities, and events [Section 1116(c)(4)(A)].

The school will ensure parents are given timely information about parent activities and programs by listing the events in the school newsletter, social media, and keeping the website up to date on upcoming events.

Facebook

Twitter

IRIS Alerts

Class Dojo Messages

MKL electronic newsletter

Fliers

Peach jar

Title I Expenditures Parent and Family Engagement (Adjust to reflect the planned expenditures)

Category	List of Items
Parent Liaison	Salary, benefits
Parent Communications	Paper, ink/toner, stamps
Parent Training/Events	Refreshments, materials, supplies, printed materials