

# Margaret K. Lewis

## 22-23 Parent and Family Engagement Plan

Date Revised with Parent Input: 5/9/2023

District Approved:

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 Parent 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. The meeting will be held twice, Once in the morning after school (Virtually or Face-to-Face) and again before Open House (Face-to-Face) to make it convenient for parents to participate. 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 and compact. 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. Based on previous surveys these meetings will be held virtually and in-person to allow for more opportunity for parents to participate. 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 I Parent Involvement Surveys will be used to inform goals for the 2023-2024 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 2023-2024.

**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 2023 Parent Survey:

Mkl is a great school all around. Wouldn't change anything
Send homework that is being done in class so we can help them to learn
Everything
Homework
Everyone always does a great job
Everything
They already do a good job
Continue doing a what you're doing
I think they do an amazing job
Nothing at this time
I think most parents are involved, but become intimidated by IEP and 504 plans
For me everything is great
More Info Through Class Dojo
More After school activities
support material that can be delivered to parents

I don't know
Completely Perfect
They are doing a great job already
Materials
I think they do an amazing job
support material about progress sent home
technical help
More Communication
Just staying informed
They are doing just fine
Provide notes on how I can help assist them at home. What are they key words, movements we need to be reinforcing so we are even across the board.
Transplant the school to be right beside our house lol
More open communication with daily activities/routine

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**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 or the School Improvement Plan 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 *
Sept	Title I Annual Meeting	Requirements of Title I	F, G, H, I	AM & PM	
Sept	Open House	Student achievement/ expectations how parents can support at home	F, G, H, I, J	PM	
Oct	Scary Story Night	Home-School Literacy Connection	G, J	PM	
Nov	Donuts with Grownups	Education of Curriculum and Progress monitoring of Student on Parent Portal	F, G, J	AM	
Feb	STEAM Night	Provide parents with techniques to work with children with sensory issues	F, G, H, I, J	AM & PM	
March	Sensory Smarts	Provide parents information about school standards/assessments and see what students have been working related to STEAM	J	AM	
April	Summer Fun	Provide parents w/ information about educational summer activities. Advised how to progress monitor and track EOG/EOA scores	F, H, I, 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)].**

<b>Timeline</b>	<b>Title</b>	<b>Purpose</b>	<b>Time (AM or PM) or Method</b>	<b># of Parents Attended*</b>
Aug-May	School Advisory Council	Plan/review/improve the PFEP	PM	<b>Aug. 14 -</b>
Oct-May	Eagle of the Month Assemblies	Student recognition for positive behavior/parent involvement	AM	
May	High & Academy School 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 Parent 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.

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

**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), Down Syndrome Association, 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 Title I Parent Survey for 2022-2023, parents request that meetings take place on Tuesday, Thursdays or Wednesday as the top 3 highest ranked days. and that there are more meetings in the morning after school has begun. For the 2023-2024 school year, MKL will incorporate more meetings/activities in the AM and all parent involvement events will take place on the preferred days of Tuesday, Thursday or Wednesday. Parents would like for events and meetings to be presented virtually and in-person. Class Dojo, email, 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 2022-2023 Parent Survey, parents feel like faculty and staff need more training in communicating with parents and working with parents as equal partners. 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 to help monitor their child's progress and increase communication with parents. We will continue to focus on providing home-school literacy connections for our families. We will look at restarting the 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?**

Compacts will be disseminated at the beginning of the year with new year packets for parents to review, sign and turn back in. Teachers will be given a log list to ensure they have made 3 attempts to get agreement from parent(s). Documentation will be sent to the Title 1 coordinator to keep for records.

**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 Title I Parent Survey for 2022-2023, parents request that meetings take place on Tuesday, Wednesday or Thursday and that there be more meetings in the AM. For the 2023-2024 school year, MKL will present meetings virtually and provide a link in order to view at

the parents convenience. Fliers, emails, and Class Dojo 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 about progress monitoring and wanted more work to do at home with their child. 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 will be held on Tuesday, Wednesday or Thursday in order to fit the needs of parents with varying schedules and based on results of Title 1 Parent Survey results. Meetings will be given virtual and in-person options for SAC Meetings, Title 1 Meetings and Parent Conferences.

**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  
Everbridge Alerts  
Class Dojo  
Fliers  
Peachjar  
Email

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



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