**Margaret K. Lewis**

**18-19 Parent and Family Engagement Plan**

The Parent and Family Engagement Plan (PFEP) must be jointly developed with parent 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. 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)]?**

**The SAC committee meets six times a year and all interested parents/guardians are encouraged to attend. 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-wide Program Plan [Section 1116(c)(3)]?**

**The School-wide Program Plan will be developed during the May SAC meeting.**

**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 Child Study Team meetings. If suggestions are made by parents that are reasonable and practical, they will be implemented as soon as possible.**

**E. If the School-wide Program 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-wide Program Plan, they should 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**

**F. By what means will the school provide assistance to parents in understanding such topics as the challenging State academic 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 [Section 1116(e)(1)]? (Include activities in Table A)**

**During parent/teacher conferences, Open House, Parent Workshops, and SAC meetings parents will learn about the curriculum and supplemental materials used, what levels students are expected to achieve, about the FSAA and other assessments and how the results of the assessments are used.**

**G. By what means will the school provide parents a description and explanation of the curriculum in use at the school [Section 1116(4)(B)]? (Include activities in Table A)**

**Margaret K. Lewis School will implement a variety of ways to explain the curriculum, assessments and state standards as they relate to their student(s). Open House offers an introduction to the school year and student expectations. SAC meetings provide an opportunity for parents to get involved in the continuous progress of the school improvement initiatives as well as the PFEP.**

Open House, Pastries with Mom, Harry Potter Night, Learning Fun in the Sun

**H. By what means will the school provide parents a description and explanation of the academic assessments used to measure student progress [Section 1116(4)(B)]? (Include activities in Table A)**

**FSAA parent/student workshop, conferences and compacts are all ways that parents are kept informed.**

**I. By what means will the school provide parents a description and explanation of the achievement levels of the State academic standards that students are expected to obtain [Section 1116(4)(B)]? (Include activities in Table A)**

**FSAA parent/student workshop, conferences and compacts are all ways that parents are kept informed. Informational brochures are available in the guidance office and a resource notebook containing important information for parents is located in the front office and is regularly updated.**

**Open House**

**J. By what means will the school provide parents materials and training to help them to 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)]? (Include activities in Table A)**

**Parent/student workshop, conferences and compacts are all ways that parents are trained to help them support their child’s achievement. Open House, Pastries with Parents, Harry Potter Night, Transition Fair, Learning in the Sun**

**Table A**

**Parent Training Opportunities**

**Include all activities for requirements F through J above and all 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 | PM |  |
| Sept | Open House | Student achievement/expectations how parents can support at home | F,G,H,I,J | PM |  |
| Oct | Pastries with Parents | Supporting quality literacy time at home to support skills | G, J | AM |  |
| Oct | Harry Potter Night | Home-School Literacy Connection | G, J | PM |  |
| Dec | Chili with Santa | Increase student achievement | F, H | PM |  |
| Feb | FSAA Night | State required testing/testing strategies | F, H, I | PM |  |
| Feb | Transition Fair | Community resources, post-public school opportunities | J | AM |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| May | Learning Fun in the Sun | Student achievement/home activities to continue learning through the summer | G, J | AM |  |

\*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 |  |
| Sept-May | Eagle of the Month Assemblies | Student recognition for positive behavior/parent involvement | AM |  |
| April | Family Day Camp | Parent Involvement | AM |  |
| Oct-May | Classroom End of nine week awards | Student recognition of attendance and academics | AM |  |
| May | High School and 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)]?**

**The Title One Coordinator will train staff on how to effectively work together with parents as equal partners to implement and coordinate parent programs and build relationships.**

**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 lll Part A ELL Coordinations 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 2017-18, parents request that meetings take place on Monday or Thursday and that there be more meetings in the AM. For the 2018-19 school year, MKL will incorporate more meetings in the AM and all parent involvement events will take place on Monday or Thursday. Fliers, newsletter and Dojo texts were the preferred methods for communication. For Elementary students, parents would like to see more practice activities sent home with their students. For middle and high school, parents would like more training on how to better monitor their child’s progress. 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. Most parents would like to see more training on how to help their student improve their reading skills. We will continue to focus on providing home-school literacy connection for our families.**

**N. 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**

**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 2017-18, parents request that meetings take place on Monday or Thursday and that there be more meetings in the AM. For the 2018-19 school year, MKL will incorporate more meetings in the AM and all parent involvement events will take place on Monday or Thursday. Fliers, newsletter and Dojo texts were the preferred methods for communication. For Elementary students, parents would like to see more practice activities sent home with their students. For middle and high school, parents would like more training on how to better monitor their child’s progress. 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. Most parents would like to see more training on how to help their student improve their reading skills. We will continue to focus on providing home-school literacy connection for our families.**

**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 lll 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, trainings and activities 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**

**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, copier rental, stamps, digital newsletter, printed materials/brochures |
| Parent Training/Events | Refreshments, materials, supplies, stipends for teachers as consultants, printed materials, consultants/author visits, ink/toner |
| Parent/Teacher Conferences | Subs to cover classrooms, stipends for after hours |
| Parent Center | Equipment and supplies |