

# Parent & Family Engagement Policy SY 21-22

*In accordance with section 1116 of the Every Student Succeeds Act (ESSA).*

Parents, staff, and administrators have developed this Parent & Family Engagement Plan in accordance with *section 1116 of the Every Student Succeeds Act (ESSA)*. Parent and family engagement activities and how they will be accomplished at **Michigan Virtual Charter Academy** are listed in each section.

Activities	Ways in Which MVCA Staff Accomplish these Activities
<p>Convene an Annual Title I Parent Meeting at a time convenient to parents to inform parents of the Title I requirements and their right to be involved</p>	<p>An annual meeting is held during the first quarter of the school year which includes the following information for parents:</p> <ul style="list-style-type: none"> <li>• MVCA Title I participation and Title I requirements</li> <li>• The rights of parents to be involved in Title I programming and encouragement to become involved</li> <li>• An overview of the MVCA Parent &amp; Family Engagement plan, which includes a variety of ways parents &amp; families may become involved</li> </ul>
<p>Offer flexible number of meetings at times convenient to parents and provide transportation, child care, or home visits as it relates to parent involvement</p>	<p>Meetings are offered at times convenient for parents and if needed, transportation, child care, and home visits may be arranged:</p> <ul style="list-style-type: none"> <li>• Meetings are scheduled at various times of day throughout the school year, both virtually and face to face</li> <li>• Parents may request additional services to enable attendance at meetings by contacting the Family/Student Resource Coordinator</li> </ul>
<p>Involve parents in an ongoing and timely way in the planning, reviewing, and improvement programs under Title I, including the development of the Parent &amp; Family Engagement Policy and schoolwide plan</p>	<p>Parents are involved in the development of the school improvement plan and Title I Program development in the following ways:</p> <ul style="list-style-type: none"> <li>• All parents are encouraged to participate in quarterly Parent Forum meetings. Parents are invited to ask questions and make comments at the meeting and/or leave feedback, questions, and requests for follow up on exit surveys at the end of the meetings. The four Parent Forum meeting topics are: MVCA a Title I School, Special Programs at MVCA, Required State Testing, and The MVCA Academic Plan.</li> <li>• Parent Advisory Group members participate in the School Improvement Plan by meeting annually with principals and leads in each grade band.</li> <li>• Parent Advisory Group members participate in an annual meeting to review the Parent &amp; Family Engagement Policy. Feedback and suggestions are included in annual revisions of the Parent &amp; Family Engagement Policy.</li> <li>• The Parent &amp; Family Engagement Policy is posted on the school website <a href="https://mvca.k12.com/">https://mvca.k12.com/</a></li> </ul>
<p>Provide parents of Title I children timely information</p>	<p>Parents are provided information regarding school programs in the following ways:</p> <ul style="list-style-type: none"> <li>• Email, text messages (if opted in), phone messages, face to face events</li> <li>• By teachers in class</li> <li>• Monthly school newsletter</li> <li>• Monthly learning coach classes</li> <li>• Quarterly Parent Forum meetings</li> <li>• On school website <a href="https://mvca.k12.com/">https://mvca.k12.com/</a></li> <li>• Posted in Announcements in Learning Coach and student accounts</li> </ul>
<p>Provide parents of Title I children a description and explanation of the</p>	<p>Parents are provided information about the school's curriculum, assessments, and proficiency level expectations in the following ways:</p>

<p>curriculum used at the school, the forms of academic assessment used to measure progress, and the proficiency levels students are expected to meet</p>	<ul style="list-style-type: none"> <li>• During New Student &amp; Learning Coach Orientation sessions</li> <li>• During Back to School assemblies</li> <li>• At Individualized Learning Plan (ILP's) meetings</li> <li>• During teacher/staff &amp; student/parent conferences</li> <li>• By logging in to Learning Coach and student accounts (parents have full access to student courses, progress, and grades 24/7)</li> <li>• On MVCA website at <a href="http://mvca.k12.com/curriculum">http://mvca.k12.com/curriculum</a></li> </ul>
<p>Provide parents of participating Title I students opportunities for regular meetings to formulate suggestions, to participate in decision making as it relates to their child's education, and to respond to any suggestions as soon as possible</p>	<p>Parents have opportunities to share suggestions, participate in decision making, and respond to suggestions in the following ways:</p> <ul style="list-style-type: none"> <li>• Contacting teachers and staff directly (teacher contact information posted in LC and student accounts)</li> <li>• Voicing concerns and suggestions at monthly Learning Coach classes</li> <li>• Voicing concerns and suggestions at quarterly Parent Forum meetings and/or on exit surveys</li> <li>• Leaving feedback pertaining to curriculum/K12 platform via a link in the student and Learning Coach accounts</li> </ul>
<p>Ensure that if the schoolwide program plan is not satisfactory to parents of participating students, submit any parent comments on the plan when the school makes the plan available to the Local Education Agency</p>	<p>If parents are not satisfied with the school improvement plan or programs, they have opportunities to make comments by</p> <ul style="list-style-type: none"> <li>• Contacting administrators directly via phone and/or email</li> <li>• Contacting homeroom teachers or support staff via phone, email, or text message</li> <li>• Attending parent meetings and expressing concerns directly to staff</li> </ul>
<p>Jointly, with parents, develop a compact that outlines how the entire school staff, parents, and students will share the responsibility for improved student academic achievement</p>	<p>The School-Parent Compact was developed to clearly outline how MVCA, parents and students are each responsible for student success at MVCA.</p> <ul style="list-style-type: none"> <li>• All families receive the Compact via email prior to the start of school</li> <li>• Parents/students are asked to indicate their agreement with the document via a survey link</li> <li>• An annual Parent Advisory Group meeting is held to review the Compact &amp; suggest revisions</li> <li>• The Compact is included in the student handbook</li> </ul>
<p>Include a schedule for Elementary Parent/Teacher Conferences, at least annually, during which the Compact will be discussed with parents as it relates to the individual child's achievement</p>	<p>The School-Parent Compact will be reviewed and discussed at parent/teacher conferences as it relates to the individual child's achievement.</p>
<p>Provide frequent reports to parents on their child's progress</p>	<p>Student progress is reported to parents in several different ways at a variety of times throughout the school year including</p> <ul style="list-style-type: none"> <li>• Via Learning Coach account on computer or phone app (available 24/7)</li> <li>• Parent, teacher, student conferences and meetings</li> <li>• Report cards sent at the end of each semester</li> <li>• Test scores sent to student and parent as they become available</li> <li>• Personal teacher and support staff contact regarding individual student progress</li> </ul>
<p>Afford parents &amp; families of children receiving Title I services, reasonable access to staff,</p>	<p>School staff ensure parents have access to communicate with them about their child's education in a variety of ways including</p> <ul style="list-style-type: none"> <li>• Teacher contact information posted in student and learning coach accounts</li> </ul>

<p>opportunities to volunteer, and participate in their child’s class, and observation of classroom activities</p>	<ul style="list-style-type: none"> <li>• Schoolwide messaging system search feature</li> <li>• Teacher office hours and help sessions posted in student/Learning Coach schedules</li> <li>• Parents have access to virtual teaching sessions both live and recorded (Class Connect sessions), and are encouraged to provide teachers with feedback</li> <li>• Parents are invited to volunteer at in-person family events</li> </ul>
<p>Shall provide assistance to parents served by the school in understanding the State’s academic content standards, the State and Local assessments, and how to monitor their child’s progress</p>	<p>The State’s content expectations are shared with students and parents in the course content. Each lesson begins with an introduction that includes the lessons goals and state standard.</p> <p>How to monitor a child’s progress is shared</p> <ul style="list-style-type: none"> <li>• During orientation</li> <li>• During Learning Coach classes</li> <li>• During Parent Forum meetings</li> <li>• During Back on Track interventions</li> <li>• Through providing instructional materials throughout the year (Learning Coach and Student Guides, monthly school newsletter)</li> <li>• Through schoolwide messaging</li> </ul>
<p>Shall provide materials and training to help parents work with their children at home to improve their children’s achievement</p>	<p>MVCA will provide parents with computers and related equipment, course materials and other appropriate materials, and offer training to enable them to support their child’s academic progress. These include</p> <ul style="list-style-type: none"> <li>• New student &amp; learning coach orientation</li> <li>• Student and learning coach support sessions</li> <li>• Instructional &amp; training materials (Learning Coach training videos, orientation recordings, K12 parent support programs, etc.)</li> <li>• Monthly Learning Coach classes</li> <li>• Individual student support (Back on Track Plan) by request or referral with a Student Support team member</li> </ul>
<p>Shall educate staff in the value and utility of parents’ contributions. Staff shall receive guidance in ways to reach out to parents, to communicate with parents, to coordinate and implement parent involvement programs, and to build relationships between the parents and the school</p>	<p>On-going professional development for staff on effective ways to increase parent involvement occurs annually in a variety of ways.</p> <ul style="list-style-type: none"> <li>• Professional development conferences</li> <li>• Weekly staff meetings</li> <li>• K12 online trainings</li> <li>• Professional Learning Community meetings &amp; conferences</li> <li>• Optional courses offered online or at local colleges</li> </ul>
<p>Shall coordinate and integrate parent &amp; family involvement programs and activities with other programs that encourage and support parents in more fully participating in the education of their children</p>	<p>Coordination with other programs for parent &amp; family involvement include</p> <ul style="list-style-type: none"> <li>• The Family/Student Resource Coordinator and McKinney-Vento Liaison refer families to local programs for additional support and services</li> <li>• Families receive community resources documents throughout the school year</li> <li>• The Student Support team promotes participation in community programs and activities for enrichment in the arts, physical fitness, safety, and socialization</li> <li>• The Student Support team organizes and promotes in person events that encourage family involvement and provide support</li> </ul>

<p>Shall ensure information is shared with parents in a language and format they can understand</p>	<p>Information is shared with parents in a language and format they can understand. Examples include</p> <ul style="list-style-type: none"> <li>• Translated email, phone call, text messages (if opted in)</li> <li>• Monthly Newsletter includes translation option</li> <li>• Translation services are provided for parents identified as needing services during the enrollment &amp; orientation processes</li> <li>• Parents may request translation services as needed</li> </ul>
<p>Shall provide other reasonable support for parental involvement activities as parents may request</p>	<p>Parents are provided with other reasonable support as requested such as</p> <ul style="list-style-type: none"> <li>• Personal assistance</li> <li>• Transportation</li> <li>• Childcare</li> </ul> <p>Requests are made to the Family/Student Resource Coordinator. All parent requests are considered and when possible, support is provided.</p>
<p>Shall provide full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children</p>	<p>Staff provide opportunities for full parent participation:</p> <ul style="list-style-type: none"> <li>• MVCA complies with state and federal laws governing nondiscrimination</li> <li>• MVCA provides translation services to any parents and students with limited English</li> <li>• MVCA's McKinney-Vento liaison supports parents/students with a homeless designation</li> <li>• MVCA's virtual format provides full accessibility to the online school for parents with disabilities</li> </ul>

*Revised May, 2021 ef*