

Student Rise. We all Rise.

2018-2021 SCHOOL LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

The Title I Parent and Family Engagement section of Every Student Succeeds Act (ESSA), Section 1116(b) requires each school to develop a written parent and family engagement plan that describes the means for carrying out the requirements of Section 1116, subsections (c-f). The school will ensure that parents and families are notified of the plan and that the plan will be:

- presented to parents and families in an understandable and uniform format.
- provided in a language that parents/families can understand.
- developed jointly with and agreed upon by parents and family members.
- distributed to all parents and family members.
- made available to the local community.
- updated periodically to meet the changing needs of parents, family members, and the school.

Stevens T. Mason

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DETROIT, MI. 48234

Phone Number: 313-866-3700

Mr. Philip Van Hooks, Principal

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School Advisory Council's Approval of Parent and Family Engagement Plan

A School Advisory Council (SAC) will review and approve the Parent and Family Engagement Plan upon completion. When members change the plan must be revisited, revised (if necessary), and approved as evidenced by signatures and dates.

Principal: _____

Signature: _____

Date: _____

DFT Representative: _____

Signature: _____

Date: _____

PTA President: _____

Signature: _____

Date: _____

Parent: _____

Signature: _____

Date: _____

Parent: _____

Signature: _____

Date: _____

Parent: _____

Signature: _____

Date: _____

Parent: _____

Signature: _____

Date: _____

Teacher: _____

Signature: _____

Date: _____

Teacher: _____

Signature: _____

Date: _____

Teacher: _____

Signature: _____

Date: _____

Alumni: _____

Signature: _____

Date: _____

Business and Faith Partner: _____

Signature: _____

Date: _____

Student: _____

Signature: _____

Date: _____

Student: _____

Signature: _____

Date: _____

Student: _____

Signature: _____

Date: _____

Student: _____

Signature: _____

Date: _____

Plan Involvement	
LEGISLATIVE CITATION	PLAN TO SUPPORT PARENTS AND FAMILIES
<p>The school shall convene an annual meeting, at a convenient time [ESSA, 1116(c)(1)]:</p> <ul style="list-style-type: none"> ▪ which all parents and family members shall be invited and encouraged to attend; ▪ to inform parents and family members of their school’s participation as a Title I school; ▪ to explain the requirements of a Title I Schoolwide Program; and ▪ the rights for parents and family members to be involved. 	<p>Parents and family members will be made aware of the Annual Title I meeting through:</p> <ul style="list-style-type: none"> ▪ Second Cup of Coffee ▪ PTSA Meetings ▪ Automated Phone calls ▪ Parent Teacher Conference ▪ Home Visits ▪ Email Blasts <p>The following will be discussed during the Annual Title I Meeting:</p> <ul style="list-style-type: none"> ▪ Overview of Title I ▪ Review Parent Involvement Policy ▪ Review School Compact ▪ Review title I budget and Programs ▪ Allowable use of Parent Involvement Funds ▪ School education reports ▪ New academic curriculum for both reading/math. ▪ State and local assessments (I-Ready / M-Step / Khan Academy). ▪ New One-to-One Technology Initiative ▪ New Young Marines Leadership Program Initiative
<p>The school shall offer a flexible number of meetings, such as meetings in the morning or evening [ESSA, 1116(c)(2)].</p>	<p>Parents and family members that are unable to attend meetings shall be invited to submit written questions and concerns that may be addressed during and/or after meetings.</p> <p>When at all possible, meetings will be scheduled on the same day, but at different times, as other evening activities to make it easier for parents and family members to attend.</p> <p>Parents and family members shall be invited and encouraged to attend the following meetings:</p> <ul style="list-style-type: none"> ▪ Second Cup of Coffee Morning Briefing ▪ PTSA meetings held mornings, afternoons, or evenings ▪ School Improvement Team meetings (meeting times will alternate morning and afternoon), ▪ Written reminders will be sent home the day of the meetings ▪ Donuts with Dads ▪ Real Men Read ▪ Muffins with Moms

	<ul style="list-style-type: none"> ▪ Young Marines Open House ▪ City Year Americorp Parent Initiative
<p>The school shall involve parents and family members, in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I Schoolwide program, including the planning, review, and improvement of the school’s parent and family engagement plan [ESSA, 1116(c)(3)].</p>	<p>Parent and family members will participate and provide input in, on, or through:</p> <ul style="list-style-type: none"> ▪ Completion of title on survey to determine parental satisfaction/dissatisfaction ▪ Solicit opinions/interest of parents at PTSA meetings ▪ Involvement of the parents on the school Improvement Team ▪ The parent involvement committee will be involved in the writing of the plan, <p>Each year, amendments shall be made as necessary.</p> <ul style="list-style-type: none"> ▪ Amendments shall be made after ongoing monitoring of implementation/ and surveys <p>Distribution and notification shall take place during:</p> <ul style="list-style-type: none"> ▪ Quarterly parent teacher conferences ▪ Open House ▪ PTSA monthly meetings. ▪ Daily Morning Admission of Students <p>Provided in a language parents can understand by ensuring:</p> <ul style="list-style-type: none"> ▪ the parent and family engagement plan is written in a parent-friendly format. ▪ the parent and family engagement plan is translated into other languages, as need. ▪ that one-on-one support is provided, as needed.
<p>The school shall provide parents and family members with timely information about the Title I Schoolwide program [ESSA, 1116(c)(4)(A)].</p>	<p>Parents and family members will be kept abreast through or during:</p> <ul style="list-style-type: none"> ▪ Holding an annual open house ▪ Encouraging attendance at parent conference where grade level expectations are discussed. ▪ Sponsoring periodic academic themed parent night, ▪ Monthly school calendar ▪ Blackboard Automated Call Service

	<ul style="list-style-type: none"> ▪ School Website ▪ School and classroom newsletters, classroom newsletter ▪ Quarterly progress reports ▪ Quarterly Report cards
<p>The school shall provide parents and family members with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards [ESSA, 1116(c)4(B)].</p>	<p>Parents and family members will be provided support in understanding the curriculum, academic assessments, growth measurements, and proficiency levels through:</p> <ul style="list-style-type: none"> ▪ Holding an annual open house where user friendly formatted (graphs and charts) assessment results (I Ready, M-Step, Khan Academy) ▪ Monthly PTSA Meeting ▪ Initiate Emails, phone calls, ▪ Quarterly report cards <p>The following will be discussed:</p> <ul style="list-style-type: none"> ▪ States and local assessments ▪ Students growth targets ▪ New reading and math curriculum, ▪ I-READY Diagnostic, ▪ Classroom/school behavior strategies (PBIS) ▪ How to use the Office 365 OneNote Classroom Notebook
<p>The school shall provide, if requested by parents and families, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible [ESSA, 1116(c)4(C)].</p>	<p>Such requests may be made verbally or in writing:</p> <ul style="list-style-type: none"> ▪ Parent or guardian may make an appointment to meet a mutually agreed upon time during non-teaching periods of the school day. ▪ Quarterly parent teacher conferences. ▪ Surveys ▪ Meet during teacher’s daily prep time. ▪ PTSA/Second cup of coffee meeting ▪ Emails and electronic grade books ▪ Phone calls
<p>If the Schoolwide Program Plan under section 1114(b) is <u>not satisfactory</u> to parents and family members, the school shall submit any parent comments on the plan when the school makes the plan available to DPSCD [ESSA, 1116(c)5)].</p>	<p>Parent and family members comments will be submitted to:</p> <ul style="list-style-type: none"> ▪ Stevens T. Mason Academy, Principal, Mr. Philip Van Hooks ▪ Stevens T. Mason Academy, Principal Leader, Mrs. Leenet Campbell-Williams

Shared Responsibilities for High Student Academic Achievement	
LEGISLATIVE CITATION	PLAN TO SUPPORT PARENTS AND FAMILIES
<p>The school shall jointly develop with parents and family members a school-parent-family compact that outlines how parents, the entire schools staff, and students will share the responsibility for improved student academic achievement and the means by which the school, parents, and family members will build and develop a partnership to help children to achieve the State’s high standards [ESSA Section 1116(d)].</p>	<p>The Home-School Compact will be developed, revised, and discussed, as needed during:</p> <ul style="list-style-type: none"> ▪ During fall annual parent teacher conference ▪ SIP team meetings ▪ PTSA meetings ▪ Annual Open house <p>The school will build and develop a partnership with parents and family members by providing input in, on, or through:</p> <ul style="list-style-type: none"> ▪ Quarterly Progress reports, ▪ Staff meetings, ▪ Annual Open House ▪ Quarterly report cards ▪ PTSA meetings, ▪ Parent/Student Surveys ▪ Program Evaluations. ▪ Home Visits
<p>The school shall describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children’s learning; volunteering in their child’s classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time [ESSA 1116(d)(1)].</p>	<p>The school will provide high-quality curriculum and instruction and an effective learning environment by:</p> <ul style="list-style-type: none"> ▪ Provide a safe, clean and positive learning environment. ▪ Teach social skills (character development, effective forms of communication). ▪ Provide rigorous grade level instruction. ▪ Provide differentiated instruction to meet the individual needs of each student. ▪ Offer research based interventions to address academic and socio-emotional barriers that prevent academic and social growth. ▪ Provide assistance and communicate regularly with families about their child’s progress in school. <p>Parents and family members will support their children’s learning by:</p> <ul style="list-style-type: none"> ▪ Send my child to school every day in school uniform, on time. ▪ Communicate with my child’s teacher regularly to provide academic and moral support.

<p>The school shall describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children’s learning; volunteering in their child’s classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time [ESSA 1116(d)(1)]. Continued</p>	<ul style="list-style-type: none"> ▪ Monitor my child’s homework and provide a quiet, comfortable environment for study. ▪ Provide daily study, homework and reading time to encourage continuous learning. ▪ Provide moral support and praise to build self-esteem within my child. ▪ Provide school supplies, a yearly physical, clean school uniform(s) and a healthy environment. ▪ Make Internet access available even if it means finding outside sources (neighbor’s/family member’s house, library). ▪ Assist the staff with volunteer work, such as: programs, field trips, hall/traffic monitoring, etc.
<p>The school shall include a schedule for elementary school parent-teacher conferences, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement [ESSA 1116(d)(2)(A)].</p>	<p>The Home-School Compact will be discussed and distributed during the Fall PFTC,</p> <ul style="list-style-type: none"> ▪ This compact will be reviewed and discussed during Fall parent conferences (annually) ▪ Mason worked collaboratively with parents to develop the Parent Compact, a parent focus group was created. All parents will receive and review the Compact during the first Parent Teacher Led Conferences. The conferences are referred to as Student Led conferences because students are highly engaged in the process; students and teachers create portfolios that highlight student progress. ▪ This Compact is reviewed each year at the end of each school year, and the necessary revisions are made according to suggestions by parents, staff, and students
<p>The school shall provide frequent reports to parents on their children's progress [ESSA 1116(d)(2)(B)].</p>	<p>Frequent reports on student’s progress will be provided through:</p> <ul style="list-style-type: none"> ▪ Parent Teacher/Student Led Conferences will be held quarterly with varied meeting times. ▪ Multicultural Science Fair ▪ Curriculum Night ▪ Second Cup of Coffee is a monthly event that allows the school principal and parents to have an opportunity to share and exchange information and suggestion. ▪ Muffins for Moms/Donuts for Dads ▪ Seasonal programs that showcase literacy and oratorical skills
<p>The school shall afford parents reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom</p>	<p>Reasonable Access to Staff through:</p> <p>Opportunities to Volunteer:</p> <ul style="list-style-type: none"> ▪ Parent Teacher/Student Led Conference

<p>activities [ESSA 1116(d)(2)(C)].</p> <p>The school shall afford parents reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities [ESSA 1116(d)(2)(C)].</p> <p>Continued</p>	<ul style="list-style-type: none"> ▪ Classroom Volunteers ▪ Field Trips ▪ Monitoring of their child's behavior in the classrooms ▪ Participation on school teams and committees ▪ Hall monitors ▪ Parent workshops <p>Observation of Classroom Activities:</p> <ul style="list-style-type: none"> ▪ Parents are welcome to observe upon request and administration approval
<p>The school shall ensure regular two-way, meaningful communication between parents, family members and school staff. [ESSA 1116(d)(2)(D)].</p>	<p>Regular two-way, meaningful communication between parents and/or family members, and the school's staff will take place by:</p> <ul style="list-style-type: none"> ▪ Parents can access the course curriculum on line ▪ Parent letters will be distributed with students learning target from state and local assessments ▪ Parent teacher Student Led Conferences. ▪ Monthly school calendars/Classroom newsletters
<p>Building Capacity for Involvement</p>	
<p>LEGISLATIVE CITATION</p>	<p>PLAN TO SUPPORT PARENTS AND FAMILIES</p>
<p>The school shall provide assistance to parents and family members in understanding the challenging State academic standards, State and local academic assessments, the requirements of a Title I Schoolwide Program, and how to monitor a child's progress and work with teachers to improve the achievement of their children [ESSA 1116(e)(1)].</p>	<p>Stevens T. Mason Academy will provide assistance to parents through:</p> <ul style="list-style-type: none"> ▪ Annual Open House ▪ Parent Teacher Conference ▪ PTSA Meetings ▪ Curriculum Night ▪ Annual Title I Meeting ▪ Young Marines Projects and Programs ▪ City Year Americorp Projects and Programs
<p>The school shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology including education</p>	<p>This will be done during:</p> <ul style="list-style-type: none"> ▪ Parent Teacher Conference ▪ PTSA Meetings ▪ Curriculum Night

<p>about the harms of copyright piracy, as appropriate, to foster parent involvement [ESSA 1116(e)(2)].</p>	<ul style="list-style-type: none"> ▪ Annual Title I Meeting
<p>The school shall educate teachers, specialized instructional support personnel, and other staff, with the assistance of parents, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent programs, and build ties between the parent and the school [ESSA 1116(e)(3)].</p>	<p>Assistance will be provided under the leadership of Stevens T. Mason Academy administrators, and through a shared effort of staff. This will occur during/through:</p> <ul style="list-style-type: none"> ▪ Weekly staff meetings to discuss the value of parental volunteers ▪ Administrator/Teacher conference ▪ Parent Teacher Conference ▪ PTSA Meetings, ▪ Curriculum Night ▪ Annual Title I Meeting ▪ PLC teacher planning
<p>The school shall, to the extent feasible and appropriate, coordinate, and integrate parent involvement programs and activities with other Federal, State, and local programs including public preschool programs and conduct other activities, that encourage and support parents and family members in more fully participating in the education of their children [ESSA 1116(e)(4)].</p>	<p>Parents shall be involved in all aspects of Stevens T. Mason Academy, including, but not limited to:</p> <ul style="list-style-type: none"> ▪ Parent Resource Center ▪ Parent Workshops ▪ Family Reading Night/Day ▪ Parent Teacher Student Led Conference ▪ Second Cup of Coffee ▪ Pathways to Potential ▪ Young Marines Leadership Initiative ▪ City Year Americorp Community Project
<p>The school will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents and family members of participating children in a format and to the extent practicable, in a language the parents and family members can understand [ESSA, 1116(e)(5)].</p>	<p>Stevens T. Mason Academy shall provide:</p> <ul style="list-style-type: none"> ▪ News Brief ▪ Mid-Quarter Progress Reports ▪ Report Cards ▪ Monthly Newsletter ▪ Notes and Letters ▪ Parent meetings ▪ Parent workshops. ▪ Conferences Upon Request of the Parent
<p>The school shall provide such other reasonable support for parental involvement activities under this section as parents may request [ESSA, 1116(e)(14)].</p>	<p>Stevens T. Mason Academy shall provide:</p> <ul style="list-style-type: none"> ▪ Use of surveys and other methods of gathering input from parents. ▪ Mason will work collaboratively with our pre-school parents to provide resources and to coordinate programs and activities ▪ Mason will make every effort to support the needs of the parents. Mason will make sure

	<p>parents are involved in activities and programs. Training and materials will be provided for parents during 2018-2019 school year.</p> <ul style="list-style-type: none"> ▪ Staff will collaborate with the PTSA organization to support workshops, programs and activities for families.
<p>Accessibility</p>	
<p>The school, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children) [ESSA, 1116(7)(f)].</p>	<p>Upon enrollment, Stevens T. Mason Academy will inquire about parental needs (i.e. parents with disabilities, homeless, ESL, migratory, etc.) and provide support as needed. Specific needs will be addressed as below and individualized parent and family member conferences will be available upon request.</p> <p>User Friendly:</p> <ul style="list-style-type: none"> ▪ Mason will provide full accessibility for all parents to attend activities and to acquire an understanding of education programs and the processes. Currently Mason does not service any ESL parents, children or Migrant worker families. Parents with disability are accommodated based on their needs. All rooms are accessible to parents with mobility issues. ▪ Limited English: The district provides translation and interpreters for language differences and the hearing and impaired. All written and verbal communications are provided to Mason's Families using the family language. <p>Parents with Disabilities: Parents can gain access to the building from the front door or from the parking lot door which provides a handicap ramp.</p> <p>Migratory/Homeless Issues:</p> <ul style="list-style-type: none"> ▪ Parents with homeless issues are serviced in the school through our in house Attendant Agent. <p>Literacy Issues:</p> <ul style="list-style-type: none"> ▪ Technology assistance such as laptops, internet accessibility at Parent Rooms, and ESL software.