

**MUSKEGON MARITIME ACADEMY**  
**Parent and Family Engagement**  
**2023/2024**

**Muskegon Maritime Academy, MMA**, offers K-5 students an opportunity to develop robust Reading, Science, Technology, Engineering, and Math skills. We achieve this in tandem with water education and maritime research, in an environment that models the military values of discipline, respect, honor, and service. MMA is governed by restrictive laws, proper standard of conduct and behavior, proper language, basic commands, and actual facts. All students should conduct themselves in accordance with the code of conduct. Language is critical. Each student must use language to uplift the community. We believe there is always room for improvement and excellence is mandatory. The ultimate goal is to treat others the way we want to be treated.

The Parent Improvement Plan is embedded in our mission and vision. At MMA we plan to host three Title I meetings a year: October, February and April. The aim is to discuss the overall plan and implementation process of Title I. Moreover, we will ensure parents are involved in the planning, reviewing, and execution of the plan as well as the decision making process. More specifically, during the meetings we will discuss in detail the curriculum/content standards, State and local assessments, progress monitoring and resources available to all parents. We will use the website and monthly electronic newsletter to keep parents informed about the Title I plan.

1116(b)(1) This Plan has been jointly developed and distributed to parents and family members in a language that can be understood. The Plan is updated monthly to meet the changing needs of parents and the school.

1116(c)(1) 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.

An annual meeting will be held before October 2023.

MMA will convene a Title I Parent Meeting informing parents of the Title I requirements and their right to be involved by October 31, 2023. The annual meeting will include information for parents on: curriculum, assessments, proficiency levels, content standards, student progress, and advocacy. MMA will ensure that the Title I Parent meeting is scheduled at a time convenient for all parents. Parents will be heavily involved and they will understand their right to be involved.

The development of the Title I Plan, will include all of the invested partners and stakeholders. We will discuss the Title I plan with individual, small and whole groups of parents at a time convenient for them. We will be clear as well as use a powerpoint presentation to ensure that the plan is understood by all parents. We will update the plan monthly.

All parents will be notified about the annual Title I meeting by phone calls, fliers, facebook post, and classroom by classroom communication. During the annual Title I meeting we will discuss

the history of MMA, curriculum, discipline, important dates, special education policies and procedures, staff, paraprofessionals, assessment and the parents rights to be involved.

Convenient is defined as accessible, available, and timely in terms of location and time.

1116(c)(2) Offer flexible number of meetings at times convenient to parents and provide transportation, childcare, or home visits as it relates to parental involvement.

All Title I Meeting will be offered at times convenient for parents and if needed, transportation, childcare, and home visits will be arranged.

At MMA we will offer convenient meeting times as well as transportation and childcare. For parents who can not attend we will email and send home the powerpoint and notes as well as engage them before and after school.

In addition, we will share the minutes in our monthly newsletter, and we will share a survey during parent teacher conferences to further engage parents as well as receive feedback about the structure, convenience, and topics covered during the meeting. The survey will allow us to improve our Title I meetings in the future.

Again, convenient times are defined as accessible, available, and timely in terms of location and time. We will also survey the parents in terms of what convenience means to them.

1116(c)(3) Involve parents in an organized, ongoing and timely way in the planning, reviewing, and improvement of Title I programs, including the development, review, and improvement of the Parent and Family Engagement Plan and the Schoolwide Program Plan.

Parents will be involved in the development of the School Improvement Plan and Title I Program development in a variety of ways so as to connect with each parent and family.

To ensure parents are involved in an organized meaningful manner includes:

- Using surveys to gather feed forward
- Talking to parents one-on one before, during and after school
- Use a suggestion box
- Social Media
- Parent/Teacher conferences
- Electronic newsletters

The Parent and family Plan will be sent home to all parents at the onset of the school year and during parent/teacher conferences. Parents and families will be given a survey after the first Title I meeting for overall school improvement. During parent teacher conferences parents will

be asked a series of questions relating to the Title I meeting. For example...Did you attend the Title I meeting? What topics weren't covered that you wanted covered?

If you didn't attend the Title I meeting, why? Was the time. Location and date convenient? Did you have transportation? Was the Powerpoint and notes helpful?

At MMA we will ensure that our parents are involved in an organized meaningful manner. We will share the PIP during parent/teacher conferences. We plan to invite small groups of parents to table talk conversations throughout the school year. We will share the budget/plan during the table talk meetings throughout the school year.

1116(c)(4)(A) Provide parents of Title I children timely information about the Title I Program.

MMA will use the following methods to ensure parents receive adequate information about the Title I program:

- Website
- Electronic newsletter

1116(c)(4)(B) Provide parents of Title I children a description and explanation of the curriculum used at the school, the forms of academic assessment used to measure progress, and the achievement levels students are expected to meet.

During the annual Title I parent meeting, MMA will ensure that the meeting agenda items include:

- Curriculum Description
- Assessments
- Progress Monitoring
- Resources
- Literacy training

1116(c)(4)(C) 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.

At MMA during Title I parent meetings, table talk format, we will ensure parents have the opportunity to make suggestions, thus making decisions related to their child's education.

116(c)(5) 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 Educational Agency (LEA).

At MMA we will ensure parents have ample time to report, via email or to their child's teacher, if they are not satisfied with the School Improvement Program/Programs. MMA will assess parental suggestions about the parent meeting and the Plan/Program after each meeting.

1116(e)(1) Shall provide assistance to parents of students 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 and work with educators to improve the achievement of their children.

Teachers will work with parents before and after school as well during parent/teacher conferences to assist parents and students in understanding the content standards, assessments, and progress monitoring their child's progress.

At MMA we will provide information in a timely organized manner on content standards, assessments and how to manage a student's academic progress as well as how to collaborate with the school and educators to improve the achievement of their child.

1116(e)(2) Shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.

Staff will provide parents with appropriate materials and offer training in our school to enable them to support their child's academic progress. These include:

At MMA we will use a monthly electronic newsletter to disseminate information in terms of appropriate materials, literature, and training to support their child's academic progress.

1116(e)(3) Shall educate staff in the value and utility of parents' contributions, in how to reach out to, and communicate with, and work with parents as equal partners, to coordinate and implement parental involvement programs, and to build relationships between the parents and the school.

On-going professional development for staff on effective ways to increase parental involvement occurs during weekly staff meetings and during staff one-on-ones

At MMA we are committed to discuss and professionally develop our teachers in terms of how to increase parental involvement.

1116(e)(4) Shall coordinate and integrate parental involvement Programs and activities with other Federal, State, and local Programs, including public preschool Programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

At MMA we plan to coordinate and integrate programs, activities, and resources for all parents to encourage and support our students' families.

1116(e)(5) Shall ensure information is shared with parents in a language and format they can understand.

At MMA we will ensure that the information that we share with parents is in a language and format that they can understand.

1116(e)(4) Shall provide other reasonable support for parental involvement activities as parents may request.

Parents will be provided with other reasonable support such as: transportation, childcare, and interpreters when needed.

At MMA we collect information by communicating with our parents often before, during and after school. We also use a suggestion box, surveys, focus groups, and questionnaires.

At MMA we will ensure parents have reasonable support. Including families that have limited English proficiency, parents with disabilities, and parents of migratory children.

1116(f) Shall provide full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.

MMA will provide opportunities for full parent participation including home visits, telephone calls, personalized notes home, and email.

At MMA we will make certain that we provide several opportunities for full parent participation including hiring interpreters and childcare when necessary.