



Santa Monica-Malibu Unified School District
Educational Services Department
MCKINLEY ELEMENTARY SCHOOL

PARENT AND FAMILY ENGAGEMENT POLICY

MCKINLEY ELEMENTARY SCHOOL has developed a written parent and family engagement policy with input from parents.

The school developed the policy with parent input. Input was collected at spring meetings of English Learner Advisory Council (ELAC), and School Site Council (SSC), to develop the plan for the upcoming school year. The draft Policy and Compact are also shared to the school community via the Principal's Weekly Newsletter and posted on the website, and parents are provided with the opportunity to email input to the principal prior to its adoption. The plan is adopted by the SSC as part of the annual SPSA adoption process.

It has distributed the policy to all parents and guardians.

The policy is distributed each fall in the first-day packet (posted on the website and hardcopies provided upon request) with other important back-to-school documents. It is also posted for ongoing viewing on the website, and available in the school office.

This policy describes the means for carrying out parent and family engagement requirements pursuant to ESSA Section 1116(c).

Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f). How are parents notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand? How is the policy made available to the local community? How and when is the policy updated periodically to meet the changing needs of parents and the school (ESSA Section 1116[b][1])?

To involve parents the following practices have been established:

The school convenes an annual meeting to inform parents about the right of parents to be involved in the school program. Add details about the annual meetings in the box below:

- The meeting is held each spring. The meetings in 22-23 were held on January 20 at the ELAC meeting and January 27 at the PTA meeting as part of the Annual Title I Meeting as McKinley was a Title I school in 22-23. The meetings were held on Zoom to give opportunity for access from off-site locations. Parents needing support with Zoom or translation were offered support from the Bilingual Community Liaison.
- As McKinley was a Title I school in 22-23, the meeting followed the Annual Title I Meeting agenda components. Title I families received a direct email invite from the principal
- The meetings were advertised on the school website, and in the weekly school eblast.
- Information about parent involvement opportunities is also provided at the fall Back-to-School Night and spring Open House. Information about school programs is also shared at PTA, ELAC, SSC, SERG and other committee meetings, as well as in the weekly parent newsletter blast, and on the school website.

The school offers a flexible number of meetings for parents, such as meetings in the morning or evening. Add details about the meetings in the box below:

- The "Annual Title I Meeting" was held on January 20 at the ELAC meeting and January 27 at the PTA meeting. Input was also gathered at the March ELAC and SSC meetings, and via email.

The school involves parents of students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's programs and the parental involvement policy. How does the school involve parents?

- The school invites parents to the annual meeting.
- The school shares the draft compact and policy on the website and via eblast so that families may review the document at their convenience and email their input to the principal.
- The school invites and encourages parents to be involved in school engagement opportunities such as AASG, ELAC, Special Ed Resource Group, PTA Executive Board, PTA, Campus Beautification Committee, and Event Committees. These meetings and group events are advertised throughout the school year.
- All parents and family members are encouraged to take an active role in the school by participating in site decision making councils and advisory committees, as well as district level advisory committees, in order to be involved in the development of school improvement plans. Council and committee members will continue to be trained on their roles and responsibilities.
- Parents and family members will continue to provide feedback on areas of strength and improvement on school goals and actions as identified in school's School Plan for Student Achievement (SPSA).
- The school will continue to use findings from all data sources to revise the Parent and Family Engagement Policy so that it reflects the needs of all families.
- Several school climate surveys are offered to parents and the data reviewed by the school and district.

The school provides parents of students with timely information about the school's programs. How does the school provide the information?

- Programs are shared in multiple ways including the school website, district website, the weekly school eblast, emails/phone messages/texts, social media, flyers, postings out front of the school, Room Parent communications, teacher communications, school events (like Open House), committee and council meetings, and the SPSA available in the office.
- The full School/Home Communication Menu is posted on the website and distributed to parents, so families are aware of how information is shared by the school.

The school provides parents with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet. How does the school provide the information?

- Events like Back to School Night and Parents/Teacher Conferences
- Fall Progress Reports
- Winter and spring Report Cards
- Annual ELPAC and EL reclassification reports
- Letters with student assessment scores mailed home in fall, spring, and winter.

- Schoolwide data and information shared at ELAC, SSC, PTA and other meetings.
- Resources, letters, flyers shared on the school and district website, eblasted, and sent home.

If requested by parents, the school provides opportunities for parents to participate in decisions relating to the education of their children. How does the school provide the opportunities?

- Parent/Teacher Conferences each fall and ongoing as needed
- Student Success Team (SST) Meetings as needed
- Teacher communications with parents via emails, calls, and classroom apps.

The school engages parents in meaningful interactions with the school. The Compact supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

The school provides parents with assistance in understanding the state's academic content standards, assessments, and how to monitor and improve the achievement of their children.

- The SMMUSD and School Code of Conduct/Civility Policy based on board policy and Ed Code is posted in the office, on the website, and in the school handbook.
- Input for the Compact is done in conjunction with this policy. Parents provide input at the annual meeting as described in this document.
- The school offers a variety of opportunities for engagement and involvement to fit parents' needs, time, and interests. McKinley has over 50 events each school year for a variety of different themes and purposes including academic, social, and cultural. Families are encouraged to volunteer and participate.
- The SSC develops and approves the annual SPSA to ensure parent and family engagement goals are planned for and supported with activities, materials, and resources.
- Parent/Teacher Conferences each fall and as needed
- Events like Back to School Night and Parents/Teacher Conferences
- Fall Progress Reports and Winter and Spring Report Cards
- Letters with student assessment scores mailed home in fall, spring, and winter.
- Schoolwide data and information shared at ELAC, SSC, PTA and other meetings.
- Parent workshops and trainings
- Family events such as Family Literacy Night and Multicultural Celebration Day
- English Learner reclassification meetings in the winter and spring
- Consistent communication addressing chronic absences (letters, phone calls, parent meetings)

The school provides parents with materials and training to help them work with their children to improve their children's achievement.

- Parent workshops and trainings
- Resources shared by the school via email and weekly blasts

- Information shared at Parent/Teacher conferences, events like Back-to-School Night, and at parent group meetings (such as ELAC and Special Ed Resource Group)
- Decision making and advisory group trainings, conferences, and/or events.
- Posting of resources on the website (workshop materials, parent guides/newsletters, at home learning materials, and digital resources) for families to access remotely.

The school educates staff members in the value of parent contributions, and in how to work with parents as equal partners.

- Faculty Meetings
- Staff Professional Development
- Trainings and workshops
- Resources and materials provided
- Coaching and resources from specialists such as Instructional Coach, Counselor, School Psychologist

The school coordinates and integrates parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.

- Annual workshops and trainings such as the previous School Smarts Academy, and Reflective Parenting Workshop
- Advertisement and promotion of parent committees like AASG, ELAC, Special Ed Resource Group, SSC, ELAC, and PTA.
- The Bilingual Community Liaison supports families and helps connect families to school.

The school distributes information related to school and parent programs, meetings, and other activities to parents in a format and language that the parents understand.

- The policy is available in other languages via technology applications, with support from the Bilingual Community Liaison.
- All postings on the website are viewable in numerous languages via a translation app.
- The weekly parent newsletter utilizes the Smore platform that allows for translation in numerous languages
- Ed Code 48985 requires schools to translate parent notifications into a language other than English when 15% or more of students at a school speak that language. Currently no language other than English falls into this category, however McKinley offers oral Spanish translation at meetings and translators of other languages are available as needed and/or upon request.

The school provides support for parental involvement activities requested by parents.

- The Bilingual Community Liaison provides support to families
- The PTA works in collaboration with school staff and leadership to support family engagement

The school provides opportunities for the participation of all parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand).

This policy was adopted by MCKINLEY ELEMENTARY SCHOOL on 03/14/2023 05:00 pm and will be in effect for the period of 03/14/2024 05:00 pm.

The school will distribute the policy to all parents of students on, or before: 03/19/2022 09:00 am.

Name of Authorized Official: Ashley Benjamin

Signature of Authorized Official here:

Date Approved: 03/14/2023 05:00 pm





Santa Monica-Malibu Unified School District

Educational Services Department

MCKINLEY ELEMENTARY SCHOOL

SCHOOL PARENT COMPACT

This School Parent Compact is in effect year 2023-24

MCKINLEY ELEMENTARY SCHOOL distributes to parents and family members a school-parent compact (Compact). This Compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. This Compact describes specific ways the school and families will partner to help children achieve the state's high academic standards. This Compact addresses the following legally required items, as well as other items suggested by parents and family members of students:

REQUIRED SCHOOL PARENT COMPACT PROVISIONS

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet California's student academic achievement standards.

Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.

Provide parents with frequent reports on their child's progress.

Provide parents reasonable access to staff.

Provide reasonable access to staff, opportunities for parents and family members to volunteer and participate in their child's class, and to observe classroom activities.

How does the school address this?

- This compact is posted on the website, available in the office, and shared annually with the first-day packet which is provided digitally and hardcopy available upon request.
- This compact is available in other languages via technology applications, and support in reviewing the document is available from the Bilingual Community Liaison.
- The compact is updated annually each spring along with the Family Engagement Policy. Input from parents is given at the annual meetings in the spring and via email communication to the principal.
- The meeting is advertised to all families on the website and in the weekly school eblast.
- The compact is reviewed and adopted by the SSC in conjunction with the SPSA.
- As federally mandated, ELAC provides recommendations for the SPSA to be considered by the SSC.
- The school invites and encourages parents of students to be involved in school engagement opportunities such as AASG, ELAC, Special Ed Resource Group, PTA Executive Board, PTA, Campus Beautification Committee, and Event Committees. These meetings and group events are advertised throughout the school year.
- All parents and family members are encouraged to take an active role in the school by participating in site decision making councils and advisory committees, as well as district level advisory committees, in order to be involved in the development of school improvement plans. Council and committee members will continue to be trained on their roles and responsibilities.

- Parents and family members will continue to provide feedback on areas of strength and improvement on school goals and actions as identified in school's School Plan for Student Achievement (SPSA).
- The school will continue to use findings from all data sources to revise the School Parent Compact so that it reflects the needs of all families.

The school engages parents and family members to improve the achievement of their children in meaningful interactions with the school. This Compact supports a partnership among staff, parents and family members, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

The school provides parents and family members with assistance in understanding the state's academic content standards, assessments, and how to monitor and improve the achievement of their children in which ways?

- Parent/Teacher Conferences each fall and as needed
- Events like Back to School Night and Parents/Teacher Conferences
- Fall Progress Reports and Winter and Spring Report Cards
- Letters with student assessment scores mailed home in fall, spring, and winter.
- Schoolwide data and information shared at ELAC, SSC, PTA and other meetings.
- English Learner reclassification meetings in the winter and spring
- Consistent communication addressing chronic absences (letters, phone calls, parent meetings)
- Resources shared by the school via email and weekly blasts
- Information shared at parent group and council meetings
- Decision making and advisory group trainings, conferences, and/or events.
- Posting of resources on the website (workshop materials, parent guides/newsletters, at home learning materials, and digital resources) for families to access remotely.
- Parent workshops and trainings
- Family events tied to academics such as Family Literacy Night
- Annual ELPAC and EL reports
- Resources, letters, flyers shared on the school and district website, eblasted, and sent home.
- Student Success Team (SST) Meetings as needed
- Teacher communications with parents via emails, calls, and classroom apps.

The school provides parents and family members with materials and training to help them improve the achievement of their children in which ways?

- Annual workshops and trainings such as the previous School Smarts Academy, and Reflective Parenting Workshop
- Advertisement and promotion of parent committees like AASG, ELAC, Special Ed Resource Group, SSC, ELAC, and PTA.
- The Bilingual Community Liaison supports families and helps connect families to school.
- Resources, letters, flyers shared on the school and district website, eblasted, and sent home.

With the assistance of parents and family members, the school educates staff members in the value of parent and family member contributions, and how to work with parents and family members as equal partners in which ways?

- Faculty Meetings
- Staff Professional Development
- Trainings and workshops
- Resources and materials provided
- Coaching and resources from specialists such as Instructional Coach, Counselor, School Psychologist

The school coordinates and integrates parental involvement program with other programs, and conducts other activities, such as resource centers, to encourage and support parents and family members in more fully participating in the education of their children in which ways?

- The school invites and encourages parents of students to be involved in school engagement opportunities such as AASG, ELAC, Special Ed Resource Group, PTA Executive Board, PTA, Campus Beautification Committee, and Event Committees. These meetings and group events are advertised throughout the school year.
- All parents and family members are encouraged to take an active role in the school by participating in site decision making councils and advisory committees, as well as district level advisory committees, in order to be involved in the development of school improvement plans. Council and committee members will continue to be trained on their roles and responsibilities.
- The school offers a variety of opportunities for engagement and involvement to fit parents' needs, time, and interests. McKinley has over 50 events each school year for a variety of different themes and purposes including academic, social, and cultural. Families are encouraged to volunteer and participate.
- The SSC develops and approves the annual SPSA to ensure parent and family engagement goals are planned for and supported with activities, materials, and resources.
- Parents and family members will continue to provide feedback on areas of strength and improvement on school goals and actions as identified in school's School Plan for Student Achievement (SPSA).
- Programs are shared in multiple ways including the school website, district website, the weekly school eblast, emails/phone messages/texts, social media, flyers, postings out front of the school, Room Parent communications, teacher communications, school events (like Open House), committee and council meetings, and the SPSA available in the office.
- The full School/Home Communication Menu is posted on the website and distributed to parents, so families are aware of how information is shared by the school.

The school distributes information related to school and parent programs, meetings, and other activities to parents and family members in a format and language that the parents and family members can understand in which ways?

- School information and reports are provided in a clear understandable format that is accessible to families
- The compact is available in other languages via technology applications, with support from the Bilingual Community Liaison.
- The Bilingual Community Liaison provides support to families
- All postings on the website are viewable in numerous languages via a translation app.
- The weekly parent newsletter utilizes the Smore application program so that information can be translated into multiple languages.
- Ed Code 48985 requires schools to translate parent notifications into a language other than English when 15% or more of students at a school speak that language. Currently no language other than English falls into this category, however McKinley offers oral Spanish translation at meetings and translators of other languages are available as needed and/or upon request.

The school provides support for parent and family member involvement activities requested by parents and family members in which ways?

- Annual workshops and trainings such as the previous School Smarts Academy, and Reflective Parenting Workshop
- Advertisement and promotion of parent committees like AASG, ELAC, Special Ed Resource Group, SSC, ELAC, and PTA.
- The Bilingual Community Liaison supports families and helps connect families to school.

The school provides opportunities for the participation of all parents and family members, including those with limited English proficiency, disabilities, and migratory students; and that the information and school reports are provided in a format and language that parents and family members can understand in which ways?

- School information and reports are provided in a clear understandable format that is accessible to families
- Potential barriers to access are identified through this policy development process and actions will be put into place to address the needs of families such as taking extra measures to reach out to underrepresented families, strengthen welcoming environments, provide notifications in a timely manner, use a variety of communication methods, when possible offer meetings/events at different locations, days of the week, and/or different times, provide child care, ensure information is provided in a language and format easily understood by families, and provide interpretation.

This Compact was adopted by the MCKINLEY ELEMENTARY SCHOOL on 03/14/2023 05:00 pm, and will be in effect for the period of one year to be adopted annually by SSC.

The school will distribute the Compact to all parents and family members of students participating on, or before: 03/26/2022 09:00 am.

Name of Authorized Official: Ashley Benjamin

Signature of Authorized Official here:

Date Approved: 03/14/2023 05:00 pm

A handwritten signature in blue ink, consisting of a stylized 'M' followed by a horizontal line.

McKinley Parent-Student-Teacher Compact

We know that learning can take place only where there is a combination of effort, interest, and motivation. Because we are all committed to your child's progress at McKinley Elementary, we are going to do our best to promote your child's achievement. This compact is a promise to work together. Together we can improve teaching and learning. Please read and sign the parent/guardian section. Read the student section with your child(ren) and send back one compact with each child. We look forward to a productive and successful school year.

As a parent/guardian, I will:

- Encourage my child to be independently responsible.
- Listen or read to my child every night.
- Communicate regularly with my child's teacher.
- Provide a home environment that encourages my child to learn.
- Recognize that I am my child's first teacher.
- Provide educational opportunities for my child during the summer.
- Strive to develop the skills needed to help my child such as reading resources and attending workshops and trainings when possible.
- If possible, volunteer in my child's school and participate in school activities.
- Review my child's progress report, Report Cards, and other progress data.
- Attend parent-teacher conferences.
- Be respectful to all members of the school community and uphold the school Civility Policy and SMMUSD Code of Conduct.

Parent's/Guardian's Signature: _____

As a student, I will:

- Be an active participant in school and learning.
- Uphold school rules.
- Be respectful at all times and model the PRIDE Philosophy and Pillars of Character.
- Attend school regularly and be punctual.
- Come to school prepared with homework and classroom materials.
- Do my best in my work and in my behavior.
- Read aloud or silently every day.
- Assume responsibility for my actions.

Student's Signature: _____

As a teacher/school staff member, I will:

- Believe that each student can learn.
- Show respect for each child and their family.
- Help each child grow to their fullest potential.
- Provide a safe and productive learning environment.
- Model a professional behavior and a positive attitude.
- Provide meaningful and appropriate homework.
- Recognize and celebrate the cultural diversity of the students.
- Ensure fairness and equity in adherence to school, district, and classroom rules.
- View parents as partners in their child's education.
- Provide access to information in a language and format parents can understand (via liaison support, translated documents, translation at meetings, information about translation apps)
- Provide parents with appropriate resources to support their child's learning.
- Report student's progress to parents/guardians.
- Schedule conferences that are considerate of parent schedules.
- The school will provide a variety of opportunities and activities for parents to be involved in.

Teacher's Signature: _____ **Date:** _____

Principal's Signature _____ **Date:** _____