

Service Delivery Plan Supplement:

2024-25 Implementation Guidelines:

NYS-MEP Parent and Family Engagement Plan https://www.nysmigrant.org/resources/downloads/Parent-Forms

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 - Translations are currently available on the NYS-MEP website in English, Spanish,
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- Overview of the NYS-MEP Website for Parents and Families: English Sample
 - The Website Overview is currently available on the NYS-MEP website in English and Spanish. (Find under "Parent Forms")

Imple	ement	ation (Cha	art A – Parent Advisory Councils (PACs)	
			D	ocumentation	
			•	Maintain electronic and/or hard copies on site	
Criteria	Req.1	B.P. ²	•	Submit copies of Agendas, PAC Summaries, and	Responsibility
	-			PAC Member list to Statewide Support Team	
			•	Timelines established annually with Consortium	
Parent Advisory Council	~		•	Written Meeting Agenda for parents/family	Statewide Support
Consult with parents and families,				 Topics identified as planned opportunities of 	Team for Statewide
including parent advisory councils,				planning, operation, and/or evaluation	PAC
in the planning, operation, and			•	Write a Summary of the PAC meeting 5 -	5
evaluation of State and Local				include	Each METS for its Local DAC, and
Migrant Education Programs. ³				Date and location;	local PAC, and submits copy of
Discuss in two-way conversation				 Attendance numbers for parents, children, 	Agenda, PAC
rather than a one-sided				staff, and volunteers (the actual sign-in is a	Summary, and PAC
transmission of information ⁴				separate document kept on-site);	member list to
Move from consultation to		~		 Identify topics as consultation with parents 	Statewide Support
shared decision making process				for planning, operation, or evaluation (Note:	Team (TASC)
with the PAC				While a single meeting might not focus on	Note: Each METS assists
Parents participate in setting				all three areas, the overall plan for the year	the virtual Statewide PAC
goals and outcomes				does.)	with attendance and work
Hold minimum of two Statewide	~			Parent input, suggestions, questions;	group discussion notes.
and two local PAC meetings per				 Parent Impact on Program: Identify how the 	
year ⁶				METS Program plans to act on the parent	
 METS share the ESSA Complaint 	•			input (Investigate, implement or not);	
Procedure once a year at either a				 Document the strategies used for effective 	
Local PAC meeting or a non-PAC				access to parent and family engagement;	
Group Involvement activity. ⁷				and	
				 Document the date when the ESSA 	
				Complaint Procedure was shared at a parent	

		meeting during 2024-25. (either at a PAC meeting or a non-PAC Group meeting/event. • Maintain yearly list of local PAC members	
Comprehensive Needs Assessment and Service Delivery Plan • Develop in consultation with parents and family of migratory children 8	•	 Comprehensive Needs Assessment Service Delivery Plan 	Statewide Support Team

Implementation C	hart B	– Effect	tive Access to Parent and Family Meetings	and Events
Including PAC and other (non-PAC) Gr	oup me	etings aı	nd events such as meetings, Family Nights, Town H	alls, picnics, and celebrations
Criteria	Req. ⁹	B.P. ¹⁰	 Documentation Maintain electronic and/or hard copies on site Document in the PAC Summary, and in the Group Meetings and Events Summary Timelines established annually with Consortium 	Responsibility
 Provide translation of materials and interpretation at meetings in a format and language understandable to the parents and families ¹¹ Identify barriers to participation and design strategies for more effective parental involvement. ¹² 	•		 Keep copy of documents in English and translations provided. The Summary templates for PAC meetings¹³ and the (non-PAC) Group Parent and Family Engagement meetings/events ¹⁴ each provide space to document the strategies used to reduce barriers to parents and families attending. 	Statewide Support Team documents reducing barriers to Statewide PAC, and other statewide opportunities, such as a coffee hour or workshop
Examples of barriers to parent attendance identified in the Nonregulatory Guidance include: 15				 Each METS documents reducing barriers to its local PAC and other

 The meeting time, childcare, 		Parent-Family Group
transportation; agendas and		Meetings and Events
meetings in a language and		
format parents understand.		

Implementation Chart C	– Indiv	idual a	nd Group Parent and Family Engagement (Oth	er than PAC)
Criteria	Req. ¹⁶	B.P. ¹⁷	 Documentation Maintain electronic and/or hard copies on site Timelines established annually with Consortium 	Responsibility
Parent and Family Engagement ¹⁸ :	~		Individual Parent and Family Engagement	For Individual: The
 Provide information about local METS program and services 			When the METS has parent and family engagement information for Educators to share or discuss during individual contacts with parents, the Director makes	METS submits copy of the Inservice/Staff meeting Agenda to
 Provide copy of NYS-MEP Parent and Family 			time on a meeting Agenda to talk about the plan for sharing.	TASC.
Engagement Plan brochure to all parents (Note: This brochure contains a link to the			For example: Is the plan to engage the parent or family in a discussion about their child's needs? Documentation: Topic listed in the meeting Agenda	For Local Group (Other than PAC): The METS submits to TASC a copy
 ESSA Complaint Procedure) Engage in two-way, reciprocal, conversations as opposed to a one-sided transmission of information from the METS Build capacity of parents to support children's achievement 			Note: Submitting individual engagement documentation continues to be optional. Group Parent Engagement (Other than PAC) Including (non-PAC) parent and family meetings and events such as meetings, Family Nights, Town Halls, family picnics, and celebrations. Written Meeting Agenda for parents/family Write a Summary of the Group Parent	of the Parent Agenda in each language for METS Parents and Families, and GROUP (non-PAC) Engagement Summary
 NYS-MEP Planning Tools Utilize the three interdependent focus areas of 			Engagement meeting or event ²¹ - include ■ Date and location;	·

- the NYS-MEP Theory of Action as a framework for building parent and family capacity as their children's first teacher and advocate. ¹⁹
- METS share the ESSA
 Complaint Procedure once a year at either a Local PAC meeting or a non-PAC Group Involvement activity.

- Attendance numbers for parents, children, staff, and volunteers (the actual sign-in is a separate document kept on-site);
- Meeting objectives with their connection to the Theory of Action framework;
- A brief description of the activities related to each objective;
- A brief description of the outcomes for parents and families;
- Document the criteria met for effective access to parent and family engagement, and
- Document the date when the ESSA Complaint Procedure was shared at a parent meeting in 2024-25, either at a PAC meeting or a non-PAC Group meeting/event.

For Statewide Group (other than PAC): TASC submits

- Parent Agenda in each language for METS Parents and Families, and
- GROUP (non-PAC)
 Engagement
 Summary

Endnotes updated 9-6-2024

^{1 &}quot;Req." = Required

² "B.P." = Best Practice

³ Title I, Part C, Section 1304(c)(3), [As amended through P.L. 114-95, Enacted December 10, 2015]. Click here to read Title I, Part C, and scroll down to Section 1304(c)(3).

⁴ ESEA of 1965 Section 1116(d)(2)(D) [As amended through P.L. 114-95, Enacted December 10, 2015]. Click here to read Title I, Part A, and scroll down to Section 1116 (d)(2)(D)

⁵ **PAC Summary Template** on the NYS-MEP website. Go to RESOURCES to PROGRAM DOCUMENTS. <u>Select PARENT FORMS</u> and scroll down to open the current PAC Summary Template.

⁶ NYS-MEP minimum requirement

⁷ NYS-MEP requirement

⁸ Title I, Part C, Section 1306 (a)(1)(B)(ii), [As amended through P.L. 114-95, Enacted December 10, 2015]. Click here to read Title I, Part C and scroll down to Section 1306 (a)(1)(B)(ii)

⁹ "Req." = Required

¹⁰ "B.P." = Best Practice

¹¹ **Title I, Part C, Section 1304(c)(3)(B)** [As amended through P.L. 114-95, Enacted December 10, 2015]. Click here to read Title I, Part C and scroll down to Section 1304(c)(3)(B)

¹² **ESEA of 1965 Section 1116 (a)(2)(D)(i),** [As amended through P.L. 114-95, Enacted December 10, 2015]. <u>Click here to access Title I, Part A</u> and scroll down to Section 1116 (a)(2)(D)-(E)

¹³ **PAC Summary Template** on the NYS-MEP website: Go to RESOURCES to PROGRAM DOCUMENTS. <u>Select PARENT FORMS</u> and scroll down to the current PAC Summary Template.

¹⁴ **GROUP (non-PAC) Summary Template** on the NYS-MEP website: Go to RESOURCES to PROGRAM DOCUMENTS. <u>Select PARENT FORMS</u> and scroll down to the current Group (non-PAC) Summary Template.

¹⁵ Guidance: Education of Migratory Children under Title I, Part C of ESEA of 1965 (March 2017) [a.k.a. "Nonregulatory Guidance"], Section VII (B8).

^{16 &}quot;Req." = Required

¹⁷ "B.P." = Best Practice

¹⁸ **ESEA of 1965 Section 1116** [As amended through P.L. 114-95, Enacted December 10, 2015]. Click here to access Title I, Part A and scroll down to Section 1116.

¹⁹ **NYS-MEP Requirement**; **NYS-MEP Theory of Action** on the NYS-MEP website: Go to ABOUT and scroll down to open the "Theory of Action (ToA) Overview."

²⁰ NYS-MEP Requirement

²¹ **GROUP (non-PAC) Summary Template** on the NYS-MEP website: Go to RESOURCES to PROGRAM DOCUMENT. <u>Select PARENT FORMS</u> and scroll down to the current Group(non-PAC) Summary Template.

	·····										
_		Summa	ry: Parent A	dvisory Cou	icil (P	AC)					
NEW YORK STAT	E AM	METS 1	Program:								
	-	Date:									
LOCATION:											······································
ATTENDANCE:	# Paren	ts:	# Children:	# Staff:	# \	olunteers:					
Agenda Topics		Identi	ify Area of	Parent Feed	back			Parent	Impact o	n Progran	1
(Topic and brief description	on)		t Input		Parent	reactions,	input,		_	S plan to do w	
			ng, Operation	suggestions, qu	iestions,	requests)				Continue, Invenent or not, o	
/	• \										
(Add rows for additional to	pics)										
Additional Comment(s	s):										
Annual New York State	e ESSA-I	Funded	Programs Co	mplaint Proc	edures	<i>:</i>					
 The parent brochur 	e, "NYS-I	MEP Pare	ent and Family E	Engagement Pla	n," prov	ides informa	tion and	a link to t	he Complaii	nt procedure	S
 The procedure and 	link were					_	-		:		
☐ Today		□Previ	ously (Date):] Planned (Da	ate) :				
Documentation for Re	educing	Barrie	rs to Parent	and Family	Partici	nation					
	Ü			·		_	•	•			•.
Making a commitment	-	-			nt, the	NYS-MEP	seeks to	reduce	barriers a	nd to make	it easier
for migratory parents to	partici	pate in	State PAC m	eetings.							
	1	, ,		. 11 17	*,1 1	1 .	4 1457	ag cc			
☐ A copy of every	y docum	ient used	i, is filed electi	ronically and/o	r with h	ardcopy in 1	tne MET	S office.			

Meeting conducted in a format and language understandable to the parents and families	Send to TASC:
☐ Copy of Agenda for Parents to use in each language used by parents in this METS:	☐ Copy of this Summary
☐ English ☐ Spanish ☐ Karen ☐ Burmese ☐ Other:	
	☐ Copy of Agenda in each
\square Copy of the Invitation/Flier in each language used by parents in this METS:	language used
☐ English ☐ Spanish ☐ Karen ☐ Burmese ☐ Other:	
☐ Copy of Handouts given to Parents in the following language(s):	
☐ English ☐ Spanish ☐ Karen ☐ Burmese ☐ Other:	
Brief description of steps taken to reduce barriers and provide effective access to the	meeting
<u> </u>	
Meeting Time Convenient to Parents Activities for Children Provided so Parent can Attend In-Person Meeting	0
Meeting Time Convenient to Parents	J
Meeting Time Convenient to Parents Activities for Children Provided so Parent can Attend In-Person Meeting	
Meeting Time Convenient to Parents Activities for Children Provided so Parent can Attend In-Person Meeting Transportation Other:	
Meeting Time Convenient to Parents Activities for Children Provided so Parent can Attend In-Person Meeting Transportation	
Meeting Time Convenient to Parents Activities for Children Provided so Parent can Attend In-Person Meeting Transportation Other:	

Examples of Planning, Operation, and Evaluation with a Parent Advisory Council (PAC)

Parent Advisory Council (PAC)

FOCUS:

FOCUS:

Asking parents for their advice in order to plan or evaluate the MEP/METS program, events, resources

PAC Parents might receive a time-sensitive announcement, or some information about a particular program or resource that they are being asked to evaluate or plan how to use it, but the focus is on PAC Parents advising the MEP/METS in order to impact programming, events, resources

EXPECTED OUTCOMES:

- *Making an impact* on the MEP/METS Program: change and improvement
- Parent leadership skills
- Parents advocating for their children within the MEP/METS
- Working together creates opportunity for peer-to-peer support, networking, and building social capital

Sharing information with parents that support them as the primary teachers and advocates for their children

(non-PAC) Parent Involvement

Parents might be asked to evaluate the presentation or meeting, or asked for topic ideas, but the focus of the meeting is about parents receiving and applying the information

EXPECTED OUTCOMES:

- Parents receive new information, resources, and/or contacts
- Parent empowerment
- Parents advocating for their family at school and in the community
- Group activities create opportunity for peer-to-peer support, networking, and building social capital
- **Future PAC Parents**

Following are Examples from (2021-22) METS Local PAC and State PAC Meetings

Planning

Ask Parents to plan:

- What would be useful topics/speakers/local focus for METS to explore/plan for this year's (non-PAC) parent meetings?
- What information do PAC parents suggest for a welcome packet for parents who are new to the program?
- Winter/Spring: Planning for coming summer program:

- Should METS have in person group activities with middle school and high school students?
- O Which summer field trip options are best?

Operation

- METS reports back to parents on the result of the planning and/or evaluation feedback and suggestions from the previous PAC meeting
- Share results from Parent Survey with parents
- Share CNA statements and Priorities with parents
- Share NYS Parent Bill of Rights and NYS ESSA-Funded Programs Complaint Procedures with parents

Evaluation

Ask Parents to evaluate:

- Summer program just completed and the responses to the parent survey
- Current "Welcome Packet" for new families: Ask parents to decide what to keep, delete, or add
- Resources or presenters as to whether or not to share with the rest of the parents

NEW YORK STATE MIGRANT EDUCATION PROGRAM	Summary: F METS Progra Date:		mily Engagem (Other than P	ent GROUP M AC)	eeting or l	Event	[space for METS logo]
LOCATION:							
ATTENDANCE:	# Parents:	# Children:	# Staff:	# Volunteers:			
Objective/Learning Target	of A Subject Conten Positive Identi	n to Theory ction t and Instruction ty Development Self-Advocacy	of the Ac	f Description tivity related to each			Parents or Families learn or gain as a result?
(Add rows for additional to	pics)						
Additional Comment: Annual New York State The parent brochure The procedure and I	e, "NYS-MEP Pare link were shared v	ent and Family Erwith PAC Parent	ngagement Plan,"	provides informat Parent meeting si	nce Septem	ber 1st:	Complaint procedures

Documentation for Reducing Barriers to Parent and Family Participation

• Making a commitment to equitable parent and family engagement, the NYS-MEP seeks to reduce barriers and to make it easier for migratory parents to participate in State PAC meetings.

Meeting conducted in families	a format and language understandable to the parents and	Send to TASC:
□ Copy of Agenda for P □ English □Spar	arents to use in each language used by parents in this METS: nish □ Karen □Burmese □ Other:	☐ Copy of this Summary ☐ Copy of Agenda in each
☐ Copy of the Invitation/☐ English ☐ Span	Flier in each language used by parents in this METS: nish □ Karen □Burmese □ Other:	language used
☐ Copy of Handouts give ☐ English ☐ Spar	en to Parents in the following language(s): sish Karen Burmese Other:	
	eps taken to reduce barriers and provide effective access to	the meeting
Meeting Time Convenie		the meeting
Meeting Time Convenie Activities for Children F	nt to Parents	the meeting
Meeting Time Convenie	nt to Parents	the meeting
Meeting Time Convenie Activities for Children F Transportation Other:	nt to Parents	the meeting

Applying the NYS-MEP Theory of Action Framework to Parent and Family Engagement (Other than PAC)

SUBJECT CONTENT AND INSTRUCTION

Supporting children at home to do well in school.

- How to use information from school such as the school calendar, attendance policies, bus times
- Ideas to interact with preschoolers and work with them at home
- How to help your child get organized with homework
- METs provided supplies for parents to keep and use at home, related to the topics (i.e. math, ELA)

Learning about school, college, and career topics

- Graduation requirements, credits, graduation pathways
- Math, reading, science
- Art (string art, sculpting, pottery)
- Holiday vocabulary and traditions in the United States
- Health: flu, care of skin emergencies
- Early Childhood development and importance
- Maple syrup process/business
- College Assistance Migrant Program (CAMP)

POSITIVE IDENTITY DEVELOPMENT

Connecting Parents/families with the school.

 Parent meeting held at the local school, with school personnel, including the principal who speaks Spanish

High Expectations-Giving power back to parents.

- Parents have the right to request an interpreter at school
- Using knowledge and experience of parents to problem solve

Utilizing presenters from community of parents/families to be visual role models.

- CAMP presenter from both the migrant and Latino communities and attended college with the help of the CAMP program
- PAC Parents on the agenda of a parent and family event to report about the recent Statewide and Local PAC meetings.

Providing common experience for Parents and children to do together, strengthening communication within the family.

 Math, ELA, science, art activities, holiday traditions, listening to a storyteller

ADVOCACY TO SELF-ADVOCACY

Expert presenter on subject with opportunity for parents to follow up own.

- How to use an interpreter practice/role play how to use an interpreter
- Bullying Information about how to approach schools and opportunity for parents to ask personal questions
- College application process, financial aid with time for parents to ask individual questions and to make appointments to follow up
- Know Your Rights and local services available – opportunity for families to make individual appointments for follow up with Catholic Charities

Supporting parents as self-advocates.

- METS set up meeting for parents with school personnel so parents could share their concerns about receiving calls/text messages in English and worrying about what the emergency could be
- How to contact the school, children's teacher(s)
- Providing local contact information for making medical appointments, applying for health insurance

Parent and Family Handouts

Parent Brochure: NYS-MEP Parent and Family Engagement Plan (See the English sample on page 15)

- Review with each Parent/Family in 2024-25, and give them their own copy
- Path to find and download on the website:
 - RESOURCES >> PROGRAM DOCUMENTS >> PARENT FORMS
 - Scroll down to select language(s)

Overview of the NYS-MEP Website for Parents and Families (see the English sample on page 17)

- Extends the list of website resources started in the Parent Brochure: NYS-MEP Parent and Family Engagement Plan
- Path to find and download on the website:
 - RESOURCES >> PROGRAM DOCUMENTS >> PARENT FORMS
 - Scroll down to select language(s)

VISIT THE NYS-MEP WEBSITE

https://www.nysmigrant.org/

Find useful information about the NYS-MEP, the local METS program centers, and related services.



Contact Information: Migrant Education Tutorial and Support Services (METS) Program Centers

https://www.nysmigrant.org/map



The New York State map is interactive. Click on a county to find the contact information for the local METS program center serving that county.

BILL OF RIGHTS FOR DATA SECURITY AND PRIVACY; ENGLISH LEARNERS; AND COMPLAINT PROCEDURES

https://www.nysmigrant.org/resources/familylibrary/parentsbillofrights

The purpose is to inform parents of

- (1) Legal requirements regarding privacy, security and use of student data;
- (2) Educational access and programming for English Learners and their parents; and
- (3) Complaints against school or school district and METS.





New York State Migrant Education Program (NYS-MEP)

Parent and Family Engagement Plan

INTRODUCTION

Parents and families play a critical role in promoting the physical, intellectual, and social-emotional development of their children. This contributes to their children's academic achievement and social engagement in school.

COMMITMENT

The NYS-MEP will:

- Consult with parents and families on the education of their children;
- Support parents and families as primary educators and advocates for their children; and
- Reduce barriers that prevent parent and family participation in NYS-MEP activities.

CONSULT WITH PARENTS AND FAMILIES

LOCAL PARENT ADVISORY COUNCIL (PAC): The local METS program centers encourage and support parents to join the local Parent Advisory Council (PAC). The METS consult with parents and families on the planning, operation, and evaluation of local migrant programs and services. This helps the METS to better understand how to address the needs of eligible students and their families.

STATEWIDE PARENT ADVISORY COUNCIL (State PAC):

The NYS-MEP encourages and supports local PAC Parents to join State PAC. The Statewide Support Team consults with the State PAC on the planning, operation, and evaluation of statewide migrant programs and services. The State PAC is an important part of the process to identify the needs of students and improve the delivery of services.

REDUCE BARRIERS TO PARTICIPATION

The NYS-MEP strives to reduce language and other barriers in order to make it easier for parents and families to participate and engage in all NYS-MEP activities to support their children's education.

SUPPORT PARENTS AND FAMILIES AS PRIMARY EDUCATORS AND ADVOCATES FOR THEIR CHILDREN

PARENT AND FAMILY ENGAGEMENT ACTIVITIES: In addition to the local and statewide PAC meetings, the local METS program centers provide parents and families with information and learning opportunities based on their needs and concerns.

These group and individual activities include, but are not limited to,

- Providing strategies to support children at home to help them succeed in school;
- Connecting parents and families with the school to improve school-home communications;
- Connecting parents and families with community resources and to build support networks; and
- Creating opportunities for social connection with other parents and families.

NYS-MEP Parent & Family Library

https://www.nysmigrant.org/resources/familylibrary

Find resources to support parents and families.



New York State Migrant Education Program (NYS-MEP)

Overview of the NYS-MEP Website for Parents and Families



VISIT THE NYS-MEP WEBSITE

Parents can find useful information about the NYS-MEP, the local Migrant Education and Tutorial Services (METS) program centers, and related services.



You can use the web link https://www.nysmigrant.org/ or scan the QR Code to go to the NYS-MEP website.

TRANSLATION AVAILABLE FOR THE NYS-MEP WEBSITE



The NYS-MEP website is written mainly in English. It uses "Google Translate" to assist you in reading it in other languages. While this can be helpful, "Google Translate" cannot translate all types of documents and may not give you an exact translation all the time. The NYS-MEP cannot guarantee the accuracy of such translations. Please consult with the local METS program center for additional information and/or clarifications.

CONTACT US AT NYS-MEP

Do you have a question, comment, or suggestion? To contact the NYS-MEP, please use this web link https://www.nysmigrant.org/contact or scan the QR Code.



You will be asked for your name and email address so the Statewide Support Team can reply to your message.

CONTACT THE METS PROGRAM CENTERS



This web link takes you to an interactive New York State map. Click on a county to find the contact information for the local METS program center serving that county.

You can use the web link https://www.nysmigrant.org/map or scan the QR Code to go to the map.

NYS-MEP PARENT & FAMILY LIBRARY

https://www.nysmigrant.org/resources/familylibrary

The NYS-MEP has developed resources to support parents and families. The goals are to create a MEP environment that is welcoming to our parents and families and to enhance their capacity to support and advocate for their childrens' learning. These materials and resources are updated throughout the year in response to needs. *Sample resources are listed below.*



Use the web links or scan the QR Codes to access the information.

Parent-to-Parent Handout: "Homework Challenges and Strategies that Work"

https://www.nysmigrant.org/resources/familylibrary/parent-to-parent/homework



The homework handout was created as a result of State PAC Parents sharing their challenges and strategies at the April 2022 and October 2022 State PAC meetings.

Cornell Farmworker Program: Farmworker Service Directory for New York State

https://www.nysmigrant.org/resources/familylibrary/farmworkerservicedirectory

The directory includes information on food pantries, health services, and legal services. Parents can choose to search for information through the English or Spanish Directory. (Note: This directory does not list every agency in your region. Check with your METS Program for additional resources.)



College Assistance Migrant Program (CAMP)

https://www.nysmigrant.org/resources/familylibrary/CAMP



The CAMP program assists eligible students who are migratory or seasonal farmworkers (or children of such workers) with financial aid, academic support and more during their first year of college at SUNY Oneonta.

Art Instructional Videos

https://www.nysmigrant.org/resources/library/artworkshops

The videos demonstrate drawing techniques, craft ideas using yarn or clay, and making musical instruments. Videos are available in English and Spanish.

