



Northside Elementary School  
 2001 Northside Drive  
 Panama City, FL 32405



## 24-25 Parent and Family Engagement Plan

Date Revised with Parent Input: 4/30/24

District Approved:

School Name: Northside Elementary		School # 0471
Principal's Name: Lora Frowert		

Each Title I school shall jointly develop with parents and family members of participating children, a written plan that shall describe how the school will carry out the requirements mentioned below. Parents shall be notified of the plan in an understandable and uniform format, and to the extent practical, provided in a language the parents can understand. The school plan must be made available to the local community and updated and agreed upon by parents periodically to meet the changing needs of parents and the school.

### Mission Statement

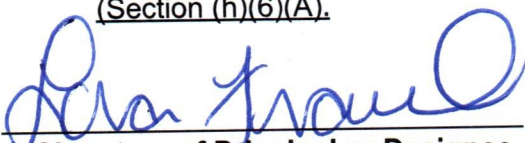
*Mission: The students, parents and community of Northside Elementary School will provide an environment where students feel secure, valued and confident to learn in diverse ways while mastering skills to become life-long learners and contributors to the community.*

I, **Lora Frowert**, do hereby certify that all facts, figures, and representations made in this plan are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project and will not be used for matching funds on this or any special project, where prohibited.

What is required:

**ASSURANCES: We Will:**

- The school will be governed by the statutory definition of parent involvement, and will carry out programs, activities, and procedures in accordance with the definition outlines in section 9101(32), ESEA
- Involve the parents of children served in Title I Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent (Section 1118(b)(1));
- Jointly develop/revise with parents the school parent and family engagement plan and distribute it to parents of participating children and make available the parent and family engagement plan to the local community (Section 1118(b)(1));
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the parent and family engagement plan and the joint development of the school-wide program plan under (Section 1114 (b)(2) (Section 1118 ©(3));
- Use the findings of the parent and family engagement plan to review the strategies for more effective parent involvement, and to revise, if necessary, the school's parent and family engagement plan (Section 1118(a) (E));
- If the plan for the Title I Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan to the local educational agency (Section 1118 (b)(4));
- Provide to each parent and individual student report about the performance of their **child** on the state assessment in at least mathematics, language arts, and reading (Section 1111 (h)(6)(B)(i));
- Provide each parent timely notice when their child has been assigned or has been taught for four(4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 (Section 1111(h)(6)(B)(ii)); and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals (Section (h)(6)(A)).

  
Signature of Principal or Designee

  
Date Signed

<b>1. INVOLVEMENT OF PARENTS</b>	
<b>(A) By what means will the school involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the PFEP <u>Section 1116(c)(3)?</u></b>	<i>Our SAC Committee which consists of school employees, parents, and community stakeholders is involved in the creation of the PFEP. The PFEP is reviewed at each SAC meeting and the parents' input is used to improve and adjust the PFEP as needed throughout the school year.</i>
<b>(B) By what means will the school provide parents opportunities, if requested, for regular meetings to formulate suggestions and to participate, as appropriate, in making decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible <u>(Section 1116 (c) (4) (C) ?</u></b>	<i>Parents are provided frequent opportunities to meet and/or provide suggestions regarding the school and educational process. Parent/Teacher meeting opportunities include Parent/Teacher Compact Conferences, Child Study Team Meetings, IEP Meetings, and parent/teacher conferences. Parents are provided opportunities for suggestions/input by completing event evaluation forms, School Climate Survey, Title I Parent Survey, and participation in SAC/PTO Meetings. Responses to suggestions will be made as soon as practicably possible.</i>
<b>(C) By what means will the school involve parents in the joint development of the School Improvement Plan <u>(Section 1116(A)(2)?</u></b>	<i>During a SAC meeting, results from a comprehensive needs assessment are discussed. Strategies from the current year's SIP are reviewed. Revisions are made based on needs, barriers, and parent input.</i>
<b>(D) If the School Improvement Plan is not satisfactory to the parents, by what means will the school provide parents an opportunity to submit comments with the plan when it is submitted to the district <u>(Section 1116 (c) (5) ?</u></b>	<i>Parents who are not satisfied with the school-wide plan will complete a form to be submitted with the plan to the district.</i>
<b>(E) By what means will the school provide other reasonable support for parental involvement activities as parents may request <u>(Section 1116 (e)(13)?</u> (Based on the Title I Parent Survey results, what activities did the parents request that are included in this plan?)</b>	<i>Based on the results of our Spring Parent Survey, parents are requesting help (in order of most requests) with Reading, Math, and iReady Test/Results. To address these requests, Northside hosts a math night early in the school year and a writing night which incorporates reading components mid-year. We also provide Parent Portal (progress monitoring for FAST &amp; iReady) assistance virtually, by phone, and in-person throughout the school year as parents request individual assistance. We maintain a</i>

	Parent Center with access to a computer, printer, and scanner.
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<b>2. ACCESSIBILITY</b>	
<p><b>A. By what means will the school offer a flexible number of meetings, such as meetings the morning or evening to accommodate parents' schedules (Section 1116(c)(2)?</b></p>	<p><i>The leadership and staff of Northside Elementary School have a strong belief in the importance of parental involvement, so meetings are held at a variety of times to accommodate the schedules of parents. Parent survey data indicated this was a need and survey data was used to help determine the most convenient times and days of the week for parents to attend meetings. SAC meetings will be held quarterly at a time determined by the SAC members. PTO meetings will be held monthly at a time determined by the PTO members. Workshops and other parent meetings will be scheduled during the evening hours or during school hours at parent request in an effort to offer access to information to parents who cannot attend any of these meetings. The 2024 Spring Survey data showed any workday to be a good day for an event or conference and the best time would be in the evening between 5:00 and 8:00 pm.</i></p>
<p><b>B. By what means will the school provide parents with <u>timely information</u> about meetings, activities, and events (Section 1116(c)(4)(A)).</b></p>	<p><i>Northside Elementary advertises events as early as possible, so parents have enough notice to make plans to attend. Most events are posted at least one week in advance of the event, but most are posted at least a month in advance. Northside Elementary utilizes social media platforms to notify parents of events, activities, and meetings.</i></p>
<p><b>C. By what means will the school provide</b></p>	<p><i>All students' families are invited to attend</i></p>

<p><b>opportunities for informed participation of parents and family members (including parents and family members with limited English proficiency, with disabilities, and parents of migratory children). (Section 1116(f)?</b></p>	<p><i>events. All event flyers are translated into native languages when feasible. A translator is provided in the parent's first language for parent conferences when possible and documents are translated into their first language when feasible.</i></p>
<p><b>D. By what means will the school ensure that information related to school and parent programs, school reports, meetings, and other activities is sent to the parents in a format and in a language the parents can understand (Section 1116(e)(5) and (f))?</b></p>	<p><i>A translator is provided in the parent's first language for parent conferences when possible and documents are translated into their first language when feasible. The school utilizes Google Translate and social media to translate information about programs, reports, meetings and activities. Flyers are translated in the first language when feasible.</i></p>

**3. ANNUAL PARENT MEETING**

The school will conduct the Annual Parent Meeting about the benefits of the Title I Schoolwide Program to inform parents and families of the school's participation in the Title I Schoolwide Program. During the meeting, the school will provide a description, explanation, or understanding of the Title I Schoolwide Program which includes an explanation about the forms of academic assessments, the school performance data, and the rights of parents. Additionally, the school will document that the communication has been provided to stakeholders as follows:

<p><b>By what means will the school conduct a Title I Annual Meeting (convened at a convenient time, to which all parents are invited and encouraged to attend) to inform parents of their school's participation in Title I, the requirements of Title I, and the right of parents to be involved (Section 1116(c)(1) ?</b></p>	<p><i>Title I Annual Meetings will be held on a day and time determined by the SAC committee. Notification, in English and Spanish, will be distributed via digital platforms. The PowerPoint will be distributed for parents who were not able to attend the virtual meetings through the district's social media accounts.</i></p>
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**4. BUILDING PARENT CAPACITY (Address topics F-J)**

**(F) Assist parents in understanding:**

- State academic standards;
- State and local academic assessments;
- Requirements of Title I;
- Monitoring a child's progress; and
- Work with educators to improve achievement of their children (Section 1116 (e) (1))

**(G) Description and explanation of:**

- Curriculum is use at the school (Section 1116(4) (B))

**(H) Description and explanation of:**

- Academic assessments used to measure student progress. (Section 1116 (4) (B))

**(I) Description and explanation of:**

- Achievement levels of State academic standards that students are expected to obtain (Section 1116 (4) (B))

**(J) Provide materials and training to:**

- Help parents work with their child to improve their children's achievement, such as literacy training and using technology (including the harms of copyright piracy), to foster parental involvement (Section 1116 (e) (2)) (*LEA note: This includes Parent Portal Training*)
- Schools must provide a description, explanation, or understanding of academic requirements that fall under the Federal Guidelines for Title I.

**Table A**  
**PARENT TRAINING OPPORTUNITIES**

List all activities for requirements F through J and transition activities that involve parents.

<b>Timeline</b>	<b>Title of Training/Event</b>	<b>What will parents learn that will have a measurable, anticipated impact on student achievement?</b>	<b>Requirements Addressed</b>	<b>Evidence/ Documentation for Effectiveness</b>	<b># Of Parents Attended</b>
Sep 2024	Title I Annual Meeting		F	Sign in sheet, presentation	
Sept 2024	Open House	School procedures and expectations, academic standards and assessments, curriculum (including reading and math), FAST/STAR/iReady resources, school-home communication (including Parent Portal and Dojo).	F, G, H, I, J	Sign in sheet	
Oct 2024	Parent Event: Math/Science/STEM Night	Hands-on event to familiarize parents with math and science standards, curriculum, resources, and strategies for success	F, G, H, I, J	Sign in sheet, handouts	
Feb 2025	Parent Event: Writing/Reading Night	Information regarding writing and reading	F, G, H, I, J	Sign in sheet, handouts for parents which include how to support students	

		progression and standards across curriculum and resources.		at home with reading and writing	
May 2025	Pre-K to K Transition	Students will learn Kindergarten readiness, curriculum, standards, school procedures and expectations.	G, H, I, J	Flyer	
Ongoing	Parent Portal	Assistance provided daily in front office and during parent events in the computer lab, encouraging usage and keeping contacts updated	F, J	Parent survey results	
October 2025	Monitoring Progress	Information regarding how parents can monitor their child's progress with regards to Fast/Star/i-Ready test scores, Parent Portal usage, checking Communication Folders, etc.; provided in conjunction with other events and upon individual request	F, G, H, I, J	Sign in sheet, handouts for parents, presentation	



**Table B  
OTHER EVENTS/ACTIVITIES**

**Other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children (Section 1116 (e) (4).**

<b>Timeline</b>	<b>Title of Training/Event</b>	<b>What will parents learn that will have a measurable, anticipated impact on student achievement?</b>	<b>Requirements Addressed</b>	<b>Evidence/Documentation for Effectiveness</b>	<b># Of Parents Attended</b>
Aug-May	School Advisory Council	Plan/review/improve the PFEP and develop the SIP	F, G, H, I	Agenda	
Aug-May	School Newsletter	Provide School Specific Information	F, G, H, I	School newsletter	
Aug-May	Parent Resource Center	Assist and provide individualized support to parents	F, G, H, I	School Newsletter	
Sept-May	Viking of Month - Monthly Celebration	Provide information on curriculum in use at school	G	Parent attendance at VOM celebrations as evidenced by visitors passes issued	

**5. PARENT/SCHOOL COMPACT**

**As a component of the school level Parent and Family Engagement Plan, each school shall jointly develop, with parents for all children served under this part, a school -parent compact that outlines how parents, the entire**

*During an annual SAC meeting, a school-parent compact is created and/or revised based on parent input about how responsibilities are shared amongst parents, school staff, and students.*

<p>school staff, and students will share the responsibility for improved student academic achievement.</p> <p>How will the school ensure parents/families involvement in this process?</p>	
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**ELEMENTARY**

<p>How will the school ensure that teachers conduct a parent-teacher conference for individual students at least annually, during which the compact is discussed and signed? <u>(Section 1116 (d) (2) (A)</u></p>	<p><i>Parents will be encouraged at Orientation to sign-up for a parent-teacher conference to discuss the compact. For parents who do not sign-up, teachers will make contact requesting another conference. Teachers are advised of this requirement at pre-school inservice training and reminded frequently throughout the school year via email and faculty meetings. A google document listing the number and percentage of completed compacts for each teacher is maintained by the Title I coordinator.</i></p>
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**MIDDLE & HIGH SCHOOL**

<p>How will the school distribute the school-parent-student compact? <u>(Section 1116 (d) (2)(A)?</u></p>	<p>n/a</p>
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<p><b>6. BUILDING STAFF CAPACITY</b></p> <p>Describe the professional development activities the school will provide to educate the teachers, specialized instructional support, principals, and other school leaders, as well as other staff with the assistance of parents/families in:</p> <ul style="list-style-type: none"> <li>• The value and utility of their contributions</li> <li>• How to reach out to, communicate with, and work with parents and families as equal partners; and</li> <li>• How to implement and coordinate parent/family programs and build ties between parent/families and the school. <u>(Section 1116 (e) (3)</u></li> </ul>
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**Table C**

Activity/ Topic	Person Responsible	Timeline	Evidence Documentation of Effectiveness	# of Faculty/ Staff Attended
Communicating with Parents PD	Title I Coordinator	Beginning of school year	Sign in sheet	

Communicating with Parents (including Class Dojo, Parent Portal, Focus, etc.)	Admin	Beginning of school year	Sign in sheet	
Compact Training	Title I Coordinator	Beginning of school year	Sign in sheet	

### 7. COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS

Describe to the extent feasible, the means the school will coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs that encourage and support parents in participating in the education of their children (Section 1116 (e) (4)).

Program	Coordination
Title III ESOL	Support for our ESOL population through parent communication translations, ESOL paraprofessionals to assist with parent meetings, and monitoring to increase achievement through greater parent involvement. All parents and families of ESOL students are invited to participate in parent events so they can help their students at home.
Title II Professional Learning	N/A
Title IX Homeless	N/A
Preschool	N/A
Other	N/A

### 8. DISCRETIONARY ACTIVITIES

Activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)

<b>How will your school develop appropriate roles for community-based organizations and businesses in parent involvement activities (Section 1116 (e) (13)?</b>	<i>School personnel coordinates with business partners and recruits local businesses to participate in parent event nights.</i>
<b>By what means will the school involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of the training (Section 1116 (e) (6)?</b>	<i>Spring Survey results are used to determine which training is needed for school staff.</i>
<b>By what means will the school provide literacy training for parents if the LEA has exhausted all other resources of funding (Section 1116 (e) (7)?</b>	N/A
<b>By what means will the school pay reasonable and necessary expenses, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions (Section 1116 (e) (8)?</b>	N/A
<b>By what means will the school train parents to enhance the involvement of other parents (Section 1116 (e) (9)?</b>	N/A
<b>By what means will the school conduct in-home conferences for parents who are unable to attend at school (Section 1116 (e)(10)?</b>	N/A
<b>By what means will the school adopt and implement model approaches to improve parent involvement (Section 1116 (e)(11)?</b>	N/A

<b>9. TITLE I EXPENDITURES FOR PARENT AND FAMILY ENGAGEMENT</b>	
<b>Category</b>	<b>List of Items</b>
Parent Communications	Paper, ink/toner, copier rental, stamps, digital newsletter, printed materials/brochures, Communication Folders, Compacts
Parent Training/Events	Materials, supplies, printed materials, consultants/author visits, ink/toner, mailing supplies, books

Parent Center	Supplies

**10. BARRIERS**

**Provide a description of the:**

- **Barriers that hindered participation by parents during the previous school year.**
- **Steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children) (ESEA Section 1116)**

**On the Spring Survey, parents reported evening is the best time of day for them to attend parenting events or conferences. Monday was the date listed as the most preferred time for parenting events and/or parent-teacher conferences.**

<b>Barrier (Including the specific subgroup)</b>	<b>Steps the School will Take to Overcome Barrier</b>
<i>Work Schedule</i>	<i>The leadership and staff of Northside Elementary School have a strong belief in the importance of parental involvement, so meetings are held at a variety of times to accommodate the schedules of parents. Parent survey data indicated this was a need and survey data was used to help determine the most convenient times and days of the week for parents to attend meetings. SAC meetings will be held quarterly at a time determined by the SAC members. PTO meetings will be held monthly at a time determined by the PTO members. Workshops and other parent meetings will be scheduled during the evening hours or during school hours at parent request in an effort to offer access to information to parents who cannot attend any of these meetings. The 2024 Spring Survey data showed Mondays to be the</i>

	<i>best day for an event or conference and the best time would be in the evening between 5:00 and 8:00 pm.</i>
<i>Childcare</i>	<i>The leadership and staff of Northside Elementary School have a strong belief in the importance of family involvement, so family members are invited to attend parent involvement events when feasible.</i>

**11. PARENT AND FAMILY FEEDBACK**

Each year, our school encourages parents, and families to work in collaboration with the school to develop, review, and revise the Title I school-level Parent and Family Engagement Plan (PFEP), The PFEP is a tool that is used to determine how well our school is partnering with you and promoting your involvement in your child’s education throughout school. Your feedback is important in helping us in continually improving the PFEP and the parent and family engagement program at our school. We have provided contact information below so that you can learn about the different ways you can be a part of this home school connection.

<b>District Title I Supervisor</b>	<i>Loretta Mistrot 850-767-4354 mistrll@bay.k12.fl.us</i>
<b>District Parent Liaison</b>	<i>Bobbie Copsey 850-767-4294 copserm@bay.k12.fl.us</i>
<b>Title 1 Resource Teacher</b>	<i>Stefanie Johnson 850-676-4113 hendlsm@bay.k12.fl.us</i>
<b>Principal</b>	<i>Lora Frowert 850-767-1506 frowelr@bay.k12.fl.us</i>
<b>Title I Coordinator</b>	<i>Dani Reach 850-767-1506 reachde@bay.k12.fl.us</i>
<b>Parent Liaison</b>	N/A