

St. Andrew School
24-25 Parent and Family Engagement Plan

Date Revised with Parent Input: 5-7-2024

District Approved:

School Name:	St. Andrew School	School # 0241
Principal's Name:	Kathryn Ostrenga	

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

St. Andrew School is committed to providing a safe environment where every student will thrive academically, socially, and emotionally.

Our Parent and Family Engagement Plan outlines how we will work alongside parents as valued partners in the educational process.

I, Kathryn Ostrenga, 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

10.8.24

Date Signed

1. INVOLVEMENT OF PARENTS

(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 Section 1116(c)(3)?

This plan will be jointly developed through the use of the Title 1 Parent Survey results, compact input form, and PFEP input form from parents and other stakeholders including the School Advisory Council. Results of the school climate survey, which parents and students also complete, will be utilized in forming an engagement plan that is meaningful and purposeful to all St. Andrew stakeholders. The plan will be reviewed during SAC meetings throughout the year to make revisions according to the changing needs of the parents and the school.

(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 (Section 1116 (c) (4) (C) ?

Parents will be provided opportunities to make educational decisions for their children by participating in annual IEP (Individual Education Plan) meetings, parent-teacher conferences, SAC meetings and Child Service meetings. Suggestions made by the parents, if practical and reasonable, will be implemented in a timely manner.

<p>(C) By what means will the school involve parents in the joint development of the School Improvement Plan (Section 1116(A)(2)?</p>	<p>During a SAC (School Advisory Council) meeting, results from a comprehensive needs assessment are discussed. Strategies from the current year's SIP (School Improvement Plan) are reviewed. Revisions are made based on needs, barriers, and parent input.</p>
<p>(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 (Section 1116 (c) (5) ?</p>	<p>Parents who are not satisfied with the school-wide plan will complete a form to be submitted with the plan to the district.</p>
<p>(E) By what means will the school provide other reasonable support for parental involvement activities as parents may request (Section 1116 (e)(13)? (Based on the Title I Parent Survey results, what activities did the parents request that are included in this plan?)</p>	<p>Based on the results of our 2023-2024 Parent Survey, Event Evaluations, and Climate Survey the parents requested help with behavior and emotional needs, math, monitoring progress on Testing and Results, and Parent Portal. We will hold informational parent workshops and parent training throughout the school year to address the needs of the parents.</p>

<p>2. ACCESSIBILITY</p>	
<p>A. By what means will the school offer a flexible number of meetings, such as meetings in the morning or evening accommodate parents' schedules (Section 1116(c)(</p>	<p>St. Andrew will offer Fall and/or Spring conferences after hours to provide an alternate time and format (digital) for parents to meet with teachers. Parent survey data indicated this was a need and survey data was used to help determine the most convenient times for parents to attend meetings. St. Andrew will try to increase the number of in-person, daytime (morning-after school starts, lunch, and after lunch) and evening events as indicated by the parent survey. The St. Andrew School Advisory Committee will meet quarterly. Parents and Community supporters are invited to attend. Workshops and other parent meetings will be scheduled during hours convenient to parents as indicated on the Title I Parent Survey. In an effort to offer access to information to parents who cannot attend any of these meetings, St. Andrew will include information and handouts from these meetings on their website when possible.</p>
<p>B. By what means will the school provide parents with timely information about meetings, activities, and events (Section 1116(c)(4)(A)).</p>	<p>St. Andrew will make every effort to utilize not only standard forms of communication (daily home notes, flyers, newsletters, PeachJar, virtual, and recorded messages) but will capitalize on other forms such as text messages, phone calls, email, and social media to notify parents of activities and events.</p>

<p>C. By what means will the school provide 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))?</p>	<p>Based on the results of our Title I Parent Survey, the barriers identified by parents are work schedule, communication, and transportation concerns. Written communication will be provided to parents in their preferred language as needed. Interpreters will be provided when oral communication is necessary for conferences and meetings.</p>
<p>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))?</p>	<p>Written communication will be provided to parents in their preferred language as needed. Interpreters will be provided when oral communication is necessary for conferences and meetings.</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>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)) ?</p>	<p>The Title 1 Annual meeting will be held in September and the District will provide a PowerPoint that includes all requirements by the law.</p>
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4. BUILDING PARENT CAPACITY (Address topics F-J)
(F) Assist parents in understanding: <ul style="list-style-type: none"> • 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 <u>(Section 1116 (e) (1))</u>
(G) Description and explanation of: <ul style="list-style-type: none"> • Curriculum is use at the school <u>(Section 1116(4) (B))</u>
(H) Description and explanation of: <ul style="list-style-type: none"> • Academic assessments used to measure student progress. <u>(Section 1116 (4) (B))</u>
(I) Description and explanation of: <ul style="list-style-type: none"> • Achievement levels of State academic standards that students are expected to obtain <u>(Section 1116 (4) (B))</u>
(J) Provide materials and training to: <ul style="list-style-type: none"> • 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 <u>(Section 1116 (e) (2))</u> (LEA note: This includes Parent Portal Training) • Schools must provide a <u>description, explanation, or understanding of academic requirements that fall under the Federal Guidelines for Title I.</u>

Table A

PARENT TRAINING OPPORTUNITIES

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

Timeline	Title of Training/Event	What will parents learn that will have a measurable, anticipated impact on student achievement?	Requirements Addressed	Evidence/ Documentation for Effectiveness	# Of Parents Attended
Fall	Meet and Greet	act information, encourage usage of the parent portal	F,G	Aug 8, 2024	
Fall	Title 1 Annual Meeting	Requirements of Title I	F, G, H	Sep 12, 2024	5
Fall	Donuts for Grownups	FOCUS and Launchpad	F, G, H, I, J		
Fall	Open House	Classroom expectation, curriculum, Florida Standards and Assessments	F, G	Sep 12, 2024	
Spring	Literacy Night	Reading Strategies and Skills	F, G, H, I, J		

Spring	Sports/Game Night	Social Skills, Calming strategies and techniques	F, G, H, I, J		

**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)).

Timeline	Title of Training/Event	What will parents learn that will have a measurable, anticipated impact on student achievement?	Requirements Addressed	Evidence/ Documentation for Effectiveness	# Of Parents Attended
August-May	School Advisory Council	Plan/ review/improve the PFEP and develop the SWP	F, G, H, I, J		
August-May	Parent Resource Center	Parent Portal, Resources	J		
August-May	Newsletter	Parent resources and events	F, G, H, I, J		

5. PARENT/SCHOOL COMPACT

As a component of the school level Parent and Family Engagement Plan, St. Andrew School shall jointly develop, with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.
How will the school ensure parents/families involvement in this process?

This plan will be jointly developed through the use of the Title 1 Parent Survey results, compact input form, and PFEP input form from parents and other stakeholders including the School Advisory Council.

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? (Section 1116 (d) (2) (A))</p>	<p>St. Andrew School will provide multiple opportunities for discussion of the compact to include Annual IEP (Individual Education Plan) Meeting, Fall and/or Spring Conferences</p>
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MIDDLE & HIGH SCHOOL

<p>How will the school distribute the school-parent-student compact? (Section 1116 (d) (2)(A))?</p>	<p>NA</p>
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<p>6. BUILDING STAFF CAPACITY</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"> • The value and utility of their contributions • How to reach out to, communicate with, and work with parents and families as equal partners; and • How to implement and coordinate parent/family programs and build ties between parent/families and the school. <u>(Section 1116 (e) (3))</u> <p>**Complete Table C.**</p>

Table C

Activity/ Topic	Person Responsible	Timeline	Evidence Documentation of Effectiveness	# of Faculty/ Staff Attended
Communicating with Parents	TIC	Fall		
Working with Parents as Equal Partners	TIC	Fall		
Parent/Teacher Conferences	TIC	Fall		

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 II Professional Learning	Book studies and professional development for staff to increase effective communication with parents will be held on an ongoing basis.
Title III ESOL	<i>Support for our ESOL population through parent communications and by making parents aware of district events. When needed we will utilize the district paraprofessional to assist with parent meetings, and monitoring to increase achievement through greater parent involvement.</i>
Title IX Homeless	Support for our homeless population through parent communications, district social worker, and our campus guidance counselor.
Preschool	NA

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.)

How will your school develop appropriate roles for community-based organizations and businesses in parent involvement activities <u>(Section 1116 (e) (13))</u>?	St. Andrew school will work with outside agencies providing parent trainings
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 <u>(Section 1116 (e) (6))</u>?	St. Andrew School will use the Title 1 survey, event surveys, as well as any suggestions from SAC meetings to develop training for teachers and school staff.
By what means will the school provide literacy training for parents if the LEA has exhausted all other resources of funding <u>(Section 1116 (e) (7))</u>?	St. Andrew School will share literacy training oport that are available in the community, as well as Events to increase literacy achievements.

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)?	Title I funds will be used to provide educational materials to use at home, parent workshops, child care, transportation, and refreshments to parents and families during events.
By what means will the school train parents to enhance the involvement of other parents (Section 1116 (e) (9)?	NA
By what means will the school conduct in-home conferences for parents who are unable to attend at school (Section 1116 (e)(10)?	School social workers and counselors may conduct home visits for parents that are unable to attend meetings at school.
By what means will the school adopt and implement model approaches to improve parent involvement (Section 1116 (e)(11)?	NA

9. TITLE I EXPENDITURES FOR PARENT AND FAMILY ENGAGEMENT	
Category	List of Items
Parent Liaison	Salary, benefits
Parent Center	Supplies
Parent Training/Events	Refreshments, materials, supplies, stipends for teachers as consultants, printed materials, consultants, ink/toner
Parent Communications	Paper, ink/toner, stamps, printed materials/brochures
Parent/Teacher Conferences	Stipends to cover after hours

10. BARRIERS
<p>Provide a description of the:</p> <ul style="list-style-type: none"> • 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)

Barrier (Including the specific subgroup)	Steps the School will Take to Overcome Barrier
Communication	<ul style="list-style-type: none"> • Multiple platforms to increase communication (Facebook, website, Portal Messenger, Marquee sign, Peachjar, etc.). • All communications are translated for our ELL families.
Work Schedule	<ul style="list-style-type: none"> • We plan to hold events during the morning and evening to give all parents an opportunity to participate. • When possible meetings/events will be recorded and posted to social media (Facebook).

11. PARENT AND FAMILY FEEDBACK
<p>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.</p>

District Title I Supervisor	<i>Loretta Mistrot 850-767-4354</i> mistrll@bay.k12.fl.us
District Parent Liaison	<i>Bobbie Copsey 850-767-4294</i> copserm@bay.k12.fl.us
Principal	<i>Kathryn Ostrenga 850-767-4565</i> ostrekl@bay.k12.fl.us
Title I Coordinator	<i>Kristin Cummings 850-767-4565</i> cummik@bay.k12.fl.us
Parent Liaison	<i>Kiara Luster 850-767-4565</i> lustekn@bay.k12.fl.us
Title 1 Resource Teacher	<i>Stefanie Johnson 850-767-4113</i> hendlsm@bay.k12.fl.us