



24-25 Parent and Family Engagement Plan

Date Revised with Parent Input: 5/13/2024

District Approved:

School Name:	West Bay Elementary	School #0262
Principal's Name:	Deniece Moss	

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

Every scholar by name and need! West Bay Elementary's staff, parents, and community are "Made for More" and committed to creating an engaging and supportive environment for all scholars. Through ambitious instruction, collaborative teaching, effective leadership, and involved families, we empower our scholars to become lifelong learners by promoting consistent attendance, academic achievement, and artistic expression. Our scholars will achieve high levels of individual success academically and in life.

I, Deniece Moss, 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)).

Denise Moss

Signature of Principal or Designee

8-30-24

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)?

SAC Meeting, Facebook. Newsletter, DoJo

(B) By what means will the school provide parents opportunities, if requested, for regular meetings to formulate suggestions and to

The school will provide parents opportunities for feedback via SAC Meeting and Google Form

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>	
(C) By what means will the school involve parents in the joint development of the School Improvement Plan <u>(Section 1116(A)(2)?</u>	<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. The SAC committee is composed of parents, community members, teachers, administrators, and support staff. All members are encouraged and provided the opportunity to give input.</i>
(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>	<i>During SAC meetings</i>
(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?)	<i>Parent request will be discussed and agreed upon based on PArEnt Input Meeting (SAC) and Google Form</i>

2. ACCESSIBILITY	
A. By what means will the school offer a flexible number of meetings, such as meetings the morning or evening to accommodate parents' schedules <u>(Section 1116(c)(2)?</u>	<i>The school will assist parents of ELL students in providing technology for language barriers during scheduled events. Based on the Parent survey results, 50% of the parents listed lack of childcare as the top barrier for lack of participation. Parents have also requested that events are held right after school or in the morning after school starts are best. We plan to offer morning, afternoon, and evening events to give every parent an opportunity to participate.</i>
B. By what means will the school provide parents with <u>timely information</u> about	<i>A minimum of two weeks notice will be the school policy. This will give parents an</i>

<p>meetings, activities, and events <u>(Section 1116(c)(4)(A))</u>.</p>	<p><i>opportunity to save the date. Email, SMORES Newsletters, and Class Dojo will be used to notify and remind parents about events to ensure the greatest participation.</i></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). <u>(Section 1116(f))?</u></p>	<p><i>All school communication are translated for our ELL families. Our ADA approved website will translate all uploaded documents. Parents will be invited via newsletters, posted on school websites, teacher websites (Class DoJo), shared via social media (Facebook), and flyers will be sent home. All of which can be translated in appropriate language.</i></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 <u>(Section 1116(e)(5) and (f))?</u></p>	<p><i>The school will assist parents of ELL students in providing technology for language barriers during scheduled events. Based on the Parent Survey results, 50% of parents listed lack of childcare as the top barrier for lack of participation.</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 including 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 <u>(Section 1116(c)(1)) ?</u></p>	<p><i>The Title I Annual Meeting will be held in conjunction with Open House to which all parents will be invited via newsletters, sent by email, and posted on social media. The powerpoint will be developed by the Bay District Schools Title I Coordinator and West Bay Elementary School's Title I coordinator and will provide information required by law with additional school information.</i></p>
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4. BUILDING PARENT CAPACITY (Address topics F-J)

<p>(F) Assist parents in understanding:</p> <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 the achievement of their children <u>(Section 1116 (e) (1))</u>
<p>(G) Description and explanation of:</p> <ul style="list-style-type: none"> ● Curriculum in use at the school (Section 1116(4) (B)) ● ELA - Houghton Mifflin (HMH) ● Math - Big Ideas Math ● Science ● Social Studies - Gallopade
<p>(H) Description and explanation of:</p> <ul style="list-style-type: none"> ● Academic assessments used to measure student progress. <u>(Section 1116 (4) (B))</u> ● iReady Progress Monitoring ● STAR state Assessment ● FAST State Assessment
<p>(I) Description and explanation of:</p> <ul style="list-style-type: none"> ● Achievement levels of State academic standards that students are expected to obtain <u>(Section 1116 (4) (B))</u> ● Students are expected to achieve grade level (3) or high on state academic standards on the state assessment/ Students are expected to achieve “One Grade Level” on iReady and STAR state assessments
<p>(J) Provide materials and training to:</p> <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</u> of academic requirements that fall under the Federal Guidelines for Title I. <i>(Do not JUST give parents handouts. This does NOT build parent capacity)</i>

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
Sept	Annual Title 1 Meeting	Requirements of Title 1	F.G.H.I	AM	

Sept.	Open House	Expectations of students and how parents can be helpful at home.	F, G, H, J	PM	
Oct.	Donuts with Grownups	Readers are Leaders	F,J	AM	
Nov.	Bingo for Books	Florida State Standards, Curriculum, State and District Assessments, and monitoring child's progress	F,G,H,I,J	PM	
March	STEAM Night	Curriculum, Community Resources, Monitoring child's progress, Literacy, Math, Science	F.G.H.J	PM	
May	PreK to K Transition	What to expect in Kindergarten	F,J	PM	

**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
Aug. - May	School Advisory	Plan, Review			
Aug. - May	School Newsletter	School Events			

5. PARENT/SCHOOL COMPACT

As a component of the school-level Parent and Family Engagement Plan, each school (ALL) 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.

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. The SAC committee is composed of parents, community members, teachers, administrators, and support staff. All members are encouraged and provided the opportunity to give input.

How will the school ensure parents'/families' involvement in this process?

ELEMENTARY

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)

Parents will be encouraged to sign up from face-to-face parent/teacher conferences and to complete compact at Open House. For parents who don't sign up, teachers will make contact to request a conference. Substitute teachers are provided for classroom teachers to schedule conferences and discuss the compacts. The Title I coordinator keeps a record of the completed compacts and communicates with teachers throughout the year to ensure that teachers have discussed the compact with each family.

MIDDLE & HIGH SCHOOL

How will the school distribute the school-parent-student compact? (Section 1116 (d) (2)(A)?

N/A

6. BUILDING STAFF CAPACITY

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:

- 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. (Section 1116 (e) (3)

****Complete Table C.****

Table C

Activity/ Topic	Person Responsible	Timeline	Evidence Documentation of Effectiveness	# of Faculty/ Staff Attended
Title I Training	Title I Coordinator	Beginning of the school year	Feedback Forms	

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 (<i>Example</i>)	Support for our ESOL population through ESOL Teacher, parent communication translations, ESOL paraprofessionals to assist with parent meetings, and monitoring to increase achievement through greater parent involvement. We will host an ESOL parent event in the Spring to increase parent involvement with our ESOL families so they can help their students at home.
Title II Professional Learning	Based on parents' responses on the Parent Survey, 58% suggested that the faculty/staff could benefit from professional development opportunities that address communicating with parents and students. During inservice days. The Title I Coordinator will review the results of the Parent Survey with teachers and staff. This will be followed by a training to address how to work with parents to build relationships for student success. Teachers will be trained on how to communicate common concerns to parents such as reading and math to help engage parents in their child's education. Teachers will also be trained on how to build relationship with students.
Title III ESOL	Support for our ESOL population through an ESOL Teacher, parent communication translations, ESOL Paraprofessionals to assist with parent meetings and monitor to increase achievement through greater parent involvement.

Title IX Homeless	<i>These scholars receive first priority during Thanksgiving, Christmas, and community food bag donations. These parents are always invited to all events.</i>
Preschool	<i>These parents are always invited to all events.</i>
Other	

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 (Section 1116 (e) (13)?	<i>During many of our school events, community based organizations are included, such as the Margaritaville Memory Makers. In our Partnership with local churches we are able to provide parents with supplies and clothes to assist families in need.</i>
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)?	<i>PFEP Input</i>
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)?	<i>N/A</i>
By what means will the school pay reasonable and necessary expenses, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions (Section 1116 (e) (8)?	<i>If feasible and possible, childcare will be provided.</i>
By what means will the school train parents to enhance the involvement of other parents (Section 1116 (e) (9)?	<i>Elevate Bay is the district volunteer organization that provides training to parents that want to volunteer at the school.</i>
By what means will the school conduct in-home conferences for parents who are unable to attend at school (Section 1116 (e)(10)?	<i>If needed, our school counselor and social worker are able to make home-visits to parents that are unable to physically attend a meeting as</i>

	<i>the school. They are able to discuss the standards, curriculum, and assessments that their student will address in order to be successful as school.</i>
By what means will the school adopt and implement model approaches to improve parent involvement (Section 1116 (e)(11)?	<i>Include online training and information</i>

9. TITLE I EXPENDITURES FOR PARENT AND FAMILY ENGAGEMENT	
Category	List of Items
<i>Parent Communications</i>	Paper, ink/toner, stamps, digital newsletter, printed materials/brochures, Teacher PD, Books/Book Studies, Parent Liaison, Field Trips, Substitute Teachers.
Parent Training/Events	Refreshments, materials, supplies, printed materials,ink/toner

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)

Use the data collected from Parent Event Evaluations, Surveys, and the School Improvement Plan.

Barrier (Including the specific subgroup)	Steps the School will Take to Overcome Barrier
Work Schedule	Multiple and Various Meeting/Event Times
<i>Childcare</i>	Multiple and Various Meeting/Event Times

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.</p>

Your feedback is important in helping us continually improve 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.

District Title I Supervisor	<i>Loretta Mistrot 850-767-4354 mistrll@bay.k12.fl.us</i>
District Parent Liaison	<i>Bobbie Copsey 850-767-4294 copserm@bay.k12.fl.us</i>
Title I Resource Teacher	<i>Stefanie Johnson 850-767-4113 hendlsm@bay.k12.fl.us</i>
Principal	<i>Deniece Moss (850)767-1850 mossjd@bay.k12.fl.us</i>
Title I Coordinator	<i>Amanda Stephens (850)767-1850 stepha@bay.k12.fl.us</i>
Parent Liaison	<i>Janet Barfield (850)767-1850 barfijj@bay.k12.fl.us</i>