



**24-25 Parent and Family Engagement Plan**

**Date Revised with Parent Input: 4-10-24 District Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **School Name:**  **Bay High School** | **Principal's Name:**  **Blythe Carpenter** | **School**  **# 0061** |
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| **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.** |
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**Mission Statement**

| To provide opportunities and curriculum that are relevant and rigorous so that students demonstrate academic excellence, career readiness, and social sensitivity. |
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| **1. INVOLVEMENT OF PARENTS** | |
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| **(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)?** | All parents are given the opportunity to complete an online and paper-based Title I Parent Survey. The results are tallied and shared with the parents during quarterly SAC meetings. Based on the surveys and review of parent input forms, changes are made to the PFEP for the next school year.  The PFEP is reviewed throughout the year to meet the needs of the parents and school. All parents are invited to the SAC meetings and are welcome to give input to improve the education of their child. |
| **(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) ?** | During parent/teacher conferences, Open House, Parent Workshops, and SAC meetings, parents will learn about the curriculum used, what levels students are expected to achieve, about the state assessments, End of course exams, AICE and AP exams. The parental suggestions listed below, if practical and reasonable, will be implemented in a timely manner.   * Communication can be improved by teachers’ frequent (weekly) emails and messages sent through the FOCUS communication program for upcoming tests, quizzes, or projects. * All teachers will be reminded of posting grades in a timely manner. * Administration will monitor grade input from individual teachers and work with guidance to ensure communication to parents is timely. * With the use of “Peach Jar” we are hoping for an increase of involvement from parents. |
| **(C) By what means will the school involve parents in the joint development of the School Improvement Plan (Section 1116(A)(2)?** | * 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 utilizing parent input. |
| **(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) ?** | * Parents who are not satisfied with the school improvement plan are welcome to complete a form to be submitted with the plan to the district. |
| **(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?)** | Parents suggested more opportunities to talk/see teachers.  MORE COMMUNICATION  **POST A SCHOOL EVENT CALENDAR** |

| **2. ACCESSIBILITY** | |
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| **A. By what means will the school offer a**  **flexible number of meetings, such as in the morning or evening to accommodate**  **parents’ schedules (Section 1116(c)(2)?** | * Based on the Parent Survey results, 41% of our parents’ work schedules have a direct conflict with participating in school events. * We will be conducting meetings in person and via google meet. Based on the Title I Parent Survey, parents preferred evenings or before school for meetings and conferences. Parent conferences will be held at 7:40 AM before school and before most parent work schedules begin. The Title 1 meeting will be scheduled in the evening. A schoolwide open house will be scheduled in the evening. The first SAC meeting will be scheduled in the evening and alternate to morning meetings. |
| **B. By what means will the school provide parents with timely information about meetings, activities, and events (Section 1116(c)(4)(A)).** | * Our school policy will be to communicate with parents at least one week prior to an event, to allow the opportunity to rearrange their work schedule. We will use our phone system, parent portal and multiple social media to send out notices to parents about upcoming activities. |
| **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)?** | * All school communications are translated for our ELL families. Google Translate and staff members (ELL paras) assist with this. Bilingual staff members assist with conferences and phone calls. * We now have the “Peach Jar” program that alerts parents to information and upcoming events. Results from our Parent Survey indicated that 94% of our parents agree that the “Peach Jar” and emails are the best method to inform them of upcoming events. Parents also suggested limiting emails and messages from the district that do not pertain directly to Bay High Students. * Our active school media page on Facebook also includes information to parents and students of upcoming events and opportunities. * SAC meetings are recorded and available to parents. |
| **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))?** | **ESOL INFORMATION** |

| **3. ANNUAL PARENT MEETING** |
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| 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: |

| **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) ?** | The school will conduct a Title I Annual Meeting in conjunction with our School Open House. Parents will be notified of the meeting through flyers sent home with students, Everbridge phone calls, social media, and FOCUS email notifications. The district created power-point that includes the requirements of Title I, will be shown and available for viewing outside of the virtual meeting. |
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| **4. BUILDING PARENT CAPACITY (Address topics F-J)** |
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| **(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) (G) (G) Description and explanation of:**   * **Curriculum in 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.**   ***(Do not JUST give parents handouts. This does NOT build parent capacity)*** |

**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** |
| --- | --- | --- | --- | --- | --- |
| Aug  2024  Aug  2024 | Freshmen and  New Student  Orientation    Student Registration | School Procedures, Info on Graduation  Requirements and Florida State  Assessments,  School Procedures, Info on Graduation  Requirements and Florida State  Assessments,  ***Parent Portal Training*** | F, H, I, J        F, H, I, J | Advertisements  Agenda  Sign in Sheets  Handouts |  |
| Sept  2024 | Title I Annual Meeting | Requirements of Title I | F | Advertisements  Agenda  Sign in Sheets  Handouts |  |
| Aug  2024 | Course Syllabus | Teachers give students and parents information on course standards, grade policy, EOC requirements, etc | F, G, H, I |  |  |
| Sept  2024 | BHS Open House | Specific Course Curriculum  Parent Strategies  ***Parent Portal Training*** | F, G, H, I, J | Advertisements  Agenda  Sign in Sheets  Handouts |  |
| Sept 2024 | College Night | Provide parents and students with resources and information on postsecondary opportunities | F, G, H | Advertisements  Agenda  Sign in Sheets  Handouts |  |
| Sept 2024 | College Fair | Provide parents and students with resources and information on postsecondary opportunities | F, G, H | Advertisements  Agenda  Sign in Sheets  Handouts |  |
| Oct 2024 | STEM NIGHT | Families served dinner STEM teachers facilitate the student-led demonstrations for parents to observe the lessons taught in various courses. | F, G, H | Advertisements  Agenda  Sign in Sheets  Handouts |  |

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| --- | --- | --- | --- | --- | --- |
| Aug 2024  Nov  2024  Feb  2025  April  2025 | School Advisory  Council | Plan/review/  improve the PFEP’ develop the SIP.  Organize parent events  Review Parent Survey Feedback  Revise PFEP and Compact |  | Advertisements  Agenda  Sign in Sheets  Handouts  Minutes |  |
| When needed  Aug  May 2024 | Parent Portal Notification, Facebook posts, Principal phone calls | Explain school specific information. Inform of upcoming events.  Solicit volunteers. |  |  |  |
| Aug - 2023  June -2024 | Parent Liaison | Serve as a liaison between parents and school to encourage engagement. |  | Phone  Calls  Parent  Meetings |  |
| Nov  2023 | FAFSA | Seniors and a parent work on the FAFSA application to prepare for entrance to college. |  |  |  |
| Jan & Feb 2024 | AICE Open House | Provide parents with information on the AICE curriculum. |  | Advertisements  Agenda  Sign in Sheets  Handouts  Minutes |  |

**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).**

| **5. PARENT/SCHOOL COMPACT** | |
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| **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.**  **How will the school ensure parents/families involvement in this process?** | *School, Parent, Student* Compacts were sent via parent emails with an input form to give feedback.  The SAC was also given the opportunity to complete Compact input forms.  Information from these input forms are used to revise the “Compact” |

**MIDDLE & HIGH SCHOOL**

| **How will the school distribute the school-parent-student compact? (Section 1116 (d) (2)(A)?** | Compacts will be distributed via Parent emails, Peach Jar and placed in the first day of school packets for distribution throughout the school year to new students. A copy of the compact will be posted on the school website in the parent resources section.  In homeroom, teachers will discuss with students what the Compacts are and how they will benefit each student’s educational experience. |
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| **6. BUILDING STAFF CAPACITY** |
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| **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** |
| --- | --- | --- | --- | --- |
| Bay High Compact  School Improvement Plan  Communication to Parents  Google Meets  Emails  Progress Reports  or weekly emails  with grades    Entering grades in a timely manner | Nicole Garmon  Administration | August  2024 | Agenda  Sign in Sheets  Handouts  Minutes |  |

| **7. COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS** |
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| **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** | Bay High School is home to the ESOL Newcomer Program. New to country students in grades 9-12 are placed in ESOL English Language Arts along with English Language Development. Both classes are taught  by a bilingual teacher. Bay High also has an ESOL Interventionist and 2 paras to assist the students and their families by making phone calls, translating material and working individually with students when  needed. Bilingual students serve as TA’s in the front office so there is always someone available to interpret when needed. All Bay High ESOL students are served by the same counselor who is familiar with their needs.  We 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. We will host an ESOL parent event in the Fall to increase parent involvement with our ESOL families so they can help their students at home. |
| **Title II Professional Learning** | *Pre Planning for teachers includes training for Parent Communication, Entering Grades into FOCUS, Sending reports home.* |
| **Title IX Homeless** | While in-home conferences are not available, our Parent Liaison and Mediator will make phone calls and in-home visits when possible for students with poor attendance and behavior problems. |
| **TRIO with FSU** |  |

| **8. DISCRETIONARY ACTIVITIES** |
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| **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)?** | Solicit help from Community Organizations to provide food for parent events. Solicit donations from community for parent training materials. |
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| **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)?** | Parent surveys were sent home and a link to the online survey was sent home.  Survey responses suggested more training for teachers in communicatingwith parents. |
| **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)?** |  |
| **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)?** |  |
| **By what means will the school train parents to enhance the involvement of other parents (Section 1116 (e) (9)?** |  |
| **By what means will the school conduct in-home conferences for parents who are unable to attend at school (Section 1116 (e)(10)?** | Our School based social worker and Graduation coach will work with parents who are unable to attend parent conferences. |
| **By what means will the school adopt and implement model approaches to improve parent involvement (Section 1116 (e)(11)?** | We will conduct events such as STEM night where parents will observe student led demonstrations from the Science, Technology, Engineering and Mathematics courses. |

| **9. TITLE I EXPENDITURES FOR PARENT AND FAMILY ENGAGEMENT** | |
| --- | --- |
| **Category** | **List of Items** |
| **School based social worker** | **Salary, benefits** |
| **Parent Center** | **Supplies, Handouts, etc.** |
| **Parent Training/Events** | **Refreshments, materials, supplies, stipends for teachers as consultants, printed materials, consultants, ink/toner.** |

| **10. BARRIERS** |
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| **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)** |

| **Use the data collected from Parent Event Evaluations, Surveys, and the School Improvement Plan.** |
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| **Barrier (Including the specific subgroup)** | **Steps the School will Take to Overcome Barrier** |
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| Communication | The school will use multiple platforms to increase communication (Facebook, website, school messenger, Class DOJO, Portal Messenger, Marquee sign, Peachjar, etc.) |
| Primary Language spoken in home | Translate communications in various languages. |

| **11. PARENT AND FAMILY FEEDBACK** |
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| **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.** |

| **District Title I Supervisor** | *Loretta Mistrot 850-767-4354*  *mistrll@bay.k12.fl.us* |
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| **District Parent Liaison** | *Bobie Copsey 850-767-4294*  *copserm@bay.k12.fl.us* |
| **Title 1 Resource Teacher** | *Stefanie Johnson 850-767-4113*  *hendlsm@bay.k12.fl.us* |
| **Principal** | *Blythe Carpenter*  *850-767-4601*  *carpeba@bay.k12.fl.us* |
| **Title I Coordinator** | *Nicole Garmon*  *850-76-4600*  *garmon@bay.k12.fl.us* |