

West Bay

23-24 Parent and Family Engagement Plan

Date Revised with Parent Input: 4-27-23

District Approved:

The Parent and Family Engagement Plan (PFEP) must be jointly developed with parents and must be distributed to parents in an understandable and uniform format, and in the language, parents can understand. It must be made available for the community and updated periodically to meet the changing needs of the parents and the school. [Section 1116(b)].

Instructions: Describe the means by which the school will carry out the ESSA requirements below.

1. POLICY INVOLVEMENT

A. 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 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 1 Coordinator and West Bay Elementary School's Title 1 schoolwide program coordinator and will provide information required by law with additional school information.

B. 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 a paper or on-line Title I Spring Parent Survey. The results of the survey are tallied and shared with the faculty for their thoughts on ways to improve our PFEP for next year. An evaluation of the current PFEP is conducted during a SAC meeting. Based on the evaluation and survey results, revisions to the plan are made for the next school year. SAC members are able to include their recommendations on the PFEP input form during SAC meetings. The plan will be reviewed during SAC meetings throughout the year to make revisions according to the changing needs of parents and the school.

C. By what means will the school involve parents in the joint development of the School Improvement Plan [Section 1116(c)(3)]?

- 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.

D. 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 may participate in making decisions for their students' education through evaluation forms at parenting events, IEP meetings, parent-teacher conferences, SAC meetings, and CST meetings. Suggestions made by parents, if practical and reasonable, will be implemented in a timely manner.

E. 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 will complete a form to be submitted with the plan to the Bay District Schools' Title I coordinator who will in turn share the form with the BDS administrative team.

2. BUILDING CAPACITY FOR INVOLVEMENT

In Table A, list the activities that will 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 the achievement of their children [Section 1116(e)(1)]

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 the State academic standards that students are expected to obtain [Section 1116(4)(B)]

J. Provide materials and training to:

- help parents work with their children 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)

**Table A
Parent Training Opportunities**

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

Timeline	Title of Training/Event	Topics	Requirement(s) Addressed (F,G,H,I,J)	Time (AM or PM)	# of Parents Attended *
Sept	Title I Annual Meeting	Requirements of Title I	F,G,H,I	AM	
Sept	Open House	Expectations of student achievement and how parents can be supportive	F,G,H,J	PM	
Nov.	Donuts with Grownups	Introduce Readers to Leaders	F,J	AM	
Jan.	"Let Go" of all your assessment fears	Florida State Standards, Curriculum, State/District Assessments, and monitoring child's	F,G,H,I,J	PM	
March	March Madness	Curriculum, Community Resources, Monitor student Progress, Literacy, Math, Science	F,G,H,J	PM	
May	Pre-K to K transition	What to expect in Kindergarten	F,J	PM	

*To be updated throughout the year.

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	Purpose	Time (AM or PM) or Method	# of Parents Attended*
Aug-May	School Advisory Council	Plan/review/improve the PFEP	AM	
Aug-May	School Newsletter	School events	Online Newsletter	

*To be updated throughout the year

K. By what means will the school educate the faculty, staff, and administrators, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and

coordinate parent programs, and build ties between parents and the school [Section 1116(e)(3)]?

-Based on parents' responses on the Parent Survey, 47% suggested that the faculty/ staff could benefit from professional development that addresses communicating with parents and students and reaching out to parents. During in-service days, the Title 1 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 of parents such as reading and math to help engage parents in their child's education. Teachers will also be trained on how to build relationships with students.

Parent Engagement PD Topic	Date	Number of Attendees (complete after the event)
Compact Training		
Communication with Parents & Students		

L. To the extent feasible, by what means will the school 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)]?

-Access assistance through DCF, Backpack blessings through Woodlawn Church, Behavioral counseling and intervention with PAEC/Anchorage Children's Home/Florida Therapy, church partnership, Dental Bus through Health Dept.

M. 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?)

-Based on the Title I Parent Survey, we found that the majority of parents (19%) requested a workshop on monitoring their child's progress. Most parents requested a workshop on how to help their children in math. Parents are also interested in learning more about how to better assist their child in reading instruction. Parents will be encouraged throughout the year to attend the workshops given on this topic.

N. Elementary Only - How will the school ensure that teachers conduct a parent-teacher conference for individual students at least annually, during which the compact is discussed [Section 1116 (d)(2)(A)]?

- Parents will be encouraged at Open House to sign-up for a face-to-face parent-teacher conference and to complete a compact. For parents who don't sign-up, teachers will make contact requesting a conference. Substitute teachers are provided for classroom teachers to schedule conferences and discuss the compacts. The Title 1 schoolwide program coordinator keeps a record of the completed compacts and communicates with

the teachers throughout the year to ensure that the teachers have discussed the compact with each family.

O. Optional – How will the school develop appropriate roles for community-based organizations and businesses in parent involvement activities [Section 1116(e)(13)]?

-During many of our school events, community-based organizations are included. Such as the Margaritaville Memory Makers. In our partnership with Woodstock Baptist Church, we are able to provide parents with supplies and clothes to assist families in need.

P. Optional – 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)]?

Q. Optional – By what means will the school provide literacy training for parents if the LEA has exhausted all other sources of funding [Section 1116(e)(7)]?

R. Optional – 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)]?

S. Optional – By what means will the school train parents to enhance the involvement of other parents [Section 1116(e)(9)]?

-Elevate Bay is our district volunteer organization that provides training to parents that want to volunteer at the school.

T. Optional – By what means will the school conduct in-home conferences for parents who are unable to attend at school [Section 1116(e)(10)]?

-If needed our guidance counselor and social worker are able to make home-visits to parents that are unable to physically attend a meeting at the school. They are able to discuss the standards, curriculum and assessments that their child needs in order to be successful at school.

U. Optional – By what means will the school adopt and implement model approaches to improve parent involvement [Section 1116(e)(11)]?

3. ACCESSIBILITY

V. 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)]? (List the barriers identified by parents in the Title I Spring Survey and the methods by which the school will assist to overcome the barriers.)

- The school will assist parents of ELL students in providing technology for language barriers during scheduled events. Based on the Parent Survey results, 58% of the parents listed work schedule as the top barrier for lack of participation. Parents have also requested that events are held right after school or in the morning after right after school starts are best. We plan to offer morning, afternoon, and evening events to give every parent an opportunity to participate.

W. 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)]?

-All school communications 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 (DoJo), shared via social media (Facebook), and flyers will be sent home. All of which can be translated in appropriate language.

X. By what means will the school offer a flexible number of meetings, such as meetings in the morning or evening to accommodate parents' schedules [Section 1116(c)(2)]?

-Based on the results of the Title I Parent Survey parents stated that their work schedule interferes with their participation. Parents also stated that the best time for events/conferences are right after school or in the morning after school begins. We will have opportunities for parents to be involved with their children at school scheduled for the mornings, afternoons, and evenings. Events will accommodate parents' schedules.

Y. By what means will the school provide parents with timely information about meetings, activities, and events [Section 1116(c)(4)(A)].

-A minimum of 2 weeks' notice will be our school policy. This will give parents an 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.

Title I Expenditures Parent and Family Engagement (Adjust to reflect the planned expenditures)

Category	List of Items
Parent Communications	Paper, ink/toner, stamps, digital newsletter, printed materials/ brochures
Parent Training/Events	Refreshments, materials, supplies, printed materials, ink/toner