



2020 - 2021

### Parent and Family Engagement Plan

School Name: Bronson Elementary School

LEA: Levy County Public Schools

The following is to ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).

#### Assurances

The above named school agrees to the following assurances:

Involve parents of children in Title I, Part A in decisions about how Title I Part A funds are spent;	Use the findings of the parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the schools' parent and family engagement plan;
Carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;	Provide each family with timely notice information regarding their to request information on the professional qualifications of the student's classroom teachers and paraprofessionals;
Jointly develop/revise plan with parents and make available to the local community;	Notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher(s) who is out of field:
Involve parents and families in planning, reviewing, and improving schoolwide program plan;	Provide each family with an individualized student report about the performance of their child(ren) on the State assessments (ESEA Section 1116)

## Mission Statement

The mission of Bronson Elementary Parent Involvement is to empower parents and guardians to become meaningful partners in their child's education by building partnerships between families, the school, and the community through workshops and trainings that enhance and value student success.

## Involvement of Families

List and describe how the school will involve stakeholders (families, community members, school staff) in an organized, ongoing, and timely manner, in the planning, implementation, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used and the creation of School Improvement Plans (SIP) and Comprehensive Needs Assessments (CNA). (ESSA Section 1116)

Bronson Elementary School will ensure the organized, ongoing, and timely manner of involving parents through the following methods:

- Presenting information on the Title I requirements and the Rights of Parents at the Annual Title I Back to School Drive Through meeting on August 13, 2020 (3:00-6:00 pm) for Grades VPK-5<sup>th</sup>.
- The Parent/Teacher/Student Compact is revised annually in the spring by providing copies to parents and asking for input at the School Advisory Council Meeting in April. The revision of the compact is announced as part of the agenda for this SAC meeting. The compact is reviewed, discussed, and revised during the meeting as well as parents taking home the compact and rereading and making suggestions at the next SAC meeting or discussions with the principal.
- Annual Title I Back to School presentation is advertised and available on 3 additional dates which are our flex dates; August 19-21, 2020 at 8:30 am in the front office.
- Parent Involvement activities are placed on the SAC agenda for reflection and input each nine week grading period.
- Notices of meetings will be posted on the marquis, signs in front of the school, BES NewsLink, monthly activities calendar, phone calls to parents via School Messenger and posted on school Facebook page.
- Teachers post meeting dates and times on teacher/grade level newsletters, Class DoJo, Bloomz, and Remind as part of their home/parent communication.
- District Title I Survey
- BES Representative on the District Advisory Council (DAC)

(School name) parents and families are involved in the planning, review and improvement of Title I programs, including involvement in the decision making of how funds for Title I will be used. The do this by:

## Attending

- Informing parents at the Annual Title I Back to School Meeting in \_\_\_\_\_, that School Advisory Council membership is open to all parents of BES and they are encouraged to participate by Principal Beauchamp.
- Teachers seek at least one parent from each classroom who would be willing to serve on the SAC and attend monthly meetings.

#### **Reviewing**

- Parent Involvement activities are placed on the SAC agenda for reflection and input each nine week grading period.
- Minutes of the previous meetings are read and copies given to all in attendance at each SAC meeting.
- Results of District Title I Survey

At the end of the school year, at the final District Advisory Council Meeting, the Title I Coordinator provides time for parents/families to provide input on the review and improvement of the schools Title I programs to including providing input on the next school year School-wide Improvement Plan, Parent and Family Engagement Plan, and the School-Parent-Student-Compact Form.

### **Coordination and Integration with Other Federal Programs**

How will the school coordinate and integrate parent and family engagement programs and activities?

How will the school coordinate and integrate parent and family activities that teach families how to help their child(ren) at home? (ESSA Section 1116)

Bronson Elementary School will coordinate and integrate parent and family engagement programs and activities through various means, as well as:

Program	Coordination
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Title I, Part A	Administrators and the Title I Coordinator will coordinate to provide opportunities for parent involvement at home, school and in the community. Professional development will be provided to teachers on effective parental involvement practices.
Title II, Part A	Provide professional development to teacher and provide information to parents should a teacher be out of field.
Title III	Supports ESOL teachers to support English Language Learners (ELLs) in the classroom setting as needed. Teachers participate in ESOL professional development.
Title X	McKinney Vento Program provides support to our homeless students. Our homeless students receive support for housing, curriculum and tutoring.
IDEA (Part B Preschool and K-12)	Our Pre K Teachers, Pre K Coordinator and administrators work together to coordinate a parent orientation and student transition program for students entering the regular public school program. IDEA funds support for all students with disabilities (SWD) through the use of supplemental curriculum and manipulatives and provide professional development for school personnel that provide services to SWD.

### **Annual Title I Parent Meeting**

Describe the specific steps the school will take to conduct the annual meeting in order to inform parents and families of participating children about the school's Title I Program.

A description of the nature of the school-wide Title I Program.

A description of how the meeting will cover the rights of parents

A description of how the Florida School Grades are calculated and the 2020 School Grade achieved by the school.

Bronson Elementary will host an annual Title I Parent meeting (Face to face and Virtually) to inform parents and families of children participating in Title I programs at the beginning of the school year.

Parents and families were notified of the meeting by:

- Announcement on marquis

- Facebook post for Bronson Elementary
- Posting on School and District Calendar on Levy County website
- Invitations are sent home with every student

A description of the school-wide Title I Program is shared with parents at our Title I Annual Meeting by

- Cheryl Beauchamp, Principal and Marlene Wiggins, Assistant Principal, and classroom teachers as assigned AND
- Power point of Parent/Teacher/Student Compact, Title I Information, FSA requirements/levels of achievement, professional development plan, Parent and Family Engagement Plan (PFEP), Title I Resource Lab, etc. are shared during the Annual Back to School event.
- Student Compact Agreement and Parent Rights and Responsibilities according to the Title I Federal Agreement/Mandate

Below are the specific steps that (school name) will take to conduct the Annual Title I Parent Meeting.

Activity/ Task	Person Responsible	Evidence
Invitation sent home to parents (English & Spanish)	Cheryl Beauchamp, Principal Marlene Wiggins, Assistant Principal	Invitations uploaded to crate folder
Presentation materials developed	Cheryl Beauchamp, Principal Marlene Wiggins, Assistant Principal	Presentation/ materials uploaded to crate folder
Presentation materials submitted to Title I coordinator for review	Cheryl Beauchamp, Principal Marlene Wiggins, Assistant Principal	Presentation/ materials time stamped when uploaded to crate folder
Conduct Title I meeting	Cheryl Beauchamp, Principal Marlene Wiggins, Assistant Principal	Rosters uploaded to crate folder

### Flexible Parent Meetings

How will the school offer a flexible number of meetings, such as meeting in the morning or evening?

- The Annual Title I Drive Through Meeting that is scheduled for August 13, 2020 from 3:00-6:00 pm is also scheduled for 3 additional times during the next week; August 19-21, 2020 at 8:30 in the front office. This allows for parents to attend in the morning if their schedule is not conducive to an evening meeting.
- After discussion with parents at a SAC meeting, it was decided to meet 6 times a year allowing us to adapt to

everyone's busy schedules. At each SAC meeting, the remaining meeting dates are announced so parent can plan ahead to attend and invite other parents.

### Building Capacity

How the school will implement activities that will build the capacity for meaningful parent/family engagement?

How will the school implement activities that will build relationships with the community to improve student achievement?

How the school will provide material and training to assist parents/families to work with their child(ren)?

Activity/Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Study Skills and Homework: Making it Happen	Angela Heredia, Teacher and Marlene Wiggins, Assistant Principal	All Subject Areas: Supporting students in practicing skills and concepts that reflect low performance on FSA data.	September 30, 2020	Invitation/roster/content material uploaded to PFEP crate folder
Standards and Assessments (FSA)	Melody Carson-3 <sup>rd</sup> Grade Teacher, April Trimm-4 <sup>th</sup> Grade teacher, Angela Heredia-5 <sup>th</sup> Grade Teacher	Reading and Math	October 31, 2020	Invitation/roster/content material uploaded to PFEP crate folder

## Staff Development

A description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff.

Activity/Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Monthly Meetings with Beginning Teachers on Parent Conferencing, Communication and relationship building.	Cheryl Beauchamp, Principal Marlene Wiggins, Assistant Principal	Parent Involvement and collaboration positively impacts academic student performance.	SY 2020-2021 Monthly	roster/content material uploaded to PFEP crate folder
ESOL Cultural Diversity Training	Tina Bowman, Guidance Counselor	Parent Involvement and collaboration positively impacts academic student performance.	November, 2020	roster/content material uploaded to PFEP crate folder

## Other Activities

How other activities, such as the parent resource center, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren). (ESSA Section 1116)

Activity/Task	Person Responsible	Timeline	Evidence of Effectiveness
Title I Resource Lab	Open to all school staff	ongoing	Resource lab sign-in roster

## Communication

How will the school provide timely information about the Title I programs?

How will the school describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?

How, if requested by parents, does the school provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)?

How will the school ensure that the PFEP, SIP, CNA and other documents are shared with community stakeholders?

- Information about the Title I programs, curriculum, academic assessments measuring student progress and proficiency levels students are expected to meet will be presented in the handouts at the Title I Back to School Drive Through Meeting on Thursday, August 13, 2020. The handouts will be backpacked home with students to any parents that did not attend the Drive Through Annual Meeting.
- Parents will be provided information on their child's academic assessments after each administration of the assessment. Parent Conference evenings will be held twice a year—October and February. The Parent/Teacher/Student Compact will be reviewed at each parent conference.
- All parents will be encouraged to join and be a part of the School Advisory Council at the Annual Title I Meeting in August 2020.
- Minutes from all School Advisory Council meetings will be posted to the school's Facebook page monthly.
- Parents will be informed about the Skyward Parent Portal for viewing student's grades and assignments.
- Signs informing parents of upcoming SAC meetings and Family Learning Nights will be posted in front of the school monthly.
- Parents are given the opportunity to voice their thoughts on the Schoolwide Improvement Plan in several ways. First they are able to discuss the Schoolwide Improvement Plan at any of the School Advisory Council meetings. Parents can also schedule a time to meet with administration with concerns. Additionally, parents are given a Title I survey each year. The results of the survey are shared with both the district and the school advisory council.

## Accessibility

Describe how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand.

- The school administration and staff are available to present information in different ways for parents or families with disabilities. Presentations are provided in person, individually and in small groups, as well as through computer software and other serviced or social media.
- The school will translate all documents to the extent possible, in a language parents can understand. For Bronson Elementary School's ESOL population of students, this language is Spanish. Translators will be available for parent conferences including the parent conference evenings held twice a year. The ESOL Aide will call parents, send special invitations and write letters to ESOL parents and students about parent programs, meetings, school reports and other activities.
- The school will monitor that information was provided to parents in a language they can understand by maintaining a copy of said communications so that as students enroll, parents can be notified. Bronson Elementary School is not aware of any parents that would require other translation services, including those for deaf or blind persons.

## Barriers

Describe identified barriers that hindered the participation by parents during the previous school year.

A description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disable, have limited English proficiency, and parents/families of migratory children). (ESSA Section 1116)

Barriers (Including specific subgroup)	Step(s) to overcome barrier
Due to parent work schedules, many are unable to attend school functions that begin before 6:00 pm.	All meetings and after school activities/events are scheduled to begin at 6:30 pm to accommodate working parents.

Limited English Proficient parents may not attend meetings or activities due to a language barrier and their inability to read and understand English.

Flyers and notices are translated into Spanish, as that is the majority of our bilingual population.

### Adoption

The Parent and Family Engagement Plan have been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by SAC meeting minutes.

**Signature of Principal**

**Date signed**

*Cheryl S. Beauchamp*  
*08/04/2020*