

17-18
West Bay Elementary
Parent and Family Engagement Plan

1. Parent and Family Engagement Plan
<p>a. How will the school jointly develop with parents and family members the Parent and Family Engagement Plan?</p> <p>Coordinate with parents thru E.F.I.T (Eagle Family Involvement Team) and SAC. Meet on a regular basis to ensure Title 1 Spring Survey results are incorporated into the PFEP.</p> <p>Documentation: Meeting sign in sheets, input forms, and meeting minutes</p>
<p>b. Based on the needs identified by parents in the Title I Parent Spring Survey, what changes, if any are being made to the strategies/activities in this Parent and Family Engagement Plan?</p> <p>As per the Survey, West Bay Elementary has determined that the best way to communicate with parents is via social media, text messaging, as well as email. Parent Liaison will be setting up mass email lists as well as remind and will continually send out emails and text messages regarding upcoming Title 1 events.</p> <p>Documentation: email, remind messages</p>
<p>c. List the barriers parents reported in the Title I Parent Spring Survey and the assistance the school will provide to overcome these barriers.</p> <p>Barriers most common, according to Spring Survey were, work schedule, child care, and more advanced notice. Work together with EFIT to do some type of child care co-op during family events. Notices will be sent home at least 2 weeks in advance via weekly and monthly Newsletter, class DOJO, REMIND notices, mass email.</p> <p>Documentation:</p>
<p>d. How will the school distribute to parents and family members of participating students the Parent and Family Engagement Plan in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand?</p> <p>West Bay Elementary will create a summary and it will be available on the school website and will be disseminated during SAC meetings as well as via backpacks, mass email, remind, social media.</p> <p>Documentation:</p>

e. How will the school make the Parent and Family Engagement Plan available for the local community and update it periodically to meet the changing needs of parents and the school?

West Bay Elementary will put the summary on their website, social media page, disseminate it during SAC meetings, and community partner meetings. There will also be a copy in the PL Purple notebook

Documentation:

2. Policy Involvement

a. Title I Annual Meeting – Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation in Title I, how the funds are used, that the school is required to have parents involved in planning, reviewing, and improving the Parent and Family Engagement Plan and in the development of the School Improvement Plan, and that all parents have the right to be involved.

List the timeline, person(s) responsible, and steps the school will take to plan/prepare for the annual meeting.

Timeline	Action Step	Person(s) Responsible
August	Plan first Title 1 meeting in conjunction with open house	Principal/AA/PL
August	Notify parents via flyer, email, remind, social media	PL, AA
September	Create Power Point	AA
September	Create sign in sheet and survey. Copy presentation	PL
September	Purchase materials	PL

Documentation: Flyers, sign in sheets, power point presentation, survey

Number of participants:

b. How will the school ensure that a flexible number of meetings, such as meetings in the morning or evening are offered to accommodate parents’ schedules?

West Bay Elementary will hold half of the meetings in the morning, right after school starts, and half of their meetings in the evening, between 5-8pm. According to the Spring Survey those are the times most parents can attend. We will also look at community events taking place before setting the time and date of our meetings.

Documentation:

c. How will the school involve the parents and families in an organized, ongoing, and timely

manner, in the planning, review and improvement of the Parent and Family Engagement Plan and the joint development of the School Improvement Plan?

Committee Name	Frequency of Meetings	Method of Recruiting Parents	Documentation
School Advisory Council	At least 4 during the year.	Flyers, word of mouth, phone calls, etc.	Flyers, contact spreadsheet

d. What process will the school follow to ensure parents are given timely information about parent activities and programs?

Email, Remind, IRIS, flyers, DOJO, Social Media, monthly newsletter, school marquee, school website. Notification of events will be done at least 2 weeks in advance with continuous reminders up until the event.

e. What opportunities/methods will the school use to describe and explain to parents the:

- **curriculum to be used,**
- **forms of academic assessments used to measure student progress**
- **achievement levels of the State academic standards that students are expected to obtain**

School orientation, open house, parent/teacher conference, student compact, FSA night, school handbook and first day packet information, SAC meetings

f. If requested by parents, list other opportunities the school provides for parents to meet regularly to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

Activity Name	Frequency	Documentation
EFIT	Monthly	Sign in sheet
Parent Teacher Conference	As needed	Compact Form
Admin Conference	As needed	Compact Form
IEP Meetings	As needed	IEP Documentation
CST Meetings	As needed	Compact Form
Attendance Meetings	As needed	Attendance Team Summary

g. If the School Improvement Plan is not satisfactory to the parents of participating students, what process will the school use to submit any parent comments on the plan to the district?

Parent can complete the District provided comment form and turn it into the Principal. The Principal will then send the form to the Title 1 Supervisor.

3. Building Capacity for Involvement

a. List the activities planned that will assist parents in the understanding of such topics as the Florida State Standards, FSA, MAP and other state and local assessments, use of

Parent Portal, how to monitor a child's progress and work with educators to improve the achievement of their children.

Also, list the activities planned that will provide materials and trainings to assist parent/families to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy).

Elementary must include their planned pre-k to k transition activities.

Timeline	Name of Activity	Topic(s) Covered	Person(s) Responsible	# of attendees
September	Open House	Expectations of student achievement and how parents can support at home	Classroom Teachers	
September	Title 1 Annual Mtg	State developed PowerPoint presentation	AA or PL	
October	Math Night	New Math Curriculum	Math Coach Teachers/PL	
November	DOJO/Parent Portal Breakfast	how to monitor student progress	PL/Data Clerk	
January	Pastries w/Parents	1st in Math, Success maker	Math coach/PL	
February	Literacy Night	Literacy	Reading coach/PL	
March	FSA/MAP Night	FSA/MAP	AA/PL/3-5 teachers	
May	Pre-K to K transition	What to expect in Kindergarten	Kdg. Teachers/ PL	

Documentation: Parent notification, sign in sheets, handouts, surveys

b. How will the school educate teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents,

- in the value and utility of contributions of parents**
- in how to reach out to, communicate with, and work with parents as equal partners**
- in implementing and coordinating parent/family programs, and in building ties between parents/families and the schools**

School based training, District provided tip sheets, Title 1 training modules

Documentation: Sign in sheets

Number of participants:

c. To the extent feasible and appropriate, how will the school coordinate and integrate parent involvement programs and activities with other federal, state and/or local programs, including public pre-school programs.

Access assistance
Backpack blessings
Behavioral counseling and intervention with PAEC
Church partnerships
Business partnerships
ELL Events
Dental Bus

Documentation:

d. List any other activities, such as the parent resource center, the school will conduct to encourage and support parents and families to participate more fully in the education of their children?

Name of Activity	Person(s) Responsible
Awards Day	AA
Dads take your kids to school	AA/PL
Pastries with Parents	PL
SGA	Guidance
Mathletes	Instructional Staff
Choir	Music Teacher
After School Clubs	Various/PL
Battle of the Books	Instructional Staff

Documentation:

e. What process will the school follow to ensure that all information related to school and parent/family programs, meetings, school reports, and other activities is sent to the parents of participating children in a format and, to the extent practicable in a language the parent can understand?

Google Translate
District Assistance
Translation request sticker on parent communication
Teacher translate

Documentation:

f. List, as requested by parents, other reasonable supports for parental involvement activities.

Documentation:

4. Accessibility

a. What process will the school follow to disseminate to each family in a timely manner a

notice concerning their right to request information on the professional qualifications of the classroom teacher and paraprofessional?

District will provide right to know letter which will be disseminated in student first day packets.

Documentation: Google Doc

b. What process will the school follow to 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 who is out of field?

Payroll Clerk will inform district

Documentation:

c. How will the school provide each family with an individualized student report about the performance of their child(ren) on the State assessments?

Parent Portal

Notice sent home with student

Parent/Teacher conference

Student compact form

MTSS meeting

CST meeting

IEP meeting

Documentation:

d. Elementary only – How will the school ensure that parent-teacher conferences are held for individual students at least annually, during which the compact is discussed?

Teacher incentives

Email reminders

Subs for conference days

Pay teachers to hold after school conferences

Documentation: Google.doc

5. Discretionary Activities (optional)

a. If needed, how will the school involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.

b. If needed, how will the school provide necessary literacy training from funds received if the LEA has exhausted all other reasonable available sources of funding for such training?

c. If needed and/or not discussed in other areas within this plan, how will the school pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions?
d. If needed, how will the school train parents to enhance the involvement of other parents?
e. If needed, how will the school arrange to conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation?
f. If needed, how will the school adopt and implement model approaches to improving parental involvement?