**West Bay**

**18-19 Parent and Family Engagement Plan**

The Parent and Family Engagement Plan (PFEP) must be jointly developed with parent 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 during Open House to which all parents will be invited via newsletters, posted on the school website, IRIS, as well as shared via social media. The powerpoint will be developed by the Bay District Schools’ Title I Coordinator and West Bay Elementary School’s Parent Liaison 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. The plan will be reviewed during SAC meetings throughout the year to make revisions according to the changing needs of parent and the school.

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

* During a SAC meeting, results from a comprehensive needs assessment are discussed. Strategies from the current year’s SWP are reviewed. Revisions are made based on needs, barriers, and parent input. The SAC committee is comprised 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-wide Program 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-wide 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**

**F. By what means will the school provide assistance to parents in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child’s progress and work with educators to improve the achievement of their children [Section 1116(e)(1)]? (Include activities in Table A)**

* Several activities are planned to assist and provide information and trainings for parents to improve their child’s academic achievement. These activities include topics such as the FSA/MAP assessments, the use of Parent Portal and Teacher websites (DOJO). These topics will be accessible through Open House, the Title I Annual Meeting, Parent Portal Workshops, Curriculum Nights, STEAM Night, SAC Meetings, the school handbook and first day packet information.

**G. By what means will the school provide parents a description and explanation of the curriculum in use at the school [Section 1116(4)(B)]? (Include activities in Table A)**

* A description and explanation of the curriculum used at each grade level will be provided during scheduled activities at the school and during meetings such as SAC meetings and parent/teacher conferences. Parents will also be given information on how to access curriculum resources online.

**H. By what means will the school provide parents a description and explanation of the academic assessments used to measure student progress [Section 1116(4)(B)]? (Include activities in Table A)**

* A description and an explanation of the assessments used at each grade level will be provided by the teachers, the guidance counselor, the BDS resources teachers/therapists and/or the administration during scheduled meetings such as Parent/Teacher Conferences, SAC meetings, FSA/MAP Nights, and IEP meetings.

**I. By what means will the school provide parents a description and explanation of the achievement levels of the State academic standards that students are expected to obtain [Section 1116(4)(B)]? (Include activities in Table A)**

* During many of the activities we have planned, a printed handout of each achievement level will be provided so the parents will know what the expectations are for their child to be successful in the classroom and on required state assessments. Trainings for parents to access this information online will also be available. A description and explanation of standards will be given during the Title I Annual Meeting, Curriculum Nights, and SAC meetings.

**J. By what means will the school provide parents materials and training to help them to 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)]? (Include activities in Table A)**

* The materials and trainings provided throughout the year may include a copy of the standards used for each grade level; the student handbook; the grade level expectations for success; instructions on how to access information outside the school setting for academic standards curriculum that can be accessed online; achievement levels for state tests and communication tools such as Parent Portal and DoJo. This will be done through Parent Portal Training, Transition meetings, and Curriculum Nights.

**Table A**

**Parent Training Opportunities**

**Include all activities for requirements F through J above and all 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/PM | 5 |
| Sept | DOJO/Parent Portal Breakfast | How to monitor student progress | F,J | AM | 8 |
| Sept | Open House | Expectations of student achievement and how parents can be support at home. | F,G,H,J | PM | 223 |
| Oct | House of STEAM | Science, Physics | F,G,H,I,J | PM | 150 |
| Nov | Math Night | Math curriculum | F,G,H,I,J | PM |  |
| Nov | Parent Camp | Curriculum, Assessment, Community Resources, Monitor student Progress | F,G,H,I,J | AM |  |
| Jan | Pastries with Parents | 1st in Math, Successmaker | F,J | AM |  |
| Feb | Literacy Night | Literacy | F,J | PM |  |
| March | FSA/MAP Night | FSA/MAP testing | F,G,H,I,J | PM |  |
| May | Pre-K to K transition | What to expect in Kindergarten | F,J | PM | 10 |

\*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  and develop the SWP | PM |  |
| Aug-May | School Newsletter | School events, | Online Newsletter |  |
| Sept | Muffins with Moms | Stress the importance of student attendance | AM |  |
| Feb | Donuts with Dad | Stress the importance of reading with student(s) | AM | 20 |
| Aug-May | Parent Liaison | Serve as a liaison between parents and the school to encourage engagement, and attendance. |  |  |

\*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)]?**

-The school will utilize trainings provided by the district for the faculty and staff. In addition, the school will provide school based training, District provided tip sheets, and Title 1 training modules.

**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 Spring Parent Survey results, what activities did the parents request that are included in this plan?)**

-Based on the Title I Spring Parent Survey, we found that many parents are wanting to maintain the workshops for Curriculum and Assessments/Achievement. They would like for us to add a workshop on monitoring their child’s progress.

**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 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 parent liaison keeps a record of the compacts completed 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. 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 trainings [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. We also utilize our EFIT (Eagle Family Involvement Team) that organizes an event to train parents to volunteer during school and classroom events.

**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 parent liaison 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.)**

* Based on the Spring Parent Survey results, work schedule was listed as the top barrier to participation. Parents have also requested that after school events are held immediately after school. 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 new 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 Spring Parent Survey parents stated that their work schedule interferes with their participation. We will have opportunities for parents to be involved with their children at school scheduled for the mornings, afternoons, and evenings.

**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, IRIS, 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 Liaison | Salary, benefits |
| Parent Communications | Paper, ink/toner, copier rental, stamps, digital newsletter, printed materials/brochures |
| Parent Training/Events | Refreshments, materials, supplies, stipends for teachers as consultants, printed materials, consultants/author visits, ink/toner |
| Parent/Teacher Conferences | Subs to cover classrooms, stipends for after hours |
| Parent Center | Equipment and supplies |