**Bay High**

**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 school will conduct a Title I Annual Meeting in conjunction with our School Open House. Parents will be notified of the meeting through the newsletter, IRIS alert, social media, and notifications. The district created powerpoint that includes the requirements of Title I will be shown.

**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 an on-line Title I Spring Parent Survey. The results are tallied and shared with the faculty and during a SAC meeting. Based on the surveys and review, 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.

**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.

**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)]?**

 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 FSA and other assessments and how the results of the assessment are used. Parental suggestions, if practical and reasonable, are 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 district.

**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)**Activities will be planned throughout the year for parents and students to understand such topics include: Freshman and New Student Orientation, Open House, Title I Annual Meeting, Parent Portal workshop, and College and Career Day.

**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)**The school will distribute information regarding the curriculum through the Open House, Parent-Teacher Conferences, IEP Conferences, newsletters, and school website.

**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)**

The school will distribute information regarding academic assessments used to measure student progress through Open House, Parent-Teacher Conferences, IEP Meetings, and FSA Assessment Night.

**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)**The school will provide parents a description and explanation of the achievement levels students are expected to obtain at Freshman and New Student Orientation, Open House, Title I Annual Meeting, and FSA Night.

**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 school will provide materials and training to parents to help them work with their children to improve their children’s achievement through the use of Newsletters, Parent Center brochures, FSA Night, and Freshman and New Student Orientation.

**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\*** |
| Aug2018 | Freshmen and New Student Orientation |  School Procedures, Info on Graduation Requirements  and FSA Assessments, Parent Portal | F, H, I, J | PM |  |
| Sept 2018 | Title I Annual Meeting  | Requirements of Title I | F,G,H | PM |  |
| Sept2018 | BHS Open House | School Improvement PlanSWP, Parent Strategies | F, G | PM |  |
| Feb2018 | College and Career Day | Provide parents and students with resources and information on postsecondary opportunities | F, G, H | AM |  |
| Feb 2018 | FSA Night | Provide parents with information regarding assessments | H, I | PM |  |
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|  |  |  |  |  |  |

 \*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 | Explain school specific information and provide explanations on all subjects | Newsletter  |  |
| Aug - June | Parent Liaison | Serve as a liaison between parents and the school to encourage engagement and attendance | AM/PM |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*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.

**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)]?
N/A**

**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 results of our Spring Survey, only 50% of the parents completing the survey stated that they used Parent Portal. During our Freshman and New Student Orientation and during our Open House, we will have computers set up for parents to sign up for Parent Portal.

**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)]?**

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

**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)]?**During our evening meetings, refreshments will be provided to encourage parents to participate.

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

**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)]?**

While in-home conferences are not available, our Parent Liaison and Mediator will make in-home visits for students with poor attendance and behavior problems.

**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, lack of communication was the greatest barrier to participation. Parents stated that they want more parent/teacher communication. We plan to encourage teachers to participate by utilizing Parent Portal means of communication. Additionally, our Parent Liaison will be contacting all incoming Freshmen Parents this summer to let them know about Parent Portal.

**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. Google Translate and staff members (ELL paras) assist with this. Bilingual staff members assist with conferences and phone calls.

**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 our Spring Survey, our current evening meetings are fine. Parents preferred mode of communication for school events, program, and activities is text messaging.

**Y. By what means will the school provide parents with timely information about meetings, activities, and events [Section 1116(c)(4)(A)].**At least one week prior the event will be our school policy. This will give parents an opportunity to save the date. Various methods of communication such as Newsletters, IRIS alerts, social media, and notifications will be used to notify and remind parents to ensure the greatest participation.

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

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| --- | --- |
| **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, ink/toner |
| Parent/Teacher Conferences | Subs to cover classrooms |
| Parent Center | Equipment and supplies |