

Palm Bay Elementary

22-23 Parent and Family Engagement Plan

Date Revised with Parent Input: 5-12-22

District Approved: 6-27-22

The Parent and Family Engagement Plan (PFEP) must be jointly developed with parent input 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 Annual Meeting information will be provided via powerpoint by Bay District Schools and presented to parents in September and February. The information will also be distributed across multiple platforms, such as Smores, e-mail, FaceBook, and flyers posted on school information boards to all parents to review the requirements of the law.

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)]?

The school has an active Panther-Parent Involvement Team. The school principal meets monthly with that parent group to gain ideas for active, meaningful parent engagement. A survey was done for parents to have the opportunity for written input. The suggestions and ideas with the most positive responses will be included in the plan. The PFEP will be reviewed by P-PIT and presented for additional input at the Annual Meeting in the fall. PBEG will upload school board meeting agendas and minutes to the school website.

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

The Panther-Parent Involvement Team will hold quarterly general meetings virtually and a bi-monthly P-PIT board meeting. Parents will be encouraged to attend those opportunities to provide input in the development of school plans. Meetings will be advertised to parents via DOJO, Facebook, and emails from administration.

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)]

Activity Name	Frequency	Documentation
Parent Workshops	October, November, January, March	Calendar, Sign-in Sheets, evaluation sheets
Parent Conferences via phone Or in person	August, January	Individual Teacher Agendas
MTSS Monthly Progress Update to parent by phone	On-going	Enrich
IEP/504 Meetings	On-going	Calendar

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)]?

If parents find the plan to be less than satisfactory, they will be asked to submit issues and concerns via email to the school administration and/or P-PIT. A copy of the emails will be submitted to the Title I office as needed.

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*
Summer	Update School Website	Standards & Curriculum	F,G,H I,J	--	
August	22-23 school year Orientation/ Rock the Block	School Expectations/ Standards/ Parent Portal	F,G,J	PM	228
Sept/Jan	Title I Annual Meeting	Requirements of Title I/Achievement levels of State Academic standards	F,	PM/AM	37
Sept	Open House	Building Relationships	G	PM	153
Oct/Feb	Bingo for Books	Literacy training	F, H	PM	39
Nov-Jan	Student-led Conferences	Data, Expectations	F,G,H,I,J	AM	
Oct, Jan, March	Parent Workshops The Principal	Assessments, Curriculum	F,J	AM/PM	
May	Kindergarten Roundup	Kindergarten academic and behavior Expectations	F, G, H	AM	
May	Fifth Grade to MS	Middle School Expectations	F, G, H	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)	# Attended*
Aug-May	Panther Parent Involvement Team	Plan/review/improve the PFEP and develop the SIP	Usually PM	
On-going	REmind/ Email/Dojo messages to Parents for School Events	Keeping parents better informed	AM/PM	
monthly	Parent newsletter	English and Spanish		
December	Family Night	Scholastic book fair and family night	PM	
Feb/May	Danish With Dad/Muffins With Mom	Build Relationships	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 admins will provide faculty/staff training on positive parent communication and relationship building. The admins will attend training to further their own knowledge.

Parent Engagement PD Topic	Date	Number of Attendees (complete after the event)
Responsive Classroom: Power of our Words/ Focus on Teacher Language	July 25/ ongoing	
Staff Book study: "Closing the Loop" focusing on parent communication	August - October	
Parent Compact Training	August	

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)]?

School personnel will provide translation for conferences with ELL parents via Title III support. Parents of students supported by IDEA will have a specific session offered during Parents Night Out. The school will join with PC Police Dept. to provide safety training for faculty/staff, parents, community. The parents of pre-school children will be included in school activities.

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?) You need to use your Spring Survey Results to answer this question.

Name of Activity	Person(s) Responsible
More Communication via text	England/Admin
Parent Night	Admin/teachers
Field Trips	Classroom teachers
Awards Day	Clark

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)]?

Teachers have been trained how to communicate the components of the parent compact with the parents. The compacts will be sent via google forms to parents. Teachers who complete 100% of compacts will be recognized. The school Admin Team will monitor completion rates.

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)]?

Childcare will be provided for second semester Parent workshops. In addition, refreshments and meals will be offered to encourage attendance at school sponsored events.

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)]?

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.)

Childcare (18), Transportation (6), Disability (1), Work Schedule (115), Limited English (4) The school administration will assure accessibility via varied opportunities based on time as a barrier. In addition, advanced notice will be given for all activities so that parents can make other arrangements, if possible. The school also has seven bilingual staff members to assist our bilingual families with communication in their native language. Technology is provided to students participating in our Innovative Learning Option.

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)]?

A sponsoring adult, will ensure the translation via Spanish speaking faculty/staff or through the use of Google Translator.

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)]?

The P-PIT will determine meeting days/times. They plan to vary days of the week and times for general meetings for all parents and make use of Google Meets/Chat Box. The P-PIT will survey parents for the best meeting times.

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

The school makes active use of “school story” on DOJO, since the majority of parents are signed up and prefer communication on their phones via this method. Notices will go out a minimum of 7 days prior to any and all meetings, activities, and parent involvement events. In addition, the school posts items regularly on FaceBook. Parents are encouraged to follow postings. Teachers will be encouraged to create individual class websites.

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

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