



25-26 Parent and Family Engagement Plan

Date Revised (new admin signature): 8/22/2025

District Approved:

School Name:	Merriam Cherry Street	School # 0111
Principal's Name:	J. Phillip Campbell	

Each Title I school shall jointly develop with parents and family members of participating children, a written plan that shall describe how the school will carry out the requirements mentioned below. Parents shall be notified of the plan in an understandable and uniform format, and to the extent practical, provided in a language the parents can understand. The school plan must be made available to the local community and updated and agreed upon by parents periodically to meet the changing needs of parents and the school.

Mission Statement


We believe that each student will achieve their full potential as a leader by thriving academically and personally at Merriam Cherry Street Elementary School.

I, J. Phillip Campbell, do hereby certify that all facts, figures, and representations made in this plan are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project and will not be used for matching funds on this or any special project, where prohibited.

What is required:

ASSURANCES: We Will:

- The school will be governed by the statutory definition of parent involvement, and will carry out programs, activities, and procedures in accordance with the definition outlines in section 9101(32), ESEA
- Involve the parents of children served in Title I Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent (Section 1118(b)(1));
- Jointly develop/revise with parents the school parent and family engagement plan and distribute it to parents of participating children and make available the parent and family engagement plan to the local community (Section 1118(b)(1));
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the parent and family engagement plan and the joint development of the school-wide program plan under (Section 1114 (b)(2) (Section 1118 ©(3));
- Use the findings of the parent and family engagement plan to review the strategies for more effective parent involvement, and to revise, if necessary, the school's parent and family engagement plan (Section 1118(a) (E));
- If the plan for the Title I Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan to the local educational agency (Section 1118 (b)(4));
- Provide to each parent and individual student report about the performance of their **child** on the state assessment in at least mathematics , language arts, and reading (Section 1111 (h)(6)(B)(i));
- Provide each parent timely notice when their child has been assigned or has been taught for four(4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 (Section 1111(h)(6)(B)(ii)); and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals (Section (h)(6)(A)).


Signature of Principal or Designee

8/22/2025
Date Signed

1. INVOLVEMENT OF PARENTS	
(A) By what means will the school involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the PFEP <u>Section 1116(c)(3)?</u>	All parents are given the opportunity to complete a paper or online Title I Parent Survey. The results of the survey are tallied and shared with the faculty for their thoughts on ways to improve our PFEP for the following year. An evaluation of the current PFEP is completed during a SAC meeting. Based on the evaluation and survey results, revisions to the plan are made for the following school year. The plan will be reviewed during SAC meetings throughout the year to make revisions according to the changing needs of parents and the school.
(B) 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 <u>(Section 1116 (c) (4) (C)?</u>	Evaluation forms at parenting events, IEP meetings, parent-teacher conferences, SAC meetings, and CST meetings will offer opportunities for parents to participate in their student's education. Suggestions made by parents, if practical and reasonable, will be implemented in a timely manner.
(C) By what means will the school involve parents in the joint development of the School Improvement Plan <u>(Section 1116(A)(2)?</u>	During a SAC meeting, results from a comprehensive needs assessment are discussed. Strategies from the current year's SIP are reviewed. Revisions are made based on needs, barriers, and parent input.
(D) 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 <u>(Section 1116 (c) (5)?</u>	Parents who are not satisfied with the schoolwide improvement plan will complete a form to be submitted with the plan to the district.
(E) By what means will the school provide other reasonable support for parental involvement activities as parents may request <u>(Section 1116 (e)(13)?</u> (Based on the Title I Parent Survey results, what activities did the parents request that are included in this plan?)	Based on the results of our Title I Parent Surveys, parents requested workshops to better understand current math and ELA requirements, how to help their students at home, and monitoring their student's progress. These requests are honored in this plan.

2. ACCESSIBILITY

A. By what means will the school offer a flexible number of meetings, such as meetings morning or evening to accommodate parents' schedules (Section 1116(c)(2))?	Based on the Title I Survey responses, the majority of parents indicated that right after school and evenings are the best times for parent events and meetings. These times will be taken into consideration when planning events.
B. 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's notice will be our school policy. This will give parents an opportunity to save the date. Focus messages and Everbridge Alerts (calls and texts) as well as Facebook will be used to notify and remind parents about events to ensure the greatest participation.
C. 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))?	Based on the Title I Survey results, work schedule was identified as the top barrier for lack of participation. We plan to offer events and meetings at varied times to give every parent an opportunity to participate. We will provide dates and times of events sooner so that parents have ample time to prepare.
D. 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 when needed/requested. Google translate is used for this. Our new ADA approved website and Focus messaging will translate all information as well. Bilingual personnel will assist with conferences and phone calls.

3. ANNUAL PARENT MEETING

The school will conduct the Annual Parent Meeting about the benefits of the Title I Schoolwide Program to inform parents and families of the school's participation in the Title I Schoolwide Program. During the meeting, the school will provide a description, explanation, or understanding of the Title I Schoolwide Program including an explanation about the forms of academic assessments, the school performance data, and the rights of parents. Additionally, the school will document that the communication has been provided to stakeholders as follows:

<p>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)?</p>	<p>Our Title I Annual Meeting will be held prior to Open House in order to maximize participation. Notification, in English and Spanish, will be distributed through Focus messaging and all social media accounts. All required information will be shared with parents and families to remain in compliance with Title I guidelines.</p>
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4. BUILDING PARENT CAPACITY (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 State academic standards that students are expected to obtain (Section 1116 (4) (B))

(J) Provide materials and training to:

- Help parents work with their child 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*))
- Schools must provide a description, explanation, or understanding of academic requirements that fall under the Federal Guidelines for Title I.

Table A
QUALIFYING TITLE I PARENT EVENTS: PARENT TRAINING OPPORTUNITIES
List all activities for requirements F through J and transition activities that involve parents.

These activities/events require uploads in Canvas.

Timeline	Title of Training or Event	What will parents learn that will have a measurable, anticipated impact on student achievement?	Requirements Addressed	Evidence/ Documentation for Effectiveness	# of parents attending
September	Annual Meeting	Requirements of Title I, classroom expectations, curriculum, assessment information	F, G, H	Parent involvement with Title I activities	
September	Open House	Parent involvement, classroom expectations, standards, curriculum, and ways to assist with learning at home	F, G, H, I, J	Increased academics with positive parent support through at home learning	
December	STEAM Night	Math and Science activities, at home learning ideas (modeled) with take-home materials, Book Fair, standards	F, I, J	Increased academics with positive parent support through at home learning	
March/April	Pre K to K Transition	Parent Involvement, curriculum	F, G	Eagerness of families to begin Kindergarten as well as increased	
April	Academic & Testing Night	Activities in Math, Science, and ELA along with information on STAR and FAST testing	G, H, I, J	Engagement with the at home tools provided	
Ongoing	Parent Portal/ FOCUS	Progress monitoring for parents	F	Increased academics with positive parent support through at home learning	

**TableB-1
OTHER EVENTS/ACTIVITIES**

Other activities or events, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children (Section 1116(e)(4)).

Any other events or activities your school provides for parents that do not qualify as a Title I Event. You keep hard copies of these items with your Title I documents. You will not upload documents for this table.

Timeline	Title of Training/Event	What will parents learn that will have a measurable, anticipated impact on student achievement?	Requirements Addressed	Evidence/ Documentation for Effectiveness	# Of Parents Attended
Aug-May	School Advisory Council	Plan, review, and improve the PFEP along with the development of the SIP	F, G, H, I, J	Increased parent involvement and input	
On-going	Parent Portal	Progress monitoring for parents	F	Increased academics with positive parent support through at home learning	

**Table B-2
Parent Communication/Disseminating Information**

Communication/Information shared with parents (Section 1116 (e) (4)).

You keep hard copies of these items with your Title I documents. You will not upload documents for this table.

Communication/ Information Shared	Date(s) Sent	Method of Dissemination (How did you share it?)	Languages	Who did you send it to? "All" parents or a specific group
Example: August Newsletter	08/12/2024	Peachjar, Facebook, Classdojo, copies home	Spanish Portuguese	All

5. PARENT/SCHOOL COMPACT

As a component of the school-level Parent and Family Engagement Plan, **each school (ALL)** shall jointly develop, with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

How will the school ensure parents'/families' involvement in this process?

Parents will be encouraged to offer input during conferences, the Title I Annual Meeting, and through SAC. This input along with Information from the Title I Survey will be utilized to make any necessary adjustments to the compact for the following school year.

ELEMENTARY

How will the school ensure that teachers conduct a parent-teacher conference for individual students at least annually, during which the compact is discussed and signed? (Section 1116 (d) (2) (A))

Parents will be encouraged at Open House to sign-up for a parent-teacher conference to complete a compact. For parents who are unable to sign-up at that time, teachers will make contact requesting a conference. Teachers will request assistance from administration when they have trouble reaching parents for a conference. Home visits may be conducted with support of the school counselor or administration.

MIDDLE & HIGH SCHOOL

How will the school distribute the school-parent-student compact? (Section 1116 (d) (2)(A))

6. BUILDING STAFF CAPACITY

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support, principals, and other school leaders, as well as other staff with the assistance of parents/families in:

- The value and utility of their contributions
- How to reach out to, communicate with, and work with parents and families as equal partners; and
- How to implement and coordinate parent/family programs and build ties between parent/families and the school. (Section 1116 (e) (3))

****Complete Table C.****

Table C

Activity/ Topic	Person Responsible	Timeline	Evidence Documentation of Effectiveness	# of Faculty/ Staff Attended
Understanding Title I & Family Compacts	Title I School based coordinator and/or administration	July/August	Positive communication with parents	
15 Tips for Productive Parent Conferences	Title I School based coordinator and/or administration	September	Positive communication with parents	
Engaging families in learning	Title I School based coordinator and/or administration	October	Positive communication with parents	

7. COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS

Describe to the extent feasible, the means the school will 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)).

Program	Coordination
Title II Professional Learning	
Title III ESOL	We offer support for our ESOL population through communication translations, ESOL paraprofessionals to assist with parent meetings and monitoring to increase achievement through greater parent involvement.
Title IX Homeless	During Attendance CSTs, families are trained on the resources available through Anchorage, Florida Therapy, and other agencies as needed. Support for our homeless families with food bags, shoes for souls, and more.

Preschool	All Pre-K families are invited to participate in school-wide events.
Other	Staff members receive annual training from the Child Advocacy Center about their services as well as reporting guidelines each year. We have a district van where our TRIAD team is able to pick up truant students that lack transportation if they have missed the bus or other emergencies.

8. DISCRETIONARY ACTIVITIES
Activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)

How will your school develop appropriate roles for community-based organizations and businesses in parent involvement activities <u>(Section 1116 (e) (13))</u>?	MCS partners with a local church which provides meals on family nights as well as our backpack blessings (weekend food bags) for students in need. We also partner with the Junior League and another local church to provide shoes and clothing as needed.
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 training <u>(Section 1116 (e) (6))</u>?	Ideas for professional development are gathered from our families via the spring survey and input during SAC meetings.
By what means will the school provide literacy training for parents if the LEA has exhausted all other resources of funding <u>(Section 1116 (e) (7))</u>?	Community support and New Worlds Reading through the University of Florida will be utilized when available.
By what means will the school pay reasonable and necessary expenses, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions <u>(Section 1116 (e) (8))</u>?	When events are held at meal times, the school will provide the entire family a meal to ensure that parents are able to participate. Students and siblings will be allowed to attend the events to aid with unnecessary child care.
By what means will the school train parents to enhance the involvement of other parents <u>(Section 1116 (e) (9))</u>?	The assistant principal will work with current volunteers, community partners, and our PTO to encourage new parents to attend events and volunteer.
By what means will the school conduct	There is collaboration between the school

in-home conferences for parents who are unable to attend at school <u>(Section 1116 (e)(10))?</u>	counselor, parent liaison, and administration to assist families with attendance issues, wellness-checks, and signatures for necessary documentation.
By what means will the school adopt and implement model approaches to improve parent involvement <u>(Section 1116 (e)(11))?</u>	At Open House parents will be invited to become members of our SAC and PTO as well as to serve on the district parent task force. All parents will be encouraged throughout the year to participate in meetings, activities, and events as available.

9. TITLE I EXPENDITURES FOR PARENT AND FAMILY ENGAGEMENT	
Category	List of Items
2 Classroom Teachers	Salary, benefits
1 Academic Interventionist	Salary, benefits
Parent Training/Events	Materials, supplies, printed materials, consultants, ink/toner
2 Instructional Paras/1 Behavioral Para	Salary, benefits
Magnetic Materials, Phonics for Reading, Math Manipulatives, Math Practice and Problem Solving, Science Consumable Supplies, and the other day to day items (paper, binders, folders, markers, etc.)	Classroom Supplies

10. BARRIERS
Provide a description of the: <ul style="list-style-type: none"> • Barriers that hindered participation by parents during the previous school year. • Steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children) <u>(ESEA Section 1116)</u>

Use the data collected from Parent Event Evaluations, Surveys, and the School Improvement Plan.
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Barrier (Including the specific subgroup)	Steps the School will take to Overcome Barrier
work schedules	Offering workshops and events at varied times and advertising parent activities well in advance offering parents adequate planning time.

11. PARENT AND FAMILY FEEDBACK

Each year, our school encourages parents, and families to work in collaboration with the school to develop, review, and revise the Title I school-level Parent and Family Engagement Plan (PFEP). The PFEP is a tool that is used to determine how well our school is partnering with you and promoting your involvement in your child's education throughout school. Your feedback is important in helping us continually improve the PFEP and the parent and family engagement program at our school. We have provided contact information below so that you can learn about the different ways you can be a part of this home-school connection.

District Title I Supervisor	<i>Loretta Mistrot 850-767-4354 mistrll@bay.k12.fl.us</i>
District Parent Liaison	<i>Bobbie Copsey 850-767-4294 copserm@bay.k12.fl.us</i>
Title I Resource Teacher	<i>Stefanie Johnson 850-767-4113 hendlsm@bay.k12.fl.us</i>
Principal	<i>J. Phillip Campbell 850-767-1480 campbjp@bay.k12.fl.us</i>
Title I Coordinator	<i>Amanda Roberts 850-767-1480 roberas@bay.k12.fl.us</i>