

# Callaway

## 22-23 Parent and Family Engagement Plan

Date Revised with Parent Input: 5-12-22

District Approved: 6-16-22

The Parent and Family Engagement Plan (PFEP) must be jointly developed with parents 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 in conjunction with Open House to which all parents will be invited via newsletters, sent by email and posted on social media. The PowerPoint will be developed by the Bay District Schools' Title 1 Coordinator and Callaway Elementary School's Title 1 coordinator 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 will be given the opportunity to complete a paper or online Title I Spring Survey. The results of the completed surveys are tabulated and shared with the faculty and our School Advisory Council for their thoughts on how to improve our PFEP for the next school year. An evaluation of the current PFEP is conducted during a scheduled SAC meeting. Based on the Spring Survey results and evaluations, revisions are made for the next school year. This plan will be revised as needed throughout the school year according to the changing needs of the parents and school.

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

During scheduled SAC meetings, results from a comprehensive needs assessment are discussed. Strategies from the current school year School Improvement Plan are reviewed. Revisions are made utilizing 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)]?**

These opportunities will be given but are not limited to-CST meetings, SAC meetings, Parent /Teacher conferences, IEP meetings, evaluation forms at parent meetings, etc. Suggestions that are given by parents, if practical and reasonable will be implemented in a timely manner.

**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)]?**

Parents who are not satisfied with the school improvement 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**

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.

\*\*all training/activities may be subject to change due to Pandemic protocol.

Timeline	Title of Training/Event	Topics	Requirement(s) Addressed (F, G, H, I, J)	Time (AM or PM)	# of Parents Attended*
Sept	Donuts w/ Grownups	Parent resources provided for At home reading.	F, J	AM	91
Sept	Title I Annual Meeting	Requirements of Title I	F, G, H, I	PM	1
Sept	Open House	Expectations of student achievement and how parents can be supportive at home.	F, G, H, J	PM	88
Dec	Bingo for Books	Parent resources provided for the upcoming FAST & IReady Assessment.	F, J, G, I	PM	
Feb	STEAM Night	Create Make and Take resources. Parent resources on standards and testing.	F, J, G, I	PM	
May	Pre-K to K Transition	Assisting parents w/ the transitioning of their Pre-K child into kindergarten and tour of the campus. Handing out transition packets to attending parents that contain resources they can use at home to help their child.	F, J	AM	

\*To be updated throughout the year. Fill in the number who actually attend the activity after it is over.

**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	AM	

Aug-May	Parent Resource Center	To encourage and assist parents and or children within our school with attendance issues, Parent Portal, clothing needs & ACCESS FL, home visits	AM-PM	
Aug-May	School newsletter	To inform parents of school events, issues & topics in English & Spanish languages	Online Newsletter	

\*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)]?**

During in-service days, the Title 1 Coordinator will present tips and tools to help engage and communicate with parents in a positive and effective way. The TIC will use data from the Spring survey to drive the discussion on how we can effectively get parents involved and invested in their child’s education and school community.

Parent Engagement PD Topic	Date	Number of Attendees (complete after the event)
Compact Training	Aug 2022	
Communication with Parents	Aug 2022	

**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)]?**

- City of Callaway-Fire Dept and City Officials invited to school events
- First Baptist Church of Callaway Backpacks of Love-food program for the weekends
- High Praise Worship-clothing assistance
- Tele-Doc-PanCare
- DCF- Access, Voter registration
- Dental Bus-PanCare
- Happy Soles-shoe program
- FSU Students-Math Night
- Rutherford High School Students Community Hours
- Abuse Awareness Family Advocacy Center - Child Safety Matters

Health Screenings- PanCare  
Happy Hanger-clothing program Jr. Service League  
Attendance referrals- Community of Care referrals  
Pre-K to K Transition-Inviting local feeder preschools to our transition event  
SNAP Program-(focus 3rd grade) Anchorage Children's Home

**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 our Spring Parent Surveys, Callaway parents responded to the need for more understanding of HMH Reading. Callaway Elementary will be conducting Parent Portal assistance workshops and include having the parent's login to their students' launchpad to see the different resources available to them while at home to help with reading as well as other subject areas.

**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 offered digital copies of the School-Parent Learning Compact to complete after parent conferences via phone or Google meet. Each parent will complete the compact via google forms. Paper copies will be available for those parents that attend in person conferences.

**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 training [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)]?**

**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.)**

Based on our schools Spring Parent Survey results, work schedule, COVID concerns and childcare were listed as the top barriers to attending school events. A decision of virtual or in person meetings will be decided according to COVID protocol at the time of the meetings. 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. Google Translate and staff members 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 the Spring Parent Survey results, the majority of parents indicated that evening, mornings after school starts and right after school would be the most convenient times to attend events. A decision of virtual or in person meetings will be based on conditions occurring within the community or district at the time of the meetings. Spring surveys indicate that most families prefer in person meetings.

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

Per our school policy, a minimum of 2 weeks' notice will be given to parents. Notification of events will be posted with various forms of communication to maximize the greatest participation. Class Dojo, Facebook, Smores Newsletters, Email, Remind101, and notes home are all used to reach out to our families.

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

<b>Category</b>	<b>List of Items</b>
Parent Liaison	Salary & benefits
Parent Communications	Paper, ink/toner, stamps, Nicky Folders, planners
Parent Training/Events	Refreshments, materials, supplies, ink toner
Parent/Teacher Conferences	Subs to cover classrooms
Parent Center	Supplies