



25-26 Parent and Family Engagement Plan

Date Revised with Parent Input: April 24, 2025

District Approved:

School Name:	West Bay Elementary	School #0262
Principal's Name:	Bridgett Miller	

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

Every scholar by name and need! West Bay Elementary's staff, parents, and community are "Growing With Purpose" and committed to creating an engaging and supportive environment for all scholars. Through ambitious instruction, collaborative teaching, effective leadership, and involved families, we empower our scholars to become lifelong learners by promoting consistent attendance, academic achievement, and artistic expression. Our scholars will achieve high levels of individual success academically and in life.

I, Bridgett Miller, 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

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 Section 1116(c)(3)?

SAC Meetings, Title I Meetings Facebook, School-wide Newsletter, Class DoJo

(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 (Section 1116 (c) (4) (C))?

The school will provide parents opportunities for feedback via SAC Meeting, Title I Meetings, Evaluation Forms

<p>(C) By what means will the school involve parents in the joint development of the School Improvement Plan (<u>Section 1116(A)(2)?</u></p>	<p><i>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. The SAC committee is composed of parents, community members, teachers, administrators, and support staff. All members are encouraged and provided the opportunity to give input.</i></p>
<p>(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></p>	<p><i>During SAC meetings</i></p>
<p>(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?)</p>	<p><i>Parent request will be discussed and agreed upon based on Parent Input Meeting (SAC)</i></p>

2. ACCESSIBILITY	
<p>A. 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)?</p>	<p><i>Based on the Title I Survey results, 55% of parents listed work schedule as the top barrier for lack of participation. Parents have also requested that events be held in the evening or right after school. We plan to offer morning, afternoon, and evening events to give every parent an opportunity to participate. Most families prefer to attend events at their scholars school.</i></p>
<p>B. By what means will the school provide parents with <u>timely information</u> about meetings, activities, and events (<u>Section 1116(c)(4)(A)).</u></p>	<p><i>A minimum of two weeks notice will be the school policy. This will give parents an opportunity to save the date. Email, SMORES school newsletters, and Class Dojo will be used to notify and remind parents about events to ensure the greatest participation.</i></p>
<p>C. By what means will the school provide opportunities for informed participation of parents and family</p>	<p><i>All school communications are translated for our ELL families. Our ADA approved website will translate all uploaded documents. Parents will be invited via newsletters, Class DoJo, and shared via social media</i></p>

members (including parents and family members with limited English proficiency, with disabilities, and parents of migratory children). <u>(Section 1116(f)?</u>	<i>(Facebook). All of which can be translated in appropriate language.</i>
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 <u>(Section 1116(e)(5) and (f)?</u>	<i>The school will assist parents of ELL students in providing technology for language barriers during scheduled events. Based on the Parent Survey results, 10% of responses listed limited English as a barrier for lack of participation.</i>

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:

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 <u>(Section 1116(c)(1) ?</u>	<i>The Title I Annual Meeting will be held in conjunction with Open House to which all parents will be invited via newsletters, Class DoJo, email, and posted on social media. The powerpoint will be developed by the Bay District Schools Title I Coordinator and West Bay Elementary School's Title I coordinator and will provide information required by law with additional school information.</i>
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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)

<p>(G) Description and explanation of:</p> <ul style="list-style-type: none"> • Curriculum in use at the school (Section 1116(4) (B)) • ELA - Houghton Mifflin (HMH) • Math - Big Ideas Math • Science - McGraw-Hill • Social Studies - Gallopade
<p>(H) Description and explanation of:</p> <ul style="list-style-type: none"> • Academic assessments used to measure student progress. <u>(Section 1116 (4) (B))</u> • iReady Progress Monitoring • STAR state Assessment • FAST State Assessment • WIDA Testing
<p>(I) Description and explanation of:</p> <ul style="list-style-type: none"> • Achievement levels of State academic standards that students are expected to obtain <u>(Section 1116 (4) (B))</u> • Students are expected to achieve grade level (3) or high on state academic standards on the state assessment/ Students are expected to achieve “One Grade Level” on iReady and STAR state assessments
<p>(J) Provide materials and training to:</p> <ul style="list-style-type: none"> • 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 <u>(Section 1116 (e) (2))</u> <i>(LEA note: This includes Parent Portal Training)</i> • Schools must provide a <u>description, explanation, or understanding</u> of academic requirements that fall under the Federal Guidelines for Title I. <i>(Do not JUST give parents handouts. This does NOT build parent capacity)</i>

Table A
PARENT TRAINING OPPORTUNITIES

List all activities for requirements F through J and transition activities that involve parents.

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
Sept	Annual Title 1 Meeting	Requirements of Title 1	F.G.H.I		
Sept.	Open House	Expectations of students and how parents can be helpful at home.	F, G, H, J		
Oct.	Donuts with Grownups				

Nov.	Bingo for Books				
April	STEAM Night				
May	PreK to K Transition	What to expect in Kindergarten	F,J		

Table B - 1
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 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
SAC Meetings					

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
Parent Newsletters				

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?

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. The SAC committee is composed of parents, community members, teachers, administrators, and support staff. All members are encouraged and provided the opportunity to give input.

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 to sign up for face-to-face parent/teacher conferences at Open House. For parents who don't sign up, teachers will make contact to request a conference. Substitute teachers are provided for classroom teachers to schedule conferences and discuss the compacts. The Title I coordinator keeps a record of the completed compacts and communicates with teachers throughout the year to ensure that teachers have discussed the compact with each family.

MIDDLE & HIGH SCHOOL

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

N/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
What is Title I / Expectations	Title I Coordinator	Inservice (Aug 2025)		
Communication	Title I Coordinator	TBD		
Parent Teacher Conferences	Title I Coordinator	TBD		

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 III ESOL	Support for our ESOL population through ESOL Teacher, parent communication translations, ESOL paraprofessionals to assist with parent meetings, and monitoring to increase achievement through greater parent involvement.
Title II Professional Learning	Based on parents' responses on the Parent Survey, 26% suggested that the faculty/staff could benefit from professional development opportunities that address communicating with parents and 17% suggested communicating with parents with a second language. During inservice days. The Title I Coordinator will review the results of the Parent Survey with teachers and staff. This will be followed by a training to address how to work with parents to build relationships for student success. Teachers will be trained on how to communicate academic concerns to help engage parents in their child's education. Teachers will also be trained on how to connect with the ELL teacher, ELL paras, and ESOL department to assist with communication needs.
Title III ESOL	Support for our ESOL population through an ESOL Teacher, parent communication translations, ESOL Paraprofessionals to assist with parent meetings and increase achievement through increased parent involvement.

Title IX Homeless	These scholars receive first priority during Thanksgiving, Christmas, and community food bag donations. These parents are always invited to all events.
Preschool	Our preschool classrooms invite families to special events and all schoolwide parent events. Preschool families are invited to the Kindergarten transition event and to Preschool promotion ceremony.
Other	

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>)?	During many of our school events, community based organizations are included, such as the Margaritaville Memory Makers and Texas Roadhouse. In our Partnership with local churches we are able to provide clothes and supplies to assist families in need.
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>)?	PFEP Input
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>)?	N/A
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>)?	Childcare will be provided to at least one Title I meeting and one SAC Meeting per year.
By what means will the school train parents to enhance the involvement of other parents (<u>Section 1116 (e) (9)</u>)?	Elevate Bay is the district volunteer organization that provides training to parents that want to volunteer at the school.
By what means will the school conduct in-home conferences for parents who	If needed, our school counselor and social worker are able to make home-visits to parents that are unable to

are unable to attend at school (Section 1116 (e)(10)?	physically attend a meeting at the school. They are able to discuss the standards, curriculum, and assessments that their scholar will address in order to be successful as school.
By what means will the school adopt and implement model approaches to improve parent involvement (Section 1116 (e)(11)?	Include online training and information. Provide links for virtual meetings.

9. TITLE I EXPENDITURES FOR PARENT AND FAMILY ENGAGEMENT

Category	List of Items
Parent Communications	Paper, ink/toner, stamps, digital newsletter, printed materials/brochures, Parent Liaison, Field Trips, Substitute Teachers.
Parent Training/Events	Refreshments, materials, supplies, printed materials,ink/toner
Professional Development	Teacher PD, Books/Book Studies, classroom supplies

10. BARRIERS

Provide a description of the:

- 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) (ESEA Section 1116)

Use the data collected from Parent Event Evaluations, Surveys, and the School Improvement Plan.

Barrier (Including the specific subgroup)	Steps the School will Take to Overcome Barrier
Work Schedule	Multiple and Various Meeting/Event Times
Communication with school	Multiple modes of communication - Class Dojo, School Newsletter, Social Media, Email

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>Bridgett Miller (850)767-1850 millbd@bay.k12.fl.us</i>
Title I Coordinator	<i>Dawn John (850)767-1850 johndm@bay.k12.fl.us</i>
Parent Liaison	<i>Danielle Rollon (850)767-1850 rollodl@bay.k12.fl.us</i>