



**LYNN HAVEN ELEMENTARY SCHOOL  
25-26 Parent and Family Engagement Plan**

**Date Revised with Parent Input: 4/1/25**

**District Approved:**

<b>School Name:</b>	Lynn Haven Elementary School	<b>School # 0171</b>
<b>Principal's Name:</b>	Stacie Anderson	

**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**

At Lynn Haven Elementary School, we are committed to creating a safe, nurturing learning environment that inspires students to become lifelong learners and productive civic citizens.


I, Stacie Anderson, 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

5/21/25

Date Signed

***Upload this document in the Originals Folder with principal signature***

## 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)?**

The PFEP will be placed on the agenda at the School Advisory Council (SAC) meetings and other meetings with business and community partners to review and improve. These meetings will be held quarterly during the year.

All parents are given the opportunity to complete a paper or online Title I Survey in the spring. The results are tallied and shared with the faculty and the SAC on ways to improve our PFEP for the next year. An evaluation of the current year's PFEP is conducted during each SAC meeting. Based on the evaluation and survey results, additions/deletions/revisions are made to the plan for the following year. In this way, the school supports the changing needs of the parents and the school.

**Documentation:**

Sign in sheets  
Agenda  
Meeting Minutes  
Copies of distributed materials  
Survey Results  
Evaluation Results

**(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**

Parents may participate in making decisions for their students' education through Parent Event evaluations, Parent-Teacher conferences, and during specialized meetings like IEP meetings, SAC meetings, and Child Study Team meetings. If possible, any suggestions made by parents will be acted upon immediately.

as soon as practicably possible <u>(Section 1116 (c) (4) (C) ?</u>	<b>Documentation:</b> Minutes of the meeting Sign in sheet
(C) By what means will the school involve parents in the joint development of the School Improvement Plan <u>(Section 1116(A)(2)?</u>	The SAC committee, composed of parents, community members, teachers, administrators, and support staff, met in April to review and provide input on the 24-25 SIP based on current available data (FAST, STAR,iReady, attendance, behavior). All members were encouraged and provided the opportunity to give input. The plan will be reviewed by the LEA for their input. <b>Documentation:</b> Sign in sheets Agenda Meeting Minutes Survey Results Evaluation Results
(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>	Any parent who is not satisfied with the School Improvement Plan will be able to fill out a form to be submitted with the plan to the Bay District's Title I Supervisor who will in turn share the form with the BDS administrative team. <b>Documentation:</b> Copy of Form to be submitted Copy of the SIP
(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?)	In tabulating our Title I Spring Parent Survey, we found that many parents would like additional information and assistance on how to interpret and understand state tests & results, iReady test/results, and math assistance.

2. ACCESSIBILITY	
A. By what means will the school offer a flexible number of meetings, such as meetings morning or evening to accommodate	Because of the results of the Spring Title I Parent Survey that states their work schedule interferes with their participation, we will have

parents' schedules (Section 1116(c)(2)?	opportunities for parents to be involved with their children at school scheduled for the afternoons and evenings. Also, we will provide opportunities for some workshops to be virtual to accommodate parents and their work schedules.
<b>B. By what means will the school provide parents with timely information about meetings, activities, and events (Section 1116(c)(4)(A)).</b>	Parents will be invited via teacher Class Dojo, social media (Facebook), and paper flyers/brochures will be sent home. These invitations will be provided one to two weeks in advance so the parents are able to make plans to attend.
<b>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)?</b>	According to the Spring Title I Parent Survey, parents state that their work schedule deters participation as well as childcare in many of the events and/or meetings held here at school. We are offering morning and evening opportunities so that parents are able to participate in our school events and/or meetings. Childcare is provided as needed for events and meetings. Interpreters provided by the district are invited to assist families with English as their second language during conferences and teachers are using Google Translate if the interpreter is not available at the time. Invitations are sent via flyers (with translated versions).
<b>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))?</b>	Parents will be invited via newsletters, posted on the school website, as well as teacher websites (such as Dojo), shared via social media (Facebook) and paper flyers/brochures will be sent home. We will work closely with our district provided interpreter and utilize Google Translate to ensure that invitations and meetings are in a language that parents can understand.

### 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 which includes 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 (Section 1116(c)(1) ?	Lynn Haven Elementary will conduct our Title 1 Annual Meeting in conjunction with Open House.
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#### 4. BUILDING PARENT CAPACITY (Address topics F-J)

(F) Assist parents in understanding: <ul style="list-style-type: none"> <li>• State academic standards;</li> <li>• State and local academic assessments;</li> <li>• Requirements of Title I;</li> <li>• Monitoring a child's progress; and</li> <li>• Work with educators to improve achievement of their children (Section 1116 (e) (1)</li> </ul>
(G) Description and explanation of: <ul style="list-style-type: none"> <li>• Curriculum is use at the school (Section 1116(4) (B)</li> </ul>
(H) Description and explanation of: <ul style="list-style-type: none"> <li>• Academic assessments used to measure student progress. (Section 1116 (4) (B)</li> </ul>
(I) Description and explanation of: <ul style="list-style-type: none"> <li>• Achievement levels of State academic standards that students are expected to obtain (Section 1116 (4) (B)</li> </ul>
(J) Provide materials and training to: <ul style="list-style-type: none"> <li>• 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)</li> <li>• Schools must provide a <u>description, explanation, or understanding</u> of academic requirements that fall under the Federal Guidelines for Title I. (Do not JUST give parents handouts. This does NOT build parent capacity)</li> </ul>

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
September	Open House	Standards/Curriculum /Assessment	F, G,H,I,J		
October	Get Your Read On!	Standards/Curriculum/Assessment/ Progress Monitoring	F, J		
November	STEAM Night	Standards/Curriculum /Assessment	F,G, H, I, J		
March	3rd Grade Parent Night	Standards/Curriculum /Assessment	F, G, H, I, J		
April	Pre-K to Kdg Transition	Standards/Curriculum	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

Quarterly	SAC Meetings	Review/Improve PFEP and develop the SIP	J	Agenda, Handout, Sign-In Sheets, Meeting Minutes	
Ongoing	Newsletters	A resource for communicating school events, character development and helpful hints to improve student achievement	J	Dojo, Social Media, Handouts	
Quarterly	Academic Awards	Engaging parents to align efforts at home and school	J	RAPTOR report of parent attendance	
November	Veteran's Day Program	Engaging parents to align efforts at home and school	J /	RAPTOR report of parent attendance, student permission slips	
Quarterly/ As Needed	PTO Meetings	Engaging parents to align efforts at home and school	J	Sign-in sheets, Feedback Forms received, Meeting Minutes	

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




5. PARENT/SCHOOL COMPACT	
<p>As a component of the school level Parent and Family Engagement Plan, <u>each school (ALL) shall jointly develop, with parents</u> 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.</p> <p>How will the school ensure parents/families involvement in this process?</p>	<p>Parents have the opportunity to provide input about the parent/school compact form during a SAC meeting that is conducted at the end of the school year to be edited and revised for the upcoming school year. Parents are informed of SAC meetings via Class Dojo, Facebook, and Monthly Calendar.</p>

#### ELEMENTARY

<p>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? <u>(Section 1116 (d) (2) (A)</u></p>	<p>Each year, substitute teachers are provided for our classroom teachers to schedule conferences and discuss the compacts. Conferences are scheduled by the teacher via in person, on the telephone or virtually to discuss their child's achievement with the curriculum, diagnostic and state assessments, and behavior. If meetings are held via the telephone or virtually teachers will discuss the compacts and invite the parents to stop by at their convenience to sign and receive a copy of the compact. Our Title I Coordinator keeps a record of the completed compacts and communicates with the teachers throughout the year to ensure that the teachers have discussed the compact with each family.</p>
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#### MIDDLE & HIGH SCHOOL

<p>How will the school distribute the school-parent-student compact? <u>(Section 1116 (d) (2)(A)?</u></p>	N/A
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6. BUILDING STAFF CAPACITY
<p>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:</p>

- 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**

<b>Activity/ Topic</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence Documentation of Effectiveness</b>	<b># of Faculty/ Staff Attended</b>
Title 1 & Compact Training for Teachers	Kristin Hand	August	Sign- In Sheet, Handouts/Presentation	

## **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).

<b>Program</b>	<b>Coordination</b>
<b>Title II Professional Learning</b>	We receive training from our Title II department on current ELA and Math curriculum to build teacher capacity and provide resources as needed.
<b>Title III ESOL</b>	We have a small ESOL population at Lynn Haven Elementary, but we receive support for these students through our district office, who provide translators and other resources as needed.
<b>Title IX Homeless</b>	Our Bay District Schools Homeless Department and District Present Team support us as needed through home visits and resources.
<b>Preschool</b>	Our ESE PreK and VPK programs are well supported by our district. They attend regular meetings and training as required.

## 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. We have several that provide refreshments, while others provide clothing for our students during our events. With our partnership with the First Baptist Church Lynn Haven, along with our Partnership Bay partners, we are able to provide parents with supplies and food as well as volunteers at parent events and in the classrooms.
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>	
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>	
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 <u>(Section 1116 (e) (8)?</u>	Child care is provided during our SAC meetings and many of the Parent-Teacher conferences.
By what means will the school train parents to enhance the involvement of other parents <u>(Section 1116 (e) (9)?</u>	Elevate Bay is our district volunteer organization that provides training to parents that want to volunteer at the school. We also utilize our PTO that organizes an event to train parents to volunteer during school and classroom events.
By what means will the school conduct in-home conferences for parents who are unable to attend at school <u>(Section 1116 (e)(10)?</u>	We utilize our mental health team, teachers, and admin to conduct home visits when needed. We also conduct meetings via phone

	or Google Meet when needed.
<b>By what means will the school adopt and implement model approaches to improve parent involvement (Section 1116 (e)(11)?</b>	Through our teachers' effort in our character development program, we utilize Core Essentials monthly to recognize that the family, the school and the student work closely to ensure the student is successful.

<b>9. TITLE I EXPENDITURES FOR PARENT AND FAMILY ENGAGEMENT</b>	
<b>Category</b>	<b>List of Items</b>
<b>Parent Liaison</b>	<b>Small percentage of Salary, benefits for this employee/her schedule is split between parent liaison and instructional paraprofessional.</b>

<b>10. BARRIERS</b>
<p><b>Provide a description of the:</b></p> <ul style="list-style-type: none"> <li>• <b>Barriers that hindered participation by parents during the previous school year.</b></li> <li>• <b>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)</b></li> </ul>

Use the data collected from Parent Event Evaluations, Surveys, and the School Improvement Plan.
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<b>Barrier (Including the specific subgroup)</b>	<b>Steps the School will Take to Overcome Barrier</b>
<i>(Example)</i> Communication (All)	<ul style="list-style-type: none"> <li>• Multiple platforms to increase communication (Facebook, website, school messenger, Class DOJO, Portal Messenger, Marquee sign, Peachjar, etc.)</li> </ul>
Involvement	<ul style="list-style-type: none"> <li>• Share event date and time at least two weeks prior to an event to allow parents more time to plan to be present</li> </ul>

## 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 in continually improving 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.

<b>District Title I Supervisor</b>	<i>Loretta Mistrot 850-767-4354 mistrll@bay.k12.fl.us</i>
<b>District Parent Liaison</b>	<i>Bobbie Copsey 850-767-4294 copserm@bay.k12.fl.us</i>
<b>Title I Resource Teacher</b>	<i>Stefanie Johnson 850-767-4113 hendlsm@bay.k12.fl.us</i>
<b>Principal</b>	<i>Stacie Anderson 850-767-1454 andersl@bay.k12.fl.us</i>
<b>Title I Coordinator</b>	<i>Kristin Hand 850-767-1454 handkk@bay.k12.fl.us</i>
<b>Parent Liaison</b>	<i>Brittany Rogers (2 hours a day) 850-767-1454 rogerbl@bay.k12.fl.us</i>