

Palm Bay Prep Academy

23-24 Parent and Family Engagement Plan

Date Revised with Parent Input: 5/10/23

District Approved:

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)].

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)]?

All parents are given the opportunity to complete a paper or on-line 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 next year. The school's governing board serves as the SAC and an evaluation of the current PFEP is conducted during one of the meetings. Based on the evaluation and survey results, revisions to the plan are made for the next school year and placed on the school's website. The plan will be reviewed during meetings throughout the year to make revisions according to the changing needs of parents and the school.

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

Once the F.A.S.T. results are released, the school's governing board, composed of parents, community members, teachers, administrators, and staff will meet to update the School Improvement Plan based on available data (F.A.S.T./EOCs/ Iready /Attendance/Behavior). All members, including the governing board are encouraged and provided the opportunity to give input. The Comprehensive Needs Assessment will be reviewed.

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)]?

Parents will be given opportunities for suggestions by completing evaluation forms at parenting events, IEP meetings, 504 meetings, ESOL meetings, parent-teacher conferences, and parent surveys.

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, March	Individual Teacher Agendas
IEP/504 Meetings	On-going	Calendar
Bingo for Book	March	Calendar, Sign-in Sheet, evaluation sheet
Transition Night	April	Calendar, Sign in Sheet, evaluation sheet
Senior Meeting	August	Calendar, Sign in Sheet, Evaluation Sheet

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's administration. A copy of the emails will be submitted to the Title I office with the School Improvement Plan.

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	
Sept/Jan	Title I Annual Meeting	Requirements of Title I/Achievement levels of State Academic standards	F,	PM/AM	
Sept	Open House	Building Relationships	G	PM	
Oct/Feb	Bingo for Books	Literacy training	F, H	PM	
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	Fifth Grade to MS	Middle School Expectations	F, G, H	PM	

**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	Electronic Newsletter	School specific information	Newsletter	
Aug - May	Parent Involvement Team	Plan, review, approve PFEP and develop SIP	AM/PM	
Aug - May	Email/ Remind	Communication	AM/PM	
December	Scholastic Book Fair-Family Night	Stress the importance of reading and studying	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 administrators will provide faculty/staff training on positive parent communication and relationship building. The administrators will attend training to further their own knowledge.

Parent Engagement PD Topic	Date	Number of Attendees (complete after the event)
<i>Responsive Classroom Training : Power of our Words/ Focus on Teacher Language</i>	<i>July</i>	
<i>Staff Book Study: " Closing the Loop" focusing on</i>	<i>August</i>	

<i>Parent Compact Training</i>	<i>August</i>	
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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)]?

The 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. The school will work with local law enforcement agencies to provide safety training for faculty/staff, parents, and community stakeholders.

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 Parent Survey results, what activities did the parents request that are included in this plan?)

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

Based on the results of the Spring Parent Survey, parents are requesting help with the Math and Reading standards and requirements, FSA information, monitoring their student’s progress, graduation requirements, and ACT/SAT information and preparation. During these workshops, parents will also learn more about Parent Portal and the information available to them via Parent Portal.

N.a. 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)]?

N.b. Middle and High Schools - How will the school distribute the school-parent-student compact?

The School-Parent-Student Compact will be sent home in hard copy, sent to parents electronically, included in new student packets, and will be made available during parent conferences. Also, copies will be available in the front office.

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 the Title I Parent Survey results, the work schedule was listed as the top barrier to participation. We plan to offer AM and PM events to give every parent an opportunity to participate. We will also be offering technology and technological assistance for students who chose the 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)]?

School communications are translated for our ELL families. Google Translate and staff members assist with these communications. Bilingual staff members assist with conferences and phone calls when necessary.

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 responses, the majority of parents indicated that right after school starts and right after school ends are the most convenient times for meetings. Parents will also be provided with a recording option of the events to view at their convenience. This will be taken into consideration when scheduling events.

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 email, website, and FaceBook for communication with our families. Notices will be sent out a minimum of 7 days prior to any and all Title I meetings, activities, and parent involvement events.

Title I Expenditures Parent and Family Engagement -

Category, if applicable	List Expenditures
Parent Communications	Paper, ink/toner, printed materials/brochures (70%)
Parent Training/Events	Refreshments, materials, supplies, printed materials, ink/toner (30%)