



PALM BAY

Palm Bay Preparatory Academy 25-26 Parent and Family Engagement Plan

Date Revised with Parent Input:

District Approved:

School Name:	Palm Bay Prep	School # 0771
Principal's Name:	Patty Phillips	

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

Provide authentic learning experiences, a collaborative, nurturing environment that will equip our students for academic and personal success through their educational careers and beyond.

I, Patty Phillips, 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 outlined 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

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)?

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 next year. The school's governing board serves as the SAC and an evaluation of the current PFEP is conducted during one of the governing board's 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 and September Parent Newsletter. The plan will be reviewed during 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 (Section 1116 (c) (4) (C) ?

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

(C) By what means will the school involve parents in the joint development of the School Improvement Plan (Section 1116(A)(2)?

Once the state testing 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/i-Ready/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) 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 along with the School Improvement Plan.

(E) 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?)	Based on survey results and parent input through our parent involvement team, we will adjust activities as needed.
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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 Spring Parent Survey responses, the majority of parents indicated meetings scheduled right after school, and in the evening. This will be taken into consideration when scheduling events.
B. By what means will the school provide parents with <u>timely information</u> about meetings, activities, and events (Section 1116(c)(4)(A)).	The school makes active use of email, website, Monthly Parent Updates (newsletter), Remind, and Facebook for communication with our families. Notices will be sent on a minimum of 7 days to any and all Title I meetings, activities, and parent involvement events.
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)?	Bilingual staff members are in attendance at all school events. When a language other than Spanish is needed, we contact the BDS ESOL resource teacher for support. Accommodations for participation for parents and family members with disabilities will be provided as necessary.
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 communications are translated for our ELL families. Google translate and staff members assist with communications. Bilingual staff members assist with conferences and phone calls when necessary.

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 <u>school will provide a description, explanation, or understanding</u> 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) ?

The Annual meeting information will be provided via Bay District Schools and presented to parents in September. The information will also be distributed across multiple platforms such as Smores Monthly Update, email, Facebook, Remind, and on the school website.

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 achievement of their children (Section 1116 (e) (1)

(G) Description and explanation of:

- Curriculum is 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.
(Do not JUST give parents handouts. This does NOT build parent capacity)

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
August	Rock the Block/Orientation	Parent portal training, class requirements, schoolwide expectations	F,G,J	Advertisement, Sign in sheet, Agenda, Evaluations	
September	Title I Annual Meeting	Requirements of Title I, how Title I funds are spent, achievement levels of state academic standards	F,G	Advertisement, Sign in sheet, Agenda, Evaluations	
September	“Donuts and Data”- Family Event	Data Meeting with at risk students and their families to discuss graduation needs, ACT/SAT intensive training materials, tutoring needs, etc	D,H	Advertisement, Sign in sheet, Agenda, Evaluations	

October/ March	Parent Workshop	Understanding of homework, standards and at-home strategies to support student achievement	F,J	Advertisement, Sign in sheet, Agenda Evaluations	
January	Literacy Night	Specific techniques and activities they can implement at home to enhance their child's literacy skills	F, J, I	Advertisement, Sign in sheet, Agenda, Evaluations	
April	Transition Night	Credit requirements for MS and HS; graduation requirements,	F,G,H	Advertisement, Sign in sheet, Agenda, Evaluations	

**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
Aug-May	Parent Involvement Team Meetings	Plan, review, approve PFEP and develop SIP	F	Advertisement, Sign in sheet, Agenda, Evaluations	

Aug-May	Monthly Parent Update Newsletter	Improve communication; school specific information	F	Number of views of newsletter, improved parent involvement	
September	Hispanic Heritage Celebration	School community, parent involvement		Advertisement, Sign in sheet, Agenda, Evaluations	
October	Open House		F, G	Advertisement, Sign in sheet, Agenda, Evaluations	
February	Black History Celebration	School community, parent involvement		Advertisement, Sign in sheet, Agenda, Evaluations	
March	Spring Fling	School community, parent involvement		Advertisement, Sign in sheet, Agenda, Evaluations	

Table B-2
Parent Communication/Disseminating Information
Communication/Information shared with parents (Section 1116 (e) (4).)

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
September Newsletter				
October Newsletter				
November/December Newsletter				
January Newsletter				
February				

Newsletter				
March Newsletter				
April Newsletter				
May Newsletter				

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/families will be involved in the development of the school-parent-student compact during Parent Involvement Team meetings, parent questionnaires, and through parent conferences.

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))**

n/a

MIDDLE & HIGH SCHOOL

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

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/teacher conferences. Also, copies will be available in the school office.

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
Parent Involvement Plan Overview	Phillips	August	Improvement to results of Spring Title I survey, increases in parent involvement	
Parent Involvement Plan Implementation	Phillips/Hendrick	August, PLC Days	Increase in teacher communication with parents to build positive relationships between the school, parents, and families.	
Title I and Compact Training	Scurlock	August Inservice	Sign-in Sheets, Evaluations	

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 parent communication translations, ESOL paraprofessionals to assist with parent meetings, and monitoring to increase achievement through greater parent involvement. We will host an ESOL parent event in the fall to increase parent involvement with our ESOL families so they can help their students at home. One parent workshop will be for our ESOL families.
Title II Professional Learning	n/a
Title III ESOL	n/a
Title IX Homeless	n/a
Preschool	n/a
Other	n/a

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>	N/A
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>	N/A
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 child care costs, to enable parents to participate in	N/A

school-related meetings and training sessions <u>(Section 1116 (e) (8)?</u>	
By what means will the school train parents to enhance the involvement of other parents <u>(Section 1116 (e) (9)?</u>	N/A
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>	N/A
By what means will the school adopt and implement model approaches to improve parent involvement <u>(Section 1116 (e)(11)?</u>	N/A

9. TITLE I EXPENDITURES FOR PARENT AND FAMILY ENGAGEMENT	
Category	List of Items
Parent Communications	Paper, ink/toner, printed materials/brochures
Parent Training/Events	Refreshments, materials, supplies, stipends for teachers as consultants, printed materials, consultants, ink/toner

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) <u>(ESEA Section 1116)</u>

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
Communication (All)	Multiple platforms to increase communication (Facebook, website, Remind, email, Monthly Parent updates through Smores)

Schedule	Parents who are not available to attend meetings in person or after school can attend virtually and some meetings may be offered during the school day.
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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.

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>Patty Phillips 850-215-0770 patty.phillips@palmbayschools.org</i>
Title I Coordinator	<i>Jennifer Scurlock - 850-215-0770 jennifer.scurlock@palmbayschools.org</i>
Parent Liaison	<i>n/a</i>