



Pasco County Title I School Level
Parent and Family Engagement Plan 2025-2026

Moon Lake Elementary School

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 on by parents periodically to meet the changing needs of parents and the school.

School's vision for engaging families:

We will cultivate a love of learning and empower every member of our school family to reach their full potential by fostering a positive, safe, supportive and inclusive environment focused on nurturing academic and social emotional growth.

What is Required:

Assurances: We will:

- Involve an adequate representation of parents, or establish a parent advisory board to represent families, in developing and evaluating the "School Parent and Family Engagement Plan" that describes how the school will carry out its required family engagement activities.
- Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved. Offer other meetings/workshops at flexible times.
- Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are to be used.
- Involve parents in the planning, review, and improvement of the Title I program.
- Develop a school-parent compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement and describes how parents and teachers will communicate.
- Offer assistance to parents in understanding the education system and the state standards, and how to support their children's achievement.
- Provide materials and training to help parents support their child's learning at home. Educate teachers and other school staff, including school leaders, on how to engage families effectively.
- Coordinate with other federal and state programs, including preschool programs.
- Provide information in a format and language parents can understand and offer information in other languages as feasible.

Principal: Richard Toward

Date: 10/9/25

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EVERY TITLE I SCHOOL IN PASCO COUNTY WILL:

- 1. Involve parents in the planning, review, and improvement of their Comprehensive Needs Assessment and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement and Title I Schoolwide plans with an adequate representation of parents.**

Describe the method in which parents were involved	<p>ALL parents were invited through our weekly email message, weekly phone call, text message, Facebook post and message on the marquee.</p> <p>The 24-25 PFEP was distributed to parents as a hard copy upon arrival to the meeting to review and jot down thoughts and ideas for feedback purposes.</p> <p>How the 24-25 Schoolwide Plan was to parents as a hard copy upon arrival to the meeting to review and jot down thoughts and ideas for feedback purposes.</p> <p>Feedback was given upon review of the documents verbally and discussed during the meeting. Attendees had an opportunity to share their input on what needed to be added and omitted</p> <p>Feedback was documented through our SAC meeting notes and house in our school SharePoint.</p>
Date of meeting to gather parent input for Comprehensive Needs Assessment	March 12, 2025
Date of meeting to gather parent input for this Title I Parent and Family Engagement Plan	March 12, 2025

**Evidence of the input gathered and how it was/will be used should uploaded to Title I Crate.*

- 2. Develop a school-home compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement and describes how parents & teachers will communicate.**

How were parents invited to develop or revise the compact?	<p>ALL parents were invited through our weekly email message, weekly phone call, text message, Facebook post and message on the marquee.</p> <p>How the 24-25 Compact was distributed to parents as a hard copy upon arrival to the meeting to review and jot down thoughts and ideas for feedback purposes.</p> <p>How feedback was given upon review of the documents verbally and discussed during the meeting. Attendees had an opportunity to share their input on what needed to be added and omitted</p> <p>How Feedback was documented through our SAC meeting notes and house in our school SharePoint.</p>
Date of parent meeting to develop or revise the compact	March 12, 2025

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What communication methods will be used between teachers & parents as well as school & parents?	We utilize MyStudent Communication, weekly emails, weekly phone calls and post announcements on our MLES Facebook.
Elementary schools are required to hold at least one face to face conference with parents where the compact is discussed. Explain your process?	Each year our teachers meet with parents at Open House where we also hold our Title One Annual Meeting. Grade level teams then reach out to families to set up individual conferences around student progress. We will also be providing stipends for teachers when we hold our Conference Night.

**A parent signed copy of the compact should be uploaded to Title I Crate as evidence of implementation.*

**Evidence of the input should be uploaded to Title I Crate.*

3. Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved.

What information is provided at the meeting? How are parents notified of the meeting?	Our annual meeting is held within our Open House to optimize participation. We provide families with general information regarding Title One as well as an electronic presentation of the Title One program's purpose and how it impacts our school specifically. Families are notified about this meeting through all our communication processes which include MyStudent Phone Call, MyStudent email, MyStudent communication messages and our Moon Lake Facebook page.
Tentative date and time(s) of the Annual Title I Meeting and steps taken to plan the meeting	September 4, 2025
How do parents who are not able to attend receive information from the meeting?	We share information from the meeting through our Moon Lake Facebook page and our weekly MyStudent communications. (Email, phone call, and announcements.)
How are parents informed of their rights?	Parents Right to Know is included in the Annual Title I Meeting Powtoon, which is shared at Open House, as well as the Annual Title I letter that is sent home at the beginning of the year. In addition, this information will be given to parents and meet the teacher day and sent home the first week of school.

4. Identify partnerships that coordinate & integrate Title I and local/federal funds to provide opportunities that encourage and support parents in more fully participating in the education of their children and/or to help support learning at home.

Title III-ESOL	At Moon Lake we have an ESOL IA to support our ELL students and their families. We also have an ESOL
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	District Support who visits our campus often and is available to us when needed.
Title IX-Homeless	Our Social Worker coordinates with our Data Entry to provide support and resources as needed.
Preschool Programs	Our Pre K HeadStart teacher and resource teacher will work with administration to provide information, activities and support our HeadStart families. Some activities include coordinated meetings with parents and the PreK teacher, family events, transition services, etc.
IDEA/ ESE	Our ESE teachers and Student Services team work with parents to develop student IEPs to meet the needs of the students. They also provide support in other areas as needed such as helping with transportation, medical needs, etc.
Migrant	N/A
Other	

5. Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are used.

Allocation	\$4,000 District Title One Budget
Explain how these funds will be used this school year	<p>\$1500.00- Supplies/Food Description of use Food and supplies for Family Events such as STEM Family Night, Literacy Family night, Family Fun Night where we share resiliency strategies through fun activities.</p> <p>\$2500.00- Other Funds Description of use Pay teachers who want to participate in Parent Conference Night. They will use this time to go over student progress, tools for the parents to utilize plus be able to answer any parent questions regarding their child</p>
How are parents involved in deciding this?	Our parents are invited to all our family nights through our Weekly MyStudent communications (Phone call, email, text message), posting on our Moon Lake Facebook page, as well as sending home paper flyers. We will have our teachers reach out to their families to schedule the conference night meetings for interested parents this coming year.
How did you document parent input?	We gathered parent input during our SAC meeting, and it is documented in the minutes. We also do parent surveys for specific events and an overall survey documented in an excel spreadsheet.