



Pasco County Title 1 School Level
Parent and Family Engagement Plan 2022-2023

Moon Lake Elementary

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:

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: _____

Elise Handahl

Date: _____

4-5-22

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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 plan with an adequate representation of parents.

Describe the method in which parents were involved	Parent surveys were completed during the school year to collect input from parents on activities, trainings, and materials needed to help their children be successful. We were also able to collect input from our SAC committee and SBLT so that we have comprehensive input.
Date of meeting to gather parent input for Comprehensive Needs Assessment	Parent survey window: SAC Meeting: February 9, 2022 Leadership Meeting: March 11, 2022
Date of meeting to gather parent input for this Title I Parent and Family Engagement Plan	SAC Meeting: March 9, 2022

**Evidence of the input gathered and how it was/will be used should be 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?	An invitation to our SAC meeting where we were discussing the compact was shared with the entire school through Facebook, Dojo and a School Connect Call.
Date of parent meeting to develop or revise the compact	SAC Meeting: February 9 th , 2022
What communication methods will be used between teachers & parents as well as school & parents?	We will continue to use Dojo as our main point of communication with families. We also share information through Facebook and using School Messenger to send out weekly calls.
Elementary schools are required to hold at least one face to face conference with parents. Explain your process?	Each year, we combine our Open House with our Title 1 Conference with parents. We share all the required Title 1 information along with school specific information with parents and families.

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**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 in conjunction with our Open House so that we can optimize participation. We provide families with general information regarding Title One as well as an electronic presentation of the Title One program purpose and how it impacts our school specifically. Families are notified about this meeting through all of our communication processes including a School Messenger call.
Tentative date and time(s) of the Annual Title I Meeting and steps taken to plan the meeting	We have tentatively scheduled our Open House and Annual Title One meeting for Thursday, September 22, 2022. To prepare teachers, we provide the Title 1 information through a video that we make and share as well as guidelines for an electronic presentation that they should share with parents.
How do parents who are not able to attend receive information from the meeting?	The information is shared through our Facebook page and Class Dojo Story Page.
How are parents informed of their rights?	Parent information regarding rights will be sent home with students during 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	Our ESOL IA works with our staff, students and their families with any of their needs to engage in learning.
Title IX-Homeless	Our Social Worker works with families to assist with their needs
Preschool Programs	Our PreK Headstart teacher and resource teacher will work with administration to provide information, activities and support to our headstart families. Some activities include: coordinated meetings with parents and PreK teacher, 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	NA
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.

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Allocation	3,000
Explain how these funds will be used this school year	These funds will be used to support our school wide family events. We will be hosting at least one Family Conscious Discipline night where we will provide parents with information about Conscious Discipline and provide them with resources and materials to use at home. We've also been thinking about implementing a breakfast meeting once per quarter to increase our family engagement while sharing information around our Conscious Discipline Implementation.
How are parents involved in deciding this?	Parents provide input through the survey and SAC meetings
How did you document parent input?	Parent Input is documented in the minutes from SAC meetings and through parent surveys

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6. Provide assistance, training, workshops, events, and/or meetings for parents to help them understand the education system, curriculum, standards, state assessments and achievement levels.
- Best practice is to hold parent events that teach caregivers a new tip, tool, or strategy, that parents can use at home with their child to help reinforce what they are learning in the classroom.
 - Think of Family Engagement as a strategy to reach the goal of student achievement
 - Offer workshops, events and/or meetings at flexible dates/times. (i.e. morning, evening, lunch, Saturdays). Provide information to parents in a timely manner and in an easy to read format.

Building Capacity of Families

<p>Sup goals</p> <p>1: Build knowledge around the BEST Standards in ELA and Math for intentional planning utilizing the curriculum resources.</p>	<p>Title/Description of Strategy</p> <p>One School One Book</p>	<p>How will this impact student achievement?</p> <p>All students and staff members on campus will receive the same book to read at home. Families will be given ideas and activities to engage in with their child around the book and ELA standards. We will also make those connections at school to strengthen the overall literacy skills of our students</p>	<p>When will this occur?</p> <p>Fall 2022</p>	<p>When applicable, indicate the services you will provide to families.</p>				<p>How will this support learning at home?</p> <p>Parents are given the books and activities that they can use at home as well as give them a better understanding on applying the standards.</p>
				<p>Transportation</p>	<p>Meal</p>	<p>Childcare</p>	<p>Translation</p>	

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<p>2. Further develop and refine comprehensive Multi-tiered systems of support for student academic performance, behavior and attendance and build capacity of the staff to implement the Tiers of Support.</p>	<p>Parent Conferences and Information Nights around new ELA & Math standards and curriculum</p>	<p>Information will be shared with parents about how to partner with the school to increase student engagement. Parents will also receive information around their child's progress so that they can continue to support them at home. Along with information around new ELA standards and curriculum</p>	<p>Throughout the school year for conferences; Fall 2022</p>				<p>Parents will build their understanding of ways to engage with their children. Parents will be able to understand the new ELA curriculum and standards better so that they can assist their children at home.</p>
<p>3. Increase collaboration, communication and a sense of community among all our stakeholders.</p>	<p>Conscious Discipline Family Night</p>	<p>Information shared with parents around the strategies and practices we are teaching our students to that they can focus on their academic learning</p>	<p>Fall 2022/Spring 2023</p>		X		<p>Parents will build their understanding and knowledge around social emotional learning. It will give them strategies to utilize at home so they can focus on student learning when their social emotional needs are taken care of.</p>

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<p>Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</p>	<p>Parents received information through the following: family events, parent conferences, work and assessments being sent home and shared through Dojo</p>
<p>How will workshops/events be evaluated? How will the needs of parents be assessed to plan future events?</p>	<p>Families are asked to complete a survey at each event and then we look at that information to adjust future events as needed.</p>
<p>Describe how the needs of parents/families who speak a language other than English will be met at workshops/events.</p>	<p>We have a small population of ELL, however we have a few staff members who speak Spanish who will come to events and or provide materials for them. For our One School One Book event, we have also ordered Spanish copies of the books for families that need them.</p>
<p>What are the barriers for parents to attend workshops/events and how do you overcome these?</p>	<p>Timing and work schedules are barriers. We try to notify ahead of time so they can plan for the event</p>
<p>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</p>	<p>Next year will be the first year in a while, that hopefully that we will be back to "in Person" for all our events. So we hope to offer some morning and evening events such as a breakfast Conscious Discipline workshop as well as an evening Conscious Discipline family night.</p>
<p>How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</p>	<p>All our events are accessible to all our families and due to the set-up of our campus, its easy to get around for all. We are always looking for feedback.</p>

**These events should be included on the Data Collection Sheet for School Events.*

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7. Utilize strategies to ensure meaningful Communication

Describe the methods that will be used to ensure meaningful, ongoing communication between home and school	We are continuing to implement the electronic tool, Class Dojo, school-wide to increase consistent communication. We also utilize Facebook, our website and school messenger
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8. Educate and build the capacity of school staff on ways in which to work with and engage families effectively as well as the importance of parent engagement in increasing student achievement. Explain your plan for this school year.

<u>Topic/Title</u>	<u>How does this help staff build school/parent relationships?</u>	<u>Format for implementation: workshop, book study, presenter, etc.</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
Parent Involvement Training	Provides information to our staff on all aspects of parent involvement as they begin in the school year	PowerPoint Presentation	All Staff	8/2022

9. Provide an easily accessible resource area where parents and families can get information about the school facility, school policies, contacts, academic assistance, community resources and other materials.

<u>Location of Resource Center/Area</u>	<u>Person responsible for monitoring and updating Resource Center/Area</u>	<u>List a sampling of materials made available in the Resource Center/Area</u>
Front Office	School secretary and administration	Headstart information, Title 1 brochure, informational sheets, various community brochures around events and resources.

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Date: 4-5-22

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Drafts of PFEP's are due to Title I Crate by April 8th, 2022.

**Copies should be placed on the school website as well as in the Title I Family and Community Binder in the front office for parent and community access. Information regarding where the plan may be accessed should be communicated to parents and the community.*

**A "Family Friendly" version of this plan should be distributed to families and uploaded to Title I Crate.*

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