



Pasco County Title 1 School Level
Parent and Family Engagement Plan 2024-2025

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:

At Moon Lake Elementary, we will motivate, lead, educate and support every child, every day to help them achieve success in college, career and life. We will be a community of learners striving for excellence in all we do.

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: 4-15-24

Pasco County Title 1 School Level
Parent and Family Engagement Plan 2024-2025

Moon Lake Elementary

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	ALL parents were invited through our weekly phone call message, weekly email message, Facebook post, marquee, MyStudent message. Parents were given the 23-24 PFEP as a hard copy and were given time to review and jot down thoughts and ideas for feedback purposes. Feedback was given verbally and discussed during the meeting. Feedback was documented on our SAC notes and housed in our school SharePoint.
Date of meeting to gather parent input for Comprehensive Needs Assessment	January 31 st , 2024
Date of meeting to gather parent input for this Title I Parent and Family Engagement Plan	January 31 st , 2024

**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?	ALL parents were invited through our weekly phone call message, weekly email message, Facebook post, marquee, MyStudent message. Parents were given the compact as a hard copy and were given time to review and jot down thoughts and ideas for feedback purposes. Feedback was given verbally and discussed during the meeting. Feedback was documented on our SAC notes and housed in our school SharePoint.
Date of parent meeting to develop or revise the compact	January 31 st , 2024
What communication methods will be used between teachers & parents as well as school & parents?	We utilize MyStudent Communication, emails, phone calls as well as post announcements on our MLES Facebook.

Pasco County Title 1 School Level
Parent and Family Engagement Plan 2024-2025

Moon Lake Elementary

Elementary schools are required to hold at least one face to face conference with parents. Explain your process?	Each year our teachers meet with teachers at Open House where we also do our Title One Annual meeting. Then teams reach out to families to set up individual conferences around student progress. This year we will also be providing stipends to teachers once each semester when we hold a 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 with 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 a School Messenger Call, MyStudent Communication messages and on our Moon Lake FB page.
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 19, 2024. To prepare teachers, we provide the Title 1 information through a video we make and share and 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?	We share information through MyStudent Communications and on our Moon Lake FB page.
How are parents informed of their rights?	Parent information regarding rights will be sent home with students during the first week of school. Parental Rights information is also included in the video for our annual Title One mtg and in the Annual Title One letter that goes home.

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	their families and the staff on anything they need. Our District support person comes th their work with the students.
Title IX-Homeless	Our Social Worker coordinates with our Data Entry to provide supports and resources as needed.
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, family events, transition services, etc.

Pasco County Title 1 School Level
Parent and Family Engagement Plan 2024-2025

Moon Lake Elementary

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 and \$9250 School Title One budget
Explain how these funds will be used this school year	We will use these funds for materials and supplies for our Family events and provide snacks/light meal and drinks for those events. We are also providing funds to pay our teachers for a 3-hour conference night each semester.
How are parents involved in deciding this?	Our parents are invited to all our family nights through our Weekly MyStudent communication, posting on our Moon Lake FB page, School Messenger calls 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 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.