

Bayside Elementary

School Year: 2024-2025

Parent and Family Engagement Policy/Plan and Procedures

PART I-SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY/PLAN REQUIRED COMPONENTS

- A. **Bayside Elementary** will jointly develop/revise with parents the school Parent and Family Engagement policy/procedures and distribute it to parents of participating children and make available the Parent and Family Engagement policy/procedures to the local community.
- In consultation with school personnel, community members, and families, the Policy was adopted on December 9, 2024.
 - A list of committee members responsible for the writing of this policy can be found on the last page of the policy.
 - This policy was distributed to families of participating children and to the extent practical, provided in a language the families can understand.
 - This policy shall be made available to the local community via the school website. If the Family Engagement Policy plan is not satisfactory to the families of participating children, the local educational agency will submit any family comments with the application when the plan is submitted to the state.
 - This Family Engagement Policy will be updated annually to meet the changing needs of families and the school.
- B. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.
- August 22, 2024, at Bayside Elementary School
 - September 10, 2024, at Bayside Elementary School
- C. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, child care, or home visits, as such services related to Parent and Family Engagement.
- Bayside Elementary School will offer a flexible number of face-to-face or virtual meetings during or after school hours
 - Family Engagement Events
 - Annual Title 1 Family Training (Aug.)
 - Kindergarten Signing Day (Aug.)
 - Bayside Family Meet and Greet (Aug.)
 - Bayside Family Open House (Sept. 10.)
 - ESL Parent Nights Fall (Oct) and Spring (Apr)
 - Family Literacy Night (Oct.)
 - Family Trunk or Treat (Oct.)
 - Family Math Night (Feb.)
 - Black History Parade (Feb.)
 - Family STEM Night (May)

- D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, schoolwide under Section 1114, and the process of the school review and improvement under Section 1116.
- a. Dates and times were planned for 2024-2025 family meetings and Family Engagement events based on family responses from previous years' Annual Family Engagement Survey.
 - b. Host School Planning Council Meeting(s) to review student data, discuss school initiatives, and give families an opportunity to ask questions and/or share concerns
- E. Implement an effective means of outreach to parents of English learners, in a language the parents can understand, to inform them regarding how they can—
- be involved in the education of their children; and
 - be active participants in assisting their children to—
 - attain English proficiency.
 - achieve at high levels within a well-rounded education; and
 - meet the challenging State academic standards expected of all students
 - a. utilize platforms (e.g. Seesaw) that allow for translation into various languages.
 - b. Invite translators to Family Engagement events.
 - c. Use of Language Line for conferences or phone calls home
 - d. All family engagement events will be sent in English and Spanish
 - e. ESL informational family night
- F. Provide parents of participating children—
- timely information about programs under this part.
 - a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
 - if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
 - a. The Family Engagement Liaison and members of the Family Engagement Review Committee will develop the Bayside Elementary Family Engagement Policy.
 - b. The Policy will be shared with the school community for input, feedback, and necessary amendments.
 - c. Parent/Guardian conferences will be offered to share curriculum and assessments
- G. If schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district.
- a. Submissions may be made to the Family Engagement Liaisons or the Administration.

PART II-REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level Parent and Family Engagement policy, each school 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.

- Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement.
- Provide frequent reports to parents on their child's progress.
- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.
- Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
 - a. Quarterly Progress Reports for students performing below grade level (October 3, 2024; December 16, 2024; March 6, 2025; May 19, 2025)
 - b. Quarterly Report Cards (November 7, 2024; January 30, 2025; April 10, 2025; June 23, 2025)
 - c. Parent/Guardian-Teacher Conferences (as needed)
 - d. Standardized Assessment Results (as made available)
 - e. Teacher Phone Calls/Letters/E-mails/Seesaw (as needed)
 - f. Utilize communication platforms (e.g. Seesaw) that allow for translation into various languages.

BUILDING CAPACITY FOR PARENTS AND STAFF – REQUIREMENTS FOR ENGAGEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, **each school and district must:**

- Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
 - a. Provide parent training at Family Engagement events: Technology, Math, and Literacy Night.
 - b. Provide city-wide training for members on the Family Review Committee.
 - c. Technology Apps to communicate with parents and give updates on student progress.
- Provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy).
 - a. Send quarterly newsletters which include parent suggestions on how to help their child at home
 - b. Provide parent training at Family Engagement events
 - c. Use computer-based programs such as Imagine Math, Seesaw, Lexia, Nearpod, Google Suite
 - d. Provide social/emotional books for each child with a lesson families can follow to work with their children.
- Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement.
 - a. Professional development provided to staff during staff meetings and collaborations

- Coordinate and integrate parent engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parent engagement.
 - a. Provide Parent training during city-wide Family Engagement Training in November, March, and April.

Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

- a. Save the Date notices, fliers, and reminders are sent home in student Wednesday folders or virtually through parent newsletter and/or a learning management system.
- b. Parent Square messages are sent home over the phone, text and email.
- c. Teachers are requested to send personal invitations to parents by newsletters, technology Apps, and personal phone calls.

The following are allowable activities:

- 1) May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
- 2) May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training.
- 3) May pay reasonable and necessary expenses associated with local Parent and Family Engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
- 4) May train parents to enhance the involvement of other parents.
- 5) May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who
- 6) work directly with participating children, with parents who are unable to attend such conferences at school, to maximize Parent and Family Engagement and participation.
- 7) May adopt and implement model approaches to improving Parent and Family Engagement
- 8) May establish a district parent advisory council to provide advice on all matters related to Parent and Family Engagement in programs supported under this section.
- 9) May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.

PART III-ACCESSIBILITY REQUIREMENTS

In carrying out the parent and family engagement requirements of this part, local educational agencies and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

- a. Provide translation services at family engagement events. (Language Line)
- b. Utilize communication platforms with translation capabilities (e.g. Seesaw).
- c. Provide announcements or fliers in two languages: English and Spanish.

PART IV-ADOPTION – This Bayside Elementary Parent and Family Engagement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Policy/Procedures were developed/revised by Bayside Elementary on 12/09/24 and will be in effect for the period of 2024-2025. The school will distribute these Parent and Family Engagement Policy/Procedures to all parents of participating Title I children and make it available to the community on or before 12/12/24.

Signature of Title I Authorized Representative

Date:

2/12/25

Name and Signature of Parents, Students, and Staff Involved in the Policy Development Process:

Name: Amanda Loyd

Role or Title: Principal

Signature:



Name: Amy Stratton

Role or Title: Library Media Specialist (Family Engagement Liaison)

Signature:



Name: Stephany Muhammad

Role or Title: Parent

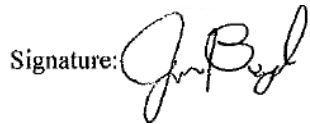
Signature:



Name: Jessica Boyd

Role or Title: Parent

Signature:



Name: Lindsey Pearson

Role or Title: Parent

Signature:

