

# Bay City Academy Parent and Family Engagement Plan 2020-2021

*In accordance with The No Child Left Behind Act of 2001 & Every Student Succeeds Act of 2015*

Parents, staff, and the building administrator have developed this Parent and Family Engagement Plan in accordance with NCLB Section 1118 and Every Student Succeeds Act Section 1116 activities which are accomplished at Bay City Academy in the ways listed in each section.

ESSA Section	Ways in Which Bay City Academy Staff Accomplish these Activities
<p><b>1116 (c) (1)</b> Convene an Annual Title I Parent Meeting at a time convenient to parents to inform parents of the Title I requirements and their right to be involved</p>	<p>An annual meeting is held which includes information for parents on: October 7<sup>th</sup></p> <ul style="list-style-type: none"> <li>• Hold an annual Title 1 Meeting within the first three weeks of school for those parents whose children are eligible for Title 1 services.</li> <li>• The purpose of the meeting will be to share the School Wide Title 1 Plan, review the School Parent Involvement Policy and Compact and explain our title 1 program and how parents can be involved in the planning, implementation and evaluation of our school wide program to help their child be successful.</li> <li>• Parents will be notified of the meeting two weeks before through take home invitations and on the school calendar.</li> </ul>
<p><b>1116 (c) (2)</b> Offer flexible number of meetings at times convenient to parents and provide transportation, child care, or home visits as it relates to parent involvement</p>	<p>Meetings are offered at times convenient for parents and if needed, transportation, child care, and home visits can be arranged:</p> <p>We offer 3 Parent Evenings for our working parents. Students are welcome to attend each of these meetings with their parents.</p> <ul style="list-style-type: none"> <li>• BCA will ensure the involvement of all parents by offering the following activities:               <ul style="list-style-type: none"> <li>• Parent Conferences</li> <li>• Family Activity Nights</li> <li>• PAC (Parent Action Committee) Activities</li> <li>• Annual Title I Meeting</li> <li>• Curriculum Night</li> <li>• Fall and Spring Festival</li> <li>• Book Fairs</li> <li>• Field Day</li> </ul> </li> </ul>
<p><b>1116 (c) (3)</b> Involve parents in an organized, ongoing and timely way in the planning, reviewing, and improvement programs under Title I, including the development of the Parent Involvement Plan and schoolwide Plan</p>	<p>Parents are involved in the development, review, and improvement of the school improvement plan and Title I Program development in the following ways:</p> <ul style="list-style-type: none"> <li>• Reviewing the School Parent Involvement Policy at the Annual Title 1 Parent Meeting</li> <li>• Post the parent involvement policy for parents to review during November Parent/teacher conferences</li> <li>• Reviewing, revising and distributing and discussing Parent Compacts at fall conferences</li> <li>• Conducting a Parent Survey at November Parent/Teacher Conferences</li> <li>• Reviewing and revising the Parent Involvement policy to</li> </ul>

	<p>incorporate suggestions based on the parent survey results.</p> <ul style="list-style-type: none"> <li>• Reviewing suggestions and comments at Principal and Parent Advisory meetings. Acting on these suggestions made by stakeholders as appropriate.</li> <li>• Holding quarterly Title 1 Parent Activity Nights at flexible times (morning and evening) to review the Title 1 Program, parent Involvement policy and ask for suggestions for improvement. Provide parents with a short survey so they may provide feedback on the program both in a written and verbal format. These suggestions will be used to revise the parent school compact and parent involvement policy</li> <li>• Expanding all avenues of communication with parents (school newsletter, classroom newsletter, district publications, social media, and website) to increase parent involvement on the School Wide Title 1 Program. <ul style="list-style-type: none"> <li>• Parents invited to sit on student improvement committee.</li> <li>• Participation in surveys, providing feedback and evaluations after parent/family nights</li> </ul> </li> </ul>
<p><b>1116 (c) (4) (A)</b> Provide parents of Title I children timely information</p>	<p>Bay City Academy places an emphasis on two-way communication with our families. Parents are provided information regarding the school programs in the following ways:</p> <ul style="list-style-type: none"> <li>• Weekly communication emails and news blasts</li> <li>• Title 1 evenings</li> <li>• Frequent teacher communication</li> <li>• Parent teacher conferences</li> <li>• IRIP for each student that has been identified as needing one</li> <li>• Annual Title 1 Parent Meeting</li> <li>• Parent Conferences</li> <li>• School/Classroom Newsletters/District Newsletters</li> <li>• Progress reports and report cards</li> <li>• District web site- policy and compact available on website</li> <li>• Transition to kindergarten activities</li> <li>• Telephone calls /email correspondence</li> <li>• Parent-student handbook</li> <li>• Daily take home folders/planners</li> </ul>
<p><b>1116 (c) (4) (B)</b> Provide parents of Title I children a description and explanation of the curriculum used at the school, the forms of academic assessment used to measure progress, and the proficiency levels students are expected to meet</p>	<p>Parents are provided information about the school’s curriculum, assessments, and proficiency level expectations in the following ways:</p> <ul style="list-style-type: none"> <li>• Teacher communication</li> <li>• Information on website</li> <li>• Title 1 parent letters and information</li> <li>• Parents have opportunities to share suggestions, participate in decision making, and respond to any suggestions in the following ways: <ul style="list-style-type: none"> <li>-Parent suggestion box located in a visible location upon entrance to our facility where parent can provide suggestions for improvement and comments regarding the School Wide Title 1 Program</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>-Include School Wide Title 1 as an agenda item at PAC (Parent Action Committee) meetings.</li> <li>-Utilize parent feedback to revise and update School Wide Title 1 program to better meet the needs of all parents and students. Share suggestions and comments with the LEA and act on suggestions as appropriate.</li> <li>-Conduct a parent survey at annual title 1 parent meeting for all parents.</li> <li>-Hold a title 1 meeting mid-year at flexible times (morning and evening) to review the title 1 program, parent involvement policy and ask for suggestions for improvement.</li> <li>-Provide parents with a short survey so they may provide feedback on the program both in written and verbal format. These suggestions will be used to revise the parent involvement policy when appropriate</li> <li>- Parent/teachers conferences (additional conferences upon parent request)</li> <li>-Telephone calls/email correspondence between parents, teachers, and school</li> <li>- Survey Feedback</li> </ul>
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<p><b>1116 (c) (4) (C)</b> Provide parents of participating Title I students opportunities for regular meetings to formulate suggestions, to participate in decision making as it relates to their child’s education, and to respond to any suggestions as soon as possible</p>	<p>Parents have opportunities to share suggestions, participate in decision making, and respond to any suggestions in the following ways:</p> <ul style="list-style-type: none"> <li>• Parent engagement evenings/Coffee Connections</li> <li>• Teacher communication</li> <li>• Parent Teacher Conferences</li> </ul> <p>Parents have opportunities to share suggestions, participate in decision making, and respond to any suggestions in the following ways:</p> <ul style="list-style-type: none"> <li>• Parent suggestion box located in a visible location upon entrance to our facility where parent can provide suggestions for improvement and comments regarding the School Wide Title 1 Program</li> <li>• Include School Wide Title 1 as an agenda item at PAC (Parent Action Committee) meetings. Go through Parent Suggestion box at administrative and parent advisor meetings to discuss both suggestions/positive notes. Utilize parent feedback to revise and update School Wide Title 1 program to better meet the needs of all parents and students. Share suggestions and comments with the LEA and act on suggestions as appropriate.</li> <li>• Conduct a parent survey at annual title 1 parent meeting for all parents.</li> <li>• Hold a title 1 meeting mid-year at flexible times (morning and evening) to review the title 1 program, parent involvement policy and ask for suggestions for improvement. Provide parents with a short survey so they may provide feedback on the program both in written and verbal format. These suggestions will be used to revise the parent involvement policy when appropriate</li> <li>• Parent/teachers conferences (additional conferences upon parent request)</li> <li>• Telephone calls/email correspondence between parents, teachers, and school</li> <li>• Survey Feedback</li> </ul>
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<p><b>1116 (c) (5)</b> Ensure that if the schoolwide program plan is not satisfactory to parents of</p>	<p>If parents are not satisfied with the school improvement plan or programs, they have opportunities to make comments by:</p> <ul style="list-style-type: none"> <li>• Speaking to the child’s teacher, Title 1 teacher, principal</li> </ul>
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<p>participating students, submit any parent comments on the plan when the school makes the plan available to the Local Education Agency</p>	<p>If parents are not satisfied with the school improvement plan or programs, they have opportunities to make comments by:</p> <ul style="list-style-type: none"> <li>• Family Read In's</li> <li>• Annual Title 1 meetings</li> <li>• Serve on School Improvement Team</li> <li>• Friday Popcorn Days</li> <li>• Culminating Events</li> <li>• Lunchroom and Recess Monitors</li> <li>• Email (to/from teachers and administration)</li> <li>• Phone calls (to/from teachers and administration)</li> <li>• Individual conferences</li> <li>• Fall and Spring Festival</li> <li>• Book Fairs</li> <li>• Movie Nights</li> <li>• Field Day</li> </ul>
<p><b>1116 (d) (1)</b> Jointly, with parents, develop a school-parent compact that outlines how the entire school staff, parents, and students will share the responsibility for improved student academic achievement</p>	<p>The School-Parent Compact was developed...</p> <ul style="list-style-type: none"> <li>• With the input of staff, students and parents.</li> <li>• Is reviewed annually</li> </ul>
<p><b>1116 (d) (2) (A)</b> Include a schedule for Elementary Parent/Teacher Conferences, at least annually, during which the Compact will be discussed with parents as it relates to the individual child's achievement</p>	<p>The Parent/School Compact will be shared annually at Parent/Teacher Conferences each fall. This is an opportunity for the parents and the teacher to share ways in which they can jointly support the child's learning at home and school. Parent Teacher Conferences will take place on November 5<sup>th</sup> and 6<sup>th</sup>, 2020 and March 18<sup>th</sup> and 19<sup>th</sup>, 2021 .</p>
<p><b>1116 (d) (2) (B)</b> Provide frequent reports to parents on their child's progress</p>	<p>Student progress is reported to parents in several different ways at a variety of time throughout the school year including:</p> <ul style="list-style-type: none"> <li>• Data sent home to parents; BAS, NWEA data results</li> <li>• Progress Reports</li> <li>• Report Cards</li> </ul>
<p><b>1116 (d) (2) (C)</b> Afford parents of children receiving Title I services, reasonable access to staff, opportunities to volunteer, and participate in their child's class, and observation of classroom activities</p>	<p>School staff ensure parents have access to communicate with them about their child's education in a variety of ways including:</p> <ul style="list-style-type: none"> <li>• Face to face meetings</li> <li>• Phone conversations</li> <li>• Email conversations</li> <li>• Parent/Teacher Conferences</li> <li>• Home Visits</li> <li>• Virtual meetings via Google meets or Zoom</li> </ul>
<p><b>1116 (d) (2) (D)</b> Ensuring regular two-way,</p>	<p>School staff ensures regular two-way communication between staff and family by:</p>



<p>meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.</p>	<ul style="list-style-type: none"> <li>• Bay City Academy sends out weekly email blasts</li> <li>• Bay City Academy sends out a weekly newsletter</li> <li>• Bay City Academy has a 24 hour response time for all parent inquiries</li> <li>• Parents have administrators cell phone numbers</li> </ul>
<p><b>1116 (e) (1)</b> Shall provide assistance to parents served by the school in understanding the State’s academic content standards, the State and Local assessments, and how to monitor their child’s progress</p>	<p>School staff annually shares the State’s content expectations with parents, the state’s annual assessment (MEAP) with parents, and how to monitor their child’s progress.</p> <ul style="list-style-type: none"> <li>• MSTEP results are sent home.</li> <li>• MSTEP information is sent home.</li> <li>• Parent/Teacher/Student conferences held in fall, spring, and upon request</li> <li>• Parent copy of State Standards and Grade Level Content are shared and discussed. Expectations provided, discussed and explained at Open House or Orientation.</li> <li>• ELPA results from ELL students sent to parents</li> <li>• District assessment information, NWEA, shared with parents at conferences</li> <li>• Students receiving additional assistance will be progress monitored on a monthly or bi-weekly basis depending on student need. Information will be shared with parents.</li> </ul>

<p><b>1116 (e) (2)</b> Shall provide materials and training to help parents work with their children at home to improve their children’s achievement</p>	<p>Staff will provide parents with appropriate materials and offer training in our school to enable them to support their child’s academic progress. These include:</p> <ul style="list-style-type: none"> <li>• Early Literacy Information</li> <li>• Bedtime math program</li> <li>• Online resources</li> <li>• Kindergarten Open House</li> <li>• Title 1 Activity nights focused on Core content areas (Reading, Math, Science, Social studies)</li> <li>• Family Nights</li> <li>• Curriculum Night</li> <li>• Student Orientation</li> <li>• Back-to-School Open House</li> <li>• Provide lists of community resources to individual parents and assistance in accessing these resources as needed</li> <li>• Weekly school newsletter/classroom newsletter/district newsletter</li> <li>• District website Parent Tab provides parents with materials and resources to help their child achieve success</li> </ul>
<p><b>1116 (e) (3)</b> Shall educate staff in the value and utility of parents’ contributions. Staff shall receive</p>	<p>On-going professional development for staff on effective ways to increase parent involvement occurs annually.</p> <ul style="list-style-type: none"> <li>• Our teachers and staff meet on a bi-monthly basis to have on going</li> </ul>

<p>guidance in ways to reach out to parents, to communicate with parents, to coordinate and implement parent involvement programs, and to build relationships between the parents and the school</p>	<p>discussions on parent involvement and how we can better involve our parents in our school processes.</p> <ul style="list-style-type: none"> <li>• BCA values and respect parent involvement in the school community. Parent involvement will be part of the professional</li> <li>• Flexible meeting times</li> <li>• Handicapped accessible facilities</li> <li>• Phone conferences or Virtual conferences via Google meets or Zoom</li> <li>• Email correspondence</li> <li>• School newsletters/classroom newsletters/district newsletters written in a language parents can understand</li> <li>• Accommodations for deaf parents</li> <li>• Collaboration with community agencies</li> <li>• Transportation assistance</li> <li>• Reasonable accommodations are made for all parents including parents with limited English proficiency, parents with disabilities, and parents of migratory children.</li> </ul>
	<ul style="list-style-type: none"> <li>• On an ongoing basis staff participate in PD that is designed to help them work with and communicate with BCA parents in order to ensure our students' success.</li> </ul>
<p><b>1116 (e) (4)</b> Shall coordinate and integrate parent involvement programs and activities with other programs that encourage and support parents in more fully participating in the education of their children</p>	<p>Coordination with other programs for parent involvement includes:</p> <ul style="list-style-type: none"> <li>• Boys and Girls Club</li> <li>• Extra-curricular activities</li> <li>• Parent volunteer opportunities</li> <li>• Reviewing the School Parent Involvement Policy at the Annual Title 1 Parent Meeting</li> <li>• Post the parent involvement policy for parents to review during November's Parent/teacher conferences</li> <li>• Reviewing, revising and distributing and discussing Parent Compacts at fall conferences</li> <li>• Conducting a Parent Survey at November Parent/Teacher Conferences</li> <li>• Reviewing and revising the Parent Involvement policy to incorporate suggestions based on the parent survey results.</li> <li>• Placing a suggestion box in a visible location for continued communication between parents and staff.</li> <li>• Reviewing suggestions and comments at Principal and Parent Advisory meetings. Acting on these suggestions made by stakeholders as appropriate.</li> <li>• Holding quarterly Title 1 Parent Activity Nights at flexible times (morning and evening) to review the Title 1 Program, parent involvement policy and as for suggestions for improvement. Provide parents with a short survey so they may provide feedback on the program both in a written and verbal format. These suggestions will be used to revise the parent school compact and parent involvement policy</li> <li>• Expanding all avenues of communication with parents (school newsletter, classroom newsletter, District publications, social media, and website) to increase parent involvement on the School Wide Title 1 Program.</li> <li>• Participation in surveys, providing feedback and evaluations after parent/family nights</li> <li>• Fall and Spring Festival</li> </ul>
<p><b>1116 (e) (5)</b> Shall ensure information</p>	<p>Information is shared with parents in a language and format they can</p>



<p>is shared with parents in a language and format they can understand</p>	<p>understand. In addition to translating documents into a language parents understand, various forms of communication are used. Accommodations are made for any parents who may have issues with regular print materials. Examples include:</p> <ul style="list-style-type: none"> <li>• English</li> <li>• Spanish</li> </ul>
<p><b>1116 (e) (14)</b> Shall provide other reasonable support for parental involvement activities as parents may request</p>	<p>Parents are provided with other reasonable support such as:</p> <ul style="list-style-type: none"> <li>• Transportation provided when necessary.</li> <li>• Child care arrangements are made when necessary.</li> <li>• Parents are routinely referred to outside agencies who may be able to provide additional support.</li> <li>• Any parent requests are reviewed and the school attempts to meet the request.</li> <li>• We are constantly looking for ways to improve our parental involvement activities.</li> </ul>
<p><b>1116 (f)</b> Shall provide full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children</p>	<p>Staff provide opportunities for full parent participation:  On-going professional development for staff on effective ways to increase parent involvement occurs annually.</p> <ul style="list-style-type: none"> <li>• Farragut School values and respect parent involvement in the school community. Parent involvement will be part of the professional</li> <li>• Flexible meeting times</li> <li>• Handicapped accessible facilities</li> <li>• Phone conferences or Virtual conferences via Google meets or Zoom</li> <li>• Email correspondence</li> <li>• School newsletters/classroom newsletters/district newsletters written in a language parents can understand</li> <li>• Accommodations for deaf parents</li> <li>• Collaboration with community agencies</li> <li>• Transportation assistance</li> </ul> <p>Reasonable accommodations are made for all parents including parents with limited English proficiency, parents with disabilities, and parents of migratory children.</p>