# Family Engagement Planning Sheet

**School Name:** Bayside High School  
**Name of Event (PFEP):** Title I Annual Meeting

Please describe the event below:

<table>
<thead>
<tr>
<th>Targeted Audience:</th>
<th>All High School Families</th>
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| **Intended Number of Participants:** | *20*  
*RSVPs will be sent home to all families* |
| **Date(s) and Time(s) of Activity:** | *TBD as outlined by the Title I department.*  
*During the school day*  
*In the evening*  
*Recorded*  
*We will send home all resources with all students and parents who were unable to attend and post on our school website, and the SWAYY* |
| **Relational:** | *The families will have the opportunity to connect with other families, school administrators, school staff, by participating in various activities.*  
*It will give families the tools, connections, and confidence to support at-home learning.*  
*It will help the students increase academic, social, and emotional success.* |
| **Linked to Learning:** | *This event supports our SIP goal of increasing the number of families who attend family engagement night events.*  
This helps support the following:  
- Quarterly Parent Information Sessions  
- On-Going Parent/Teacher Conference’s  
- General Graduation Information Sessions  
- Quarterly Senior Meetings  
- Semester Honor Roll Awards Ceremonies  
- New Student Orientations* |
| **Purpose of the Event/Activity:** | *This will support our school and families in understanding the resources that we have available at Bayside and how they can utilize*  
<p>| <strong>transformation of their schools, neighborhoods, and communities?</strong> | |</p>
<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
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| How will this initiative build the capacity of families to help support the child’s learning at home? | those resources alongside us to maximize impact on student learning.  
*It will help students and families understand the different programs used and why they are being used.  
*It will give students and families updated and important information |
| Describe, in detail, the family engagement activity or initiative:      | *Parents will have the opportunity to meet with other families and administration as well as other staff who are present.  
*They will participate in surveys, exit tickets, and a gallery walk activity. |
| What activities will parents and families be participating in?         | *Parents will be provided with information regarding Title I to take home and a data sheet.  
*Parents will be walked through the different programs and will be able to ask questions as they are looking through the programs.  
*They will receive feedback and coaching as they are working through the programs.  
They will also have a focused note sheet to take notes as they are working through programs. |
| Interactive: families are given the opportunities to apply new skills. They will receive feedback and coaching. | *Our event will be evaluated by parent post event surveys.  
*We will use the feedback from this survey to help guide our decisions for future events. |
| How will participants be given time to practice the skill?             |                                                                                                   |
| How will participants receive feedback and coaching?                   |                                                                                                   |
| Evaluation/Next Steps: Was the event effective? How do you know?       |                                                                                                   |
| Describe how the event/activity will be evaluated and monitored by the school and families both short and long term? |                                                                                                   |
| Evidence of Effectiveness: What evidence will you upload to support implementation? | *We will upload sign in sheets  
*Post event surveys  
*Samples of materials/resources that were given to families. |