



**Brevard Public Schools
Office of Title I
2020-2021 Parent and Family Engagement Plan (PFEP)**

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 upon by parents periodically to meet the changing needs of parents and the school.

All families and community members were invited and encouraged to provide input and suggestions on developing/reviewing this plan. This plan is available on our school website and in the Title I parent and family engagement notebook located in our front office. If you would like a printed copy of this document, or require translation, please contact our Title I Contact Michelle Hume 321-723-1055 ext. 48300 or by e-mail at hume.michelle@brevardschools.org.

Se invitó y alentó a todas las familias y miembros de la comunidad a proporcionar aportes y sugerencias sobre el desarrollo / revisión de este plan. Este plan está disponible en el sitio web de nuestra escuela y en el cuaderno de participación de padres y familias del Título I ubicado en nuestra oficina principal. Si desea una copia impresa de este documento o necesita una traducción, comuníquese con nuestro contacto de Título I Michelle Hume 321-723-1055 ext. 48300 or by e-mail at hume.michelle@brevardschools.org.

School's vision for engaging families:

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 additional 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.
 - Provide staff development to 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 ie. Head Start.
 - Provide information in a format and language parents can understand and offer information in languages other than English as feasible.
 - Include the School and District Parent and Family Engagement Plans on our school website and in the Parent Engagement Notebook in the front office.

Principal: _____

Date: _____

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EVERY TITLE I SCHOOL IN BREVARD COUNTY WILL:

- 1. Involve families and community members in the planning, review, and improvement of their School Improvement Plan and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement plan, as well as the school-home compact, with an adequate representation of families.**

Title I Documents	Date of meeting to gather family/community input.	List outreach strategies used to invite families and community to provide input.	Describe the method in which family and community members were involved.	What evidence do you have to document family/community participation?
Schoolwide Improvement Plan (SWP) Comprehensive Needs Assessment (CNA)	May 2020, September 2020	Flyers, Blackboard, School newsletter, PeachJar, Marquee, and Surveys	Meetings Surveys	Sign-in Sheets, Agenda, Minutes Surveys
Parent and Family Engagement Plan (PFEP)	May 2020, September 2020, Event Surveys SY2021	Flyers, Blackboard, School Newsletter, PeachJar, and Marquee Surveys given throughout the year.	Meetings Surveys	Sign-in sheet, Agenda, Minutes Surveys
School-Home Compact	May 2020, September 2020, Surveys	Flyers, Blackboard, School newsletter, PeachJar and Marquee Surveys	Meetings Surveys	Sign-in sheet, Agenda, Minutes Surveys
Title I Budget & Framework	May 2020, September 2020,	Flyers, Blackboard, School newsletter, PeachJar, and Marquee Survey	Meetings Surveys	Sign-in sheet, Agenda, Minutes Surveys
Parent & Family Engagement Funds	May 2020, September 2020, Various events	Flyers, Blackboard, school newsletter, PeachJar, and Marquee Surveys	Meetings Surveys	Sign-in sheet, Agenda, Minutes Surveys

**All Title I schools are required to hold at least one face-to-face conference in which the compact is discussed with families.*



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2. Hold an annual meeting for families to explain the Title I program and the rights of parents and families to be involved.

Tentative date & time(s) of meeting	September 28, 2020
How are families notified of the meeting?	Families have been notified of the Annual Meeting through paper flyers sent home to families that attend school via brick and mortar and electronically sent home to families that attend school via e-learning. Translated flyers were created also. We also sent out a Blackboard message and an electronic flyer through PeachJar.
What information is provided at the meeting?	The Office of Title I provides each school with a Power Point Presentation and feedback form that incorporates information on: The Title I Program, Use of Funds Overview, Curriculum and Assessment Information, Parent and Family Engagement Plan, Compact, Ways Parents Can Be Involved. Schools may personalize the Power Point by elaborating how their Title I funds are used to increase student achievement and promote parent and family engagement, ways parents can be involved at their school, how to access staff, school grade information, parent survey results and information on the school's curriculum.
How are parents and families informed of their rights?	Brevard Public Schools Office of Title I provides all Title I schools with a brochure informing parents of their rights. This brochure is sent home with all students via backpack. Schools are also required to have a copy of the "Parents Right To Know" letter in a parent and family engagement notebook kept in the front office. The district Title I office monitors and keeps documentation of this on file.
What barriers will you address to encourage parents/families to attend?	Palm Bay Elementary will post the presentation and survey link on the school website after the meeting has concluded so families that could not attend the meeting can view the presentation and provide feedback at their discretion. Parents can also call and talk with the Title I contact regarding the program if they have questions.
How will you get feedback from parents and families about the meeting?	During the live virtual meeting, parents will be able to ask questions and provide feedback. Any family that views the presentation from our school website will be able to click on a link to provide feedback on our Title I program.
How do parents and families who are not able to attend receive information from the meeting?	Palm Bay Elementary will post the presentation and survey link on the school website after the meeting has concluded so families that could not attend the meeting can view the presentation and provide feedback at their discretion. Parents can also call and talk with the Title I contact regarding the program if they have questions.

Identify partnerships that coordinate & integrate Title I and local/federal funds to provide opportunities that encourage and support parents and families in more fully participating in the education of their children and/or to help support learning at home.



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Title II- Professional Development	Opportunities to attend Professional Development ie. Eureka math and literacy trainings are provided to our staff. These trainings include parent support strategies.
Title III-ESOL	Our ESOL Instructional Assistant and several other staff members assist with translations for our families.
Title IV-Well-Rounded Education/School Safety/Educational Technology	Palm Bay Elementary has an MTSS Instructional Assistant that supports our IPST process.
Title IX-Homeless	Students that are in-transition are provided transportation to and from school. Our School's Social Worker and guidance counselors connect these families with services in the community. Tutoring is also provided to students that show they are struggling in their academics.
FDLRS/ESE services	Palm Bay Elementary is working toward being a full inclusion school where the majority of our students with disabilities receive instruction with their peers. We encourage all of our families to participate in all school activities including parent nights and SAC meetings.
Preschool Programs (Head Start/VPK)	Head Start Pre-K is part of the Palm Bay Elementary community. In addition to offering free pre-K to families, we encourage them to attend parent engagement meetings and events and offer a Kindergarten Orientation to help transition the pre-K families to Kindergarten.
SAC	Our School Advisory Council meets every other month the first semester and every month the second semester. All families are invited to attend.
PTO/PTA	We currently do not have a PTO/PTA. However, we do have parents/grandparents and other volunteers that work in our school on a regular basis, dependent on CDC guidelines.
Community Agencies/Business Partners	There are many business partners in education that are active in our school community. Some are mentors to our students while others provide refreshments for some of our events or supplies for our students.



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3. Utilize strategies to ensure meaningful communication and accessibility.

<p>Describe the methods that will be used to ensure meaningful, ongoing communication between home, school and community.</p>	<p>A monthly school newsletter goes home, highlighting the great things going on at Palm Bay Elementary along with upcoming meetings and events. Flyers and Blackboard messages are sent home to advertise specific events. Facebooks shows the great things Palm Bay Elementary is doing in the community. We also host Academic Parent Teacher Team (APTT) meetings that discuss data and give materials for families to use at home. These occur 3 x a year.</p> <p>At the classroom level many teachers have weekly newsletters and/or folders that go home to families. Grades 3-6 utilize planners and AVID binders to carry information home.</p>
<p>Describe how you notify each family in a timely manner when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field.</p>	<p>Letters are sent home with every student that has been taught for four or more consecutive weeks by a teacher who is out of field. A copy of the letter and a list of the parents who receive the letter is kept on file as documentation for auditing purposes.</p>
<p>Explain how families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</p>	<p>Families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments at our Title I meetings, in the school newsletter and during parent conferences.</p>
<p>Describe how your school provides information to families in their native language. What languages do you provide?</p>	<p>Currently Palm Bay Elementary has families that speak Spanish, Haitian-Creole, and Arabic. We offer translations for documents and provide flyers and newsletters in the family's native language using Google Translate.</p>
<p>How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</p>	<p>All families are invited to participate in meetings, workshops and/or events. Reasonable accommodations such as wheelchair access are made to allow families to participate.</p>
<p>Describe the opportunities families have to participate in their child's education.</p>	<p>Families are encouraged to become volunteers in our school so they can work in the classroom or attend fieldtrips. Several events have been placed on hold per CDC recommendations. We offer a math and literacy night, Academic Parent Teacher Team meetings, and a Parent Resource room for families to check out materials for their child to use at home.</p>
<p>Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.</p>	<p>Palm Bay Elementary advertises through the school newsletter and Blackboard when meetings will be held or when surveys are available for families to give input. We hold meetings throughout the year where we discuss the Parent Engagement Plan and the School Improvement Plan and revise them as needed. The plans are then approved by the district and we post them to the school website and offer copies and translations.</p>



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4. Educate and build the capacity of school staff (administration, teachers, instructional assistants, custodial, front office, etc) on ways in which to work with and engage families effectively as well as the importance of parent and family engagement in increasing student achievement. Explain your plan for this school year.

<u>Topic/Title</u>	<u>How does this help staff build school/family relationships?</u>	<u>Format for Implementation: workshop, book study, presenter, etc.</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
Becoming a Volunteer	Having parents support classrooms and go on fieldtrips with students will show that school is important.	PowerPoint	Staff/Families	January 2021
APTT trainings	The program is designed to engage families in the school community through community-building activities, along with using data to show families how their child is doing in school. Materials are provided to families to support learning at home.	PowerPoint and hands on materials	Staff	November 2020, February 2021, May 2021



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5. Provide assistance, training, workshops, events, and/or meetings for families to help them understand the education system, curriculum, standards, state assessments and achievement levels.
- Offer workshops, events and/or meetings at flexible dates/times. (i.e. morning, evening, lunch, Saturdays).
 - Provide information to families in a timely manner and in an easy to read format.
 - The pre-populated topics are required for ALL schools; schools may add additional topics, as needed, based on family feedback collected.

Building Capacity of Families to Support Learning at Home						
<u>Topic</u>	<u>Title</u>	<u>Tentative Date/Time</u> Are they flexible?	<u>Adult learning goal:</u> What skill that reinforces student learning at home will families gain during this training?	List the Schoolwide improvement plan (SWP) goal this event <u>directly</u> supports	Translation provided	Take home materials provided
Curriculum Areas	APTT night Math night Literacy night	November 2020, Pending CDC recommendations	Games are used to reinforce math strategies and basic facts. Read a-louds are modeled for families on how to use specific reading strategies and books are sent home with families to practice.	Parent Engagement – supporting families working with their students	As requested	Yes
State Assessments & Achievement Levels	Annual meeting	9/28/2020	The presentation includes the school’s current grade and proficiency levels. Students did not complete state testing last school year. Therefore, no individual scores will be going home.	Parent Engagement – the meeting will inform parents of the state assessments and the required level for proficiency.	As requested	No
Technology, FOCUS/LaunchPad	Annual Meeting	09/28/2020	The use of the FOCUS platform is included in our Annual Meeting as a way for parents to view their child’s progress throughout the year.	Parent Engagement-communicating with parents on their student’s progress.	As requested	No
Transition (Kdg, MS, HS)	Kindergarten Orientation Middle School Orientation	04/2021 2 nd semester	Palm Bay Elementary invites the pre-K families from our school and surrounding daycares to Kindergarten orientation. During	Parent Engagement-Communicating with families about their child’s next step in their educational careers.	As requested	No



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			orientation, the families see what a day is like in kindergarten and tour the school. We notify our 6 th graders going to middle schools of orientations and presentations at surrounding middle schools so they can become aware of all their options for middle school.			
Parent/Teacher Conferences	Academic Parent Teacher Team meetings and Parent conferences	3 x year 1 x year and as requested	Individual student data is discussed, and materials sent home to provide additional support.	Parent Engagement – communicating student’s progress toward the standards.	As requested	Yes
*College & Career						
*Graduation Requirements & Scholarships						

* Required for secondary schools

How will workshops/events for families be evaluated to determine return on investment?	Surveys are completed and collected at each event. The information is analyzed to determine if we should hold the event the following year, including the number attended and the feedback given about the event.
How will the needs of families be assessed to plan future events?	Event surveys, schoolwide surveys and Parent Nights will be used to determine the needs of families and how we can improve participation at future events.



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What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)	In the Brevard County survey taken by 97 Palm Bay Elementary families, 48% of families indicated that their work schedule prevented them from attending events, followed by 31% indicating events were held at an inconvenient time. When asked about the best time to attend, evenings were preferred by 72% of families and they would like to attend family fun nights, 74%, followed by math and reading strategies at about 47%. We have planned several evening events to help boost parent participation.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Flexible dates and times for meetings and events are offered throughout the year. SAC meetings are on Mondays, and Title I event nights are on Thursdays this year. Some events like volunteer orientation and Kindergarten Orientation are offered twice in the same day.
How do families who are unable to attend building capacity events receive information from the meetings?	Some meetings, such as the Annual Title I meeting presentation, will be uploaded to our website. Teachers reach out to families that missed the Academic Parent Teacher Team meetings to give them the information and to send home the learning materials.
What strategies were used to increase family and community engagement in decision-making?	Two different methods were used to gather information to help increase family and community engagement in decision-making. One was an end-of-year Skype meeting since schools were closed due to COVID. The Title I evaluation was presented and feedback from families was documented. The second was a survey sent to families through Blackboard, PeachJar and teacher notifications. The survey provided information from the Title I evaluation and asked for feedback for the upcoming year.