



**Brevard Public Schools
Office of Title I
2021-2022 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 at (321) 956-5050 (Ms. Johnston ext. 52822 or Mrs. Burchinal ext. 52811).

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 (321) 956-5050 (Ms. Johnston ext. 52822 or Mrs. Burchinal ext. 52811).

School's vision for engaging families: Together WE will achieve greatness!

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.
 - 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.
 - Provide information in a format and language parents can understand, and offer information in other languages 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)	8/30/2021 9/20/2021	Newsletters, Blackboard, Flyers	Meetings held via Zoom (SAC and Title 1 Annual Meeting)	Sign-in, agenda, minutes, surveys
Parent and Family Engagement Plan (PFEP)	9/17/2021 9/20/2021	Newsletters, Blackboard, Flyers	Meeting held via Zoom, Drive-Thru Survey (SAC and Title 1 Annual Meeting)	Sign-in, agenda, minutes, surveys
School-Home Compact	9/20/2021	Newsletters, Blackboard, Flyers	Meeting held via Zoom (SAC and Title 1 Annual Meeting)	Sign-in, agenda, minutes, survey
Title I Budget & Framework	9/20/2021	Newsletters, Blackboard, Flyers	Meeting held via Zoom (SAC and Title 1 Annual Meeting)	Sign-in, agenda, minutes, survey
Parent & Family Engagement Funds	9/20/2021	Newsletters, Blackboard, Flyers	Meeting held via Zoom (SAC)	Sign-in, agenda, minutes, survey

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

- 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	9/20/2021 4pm
How are families notified of the meeting?	Parents and Families were notified through Westside Weekly Newsletter (The Compass), Blackboard, and Flyers.
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 on 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.



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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?	Our barriers include notification time, lack of interest, and translation services. To remove these barriers, we will take into consideration the topics in which families have shown interest in through multiple surveys. Ample notification of events will be sent out in multiple forms of media to ensure all families are aware of time and location. Translation of notifications will also be sent out in Spanish, Haitian Creole, and other languages upon request.
How will you get feedback from parents and families about the meeting?	Parents will complete an online survey (Google Forms) after being provide the link in the chat and on the last page of the PPT slide. Slide show will be available for families to review on the School Website with translation available.
How do parents and families who are not able to attend receive information from the meeting?	A copy and voice over of the PPT will be posted on the school website. Parents will be notified as soon as it is available.

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.

Title II- Professional Development	PD for teachers supporting ELL students, and on the new Math BEST standards. Courses for teachers pursuing gifted, ESOL and Reading Endorsement.
Title III-ESOL	ESOL contact, trainings (ESOL and PLC's), WIDA notification of eligibility, phone calls, translations with families (newsletters and conferences)
Title IV-Well-Rounded Education/School Safety/Educational Technology	Youth Truth survey, gifted screening materials grades K-6
Title IX-Homeless	School supplies, free tutoring
FDLRS/ESE services	PD for teacher, advertise family-based PD, IEP meetings, at Title 1 Academic Night offering ESE support
Preschool Programs (Head Start/VPK)	Pre-K/ESE Open House, conferences, invite families to school events, PACC training, PD training
SAC	Help communicate information with the school, providing funding to support student achievement
PTO/PTA	Volunteers, funding PBIS store, encouraged to apply for leadership positions



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Community Agency's/Business Partners	Donations for school supplies, offering of available resources
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3. Utilize strategies to ensure meaningful communication and accessibility.

Describe the methods that will be used to ensure meaningful, ongoing communication between home, school, and community.	Information is shared through our Weekly School Newsletter, Blackboard, Flyers, ClassDojo, Class Tag, School Marquee, Classroom newsletters, Planners, Parent Conferences, phone calls, text messages. Title 1 Annual Brochures, Family Engagement Plan Summary, and Student Compact are back-packed home to families. Each teacher will sign the required documentation that the information was sent home with each student.
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.	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.
Explain how families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	Families are notified of student achievement levels and progress through parent conferences, SAC, Title 1 Annual Meeting, Interim and Report Card Comments, printed i-Ready (math and reading) results sent with report cards, and FSA results.
Describe how your school provides information to families in their native language. What languages do you provide?	Teachers and staff who are fluent in other languages are readily available to assist our non-English speaking families throughout the school day and during parent conferences. ESOL teachers participate in parent conferences as needed and are available to translate during parent involvement activities. Material is disseminated in English, Spanish, and Haitian Creole as needed.
How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Special accommodations are made during IEP meetings, phone conferences, and Zoom meetings are available upon request. Workshops offered by the district are advertised in Weekly School Newsletter.
Describe the opportunities families must participate in their child's education.	Parents and families will be informed of their child's progress to be better equipped to assist their child's academic needs through afterschool and parent teacher conference nights. Parents are encouraged to volunteer in the school building. Upon request materials will be sent home to reinforce skills taught in class. Teachers will also provide instruction to parents and families on how to access their students FOCUS account, so they monitor their child's progress on a regular basis.



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Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.	The school will ensure the PFEP, SIP, CNA and other Title 1 documents are shared with community stakeholders are shared through SAC, Title 1 Annual Meeting, school website, Title 1 binder, and school website.
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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>
Parent Communication and Academic Support	Provide open communication between parents and teachers through the use of daily planners.	Westside Elementary Staff Policy Handout	Instructional Staff	8/2/2021 9:30 am
Academic Support Program	Provides additional academic support for students and communication with families.	Reading Coach, Assistant Principal	Instructional Staff, Instructional Assistants	October 14, 2021 3:00 pm

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.

<u>Building Capacity of Families to Support Learning at Home</u>						
<u>Topic</u>	<u>Title</u>	<u>Tentative Date/Time</u> Are they flexible?	<u>Adult learning goal: What skill that reinforces student learning at home will families gain during this training?</u>	<u>List the Schoolwide improvement plan (SWP) goal this event directly supports</u>	<u>Translation provided</u>	<u>Take home materials provided</u>
Curriculum Areas	Grade Level Expectation Trifold	Oct 15, 2021	Parents will understand the grade level expectations their child is expected to master by the end of the school year.	Instructional practice specifically relating to Standards-aligned instruction	Yes	Yes



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State Assessments & Achievement Levels	Assistance in understanding FSA results and i-Ready data	Sept-March	Parents will receive an explanation of their child's achievement level and be given the opportunity to meet with their child's teacher one-on-one to review the results.	Instructional practice specifically relating to Standards-aligned instruction	Yes	Yes
Technology, FOCUS/LaunchPad	Parent Education Evening	Dec 8, 2021	Parents will have training on how to navigate Focus and how to use LanchPad effectively for greater student achievement.	Instructional practice specifically relating to Standards-aligned instruction	Yes	Ye
Transition (Kdg, MS, HS)	Kindergarten and Middle School Orientation	Spring 2022	Parents will be given the opportunity to visit classrooms for students transitioning into Kindergarten. 6 th grade parents will have the opportunity to attend middle school orientation.	Culture & Environment relating to Community Involvement	No	Yes
Parent/Teacher Conferences	Parent/Teacher Conference Night	On-going	Parents will be given the opportunity to meet with teachers in the evening in addition to regular conferences to discuss their child's academic progress.	Culture & Environment specifically relating to Positive Behavior Intervention	Yes	Yes
*College & Career						
*Graduation Requirements & Scholarships						

* Required for secondary schools

How will workshops/events for families be evaluated to determine return on investment?	Westside will consider the number in attendance, participation and feedback forms and annual parent survey.
How will the needs of families be assessed to plan future events?	Survey's will be taken on a regular basis to help navigate future needs of families.



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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)	Many families at Westside continue to be affected by the economy. Many parents have lost their jobs, or they are working multiple jobs. This most likely contributes to a decline in parental participation in school events. There will be several opportunities for families to participate in parent/family engagement nights
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	We will hold multiple parent/family engagement nights throughout the year on various days.
How do families who are unable to attend building capacity events receive information from the meetings?	After parent/family engagement nights an overview will be in the following weeks school newsletter.
What strategies were used to increase family and community engagement in decision-making?	Multiple surveys at different events will be taken into consideration. Including offering links online, in flyers and QR codes in the car loop.