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 (Marisa Hirsche,* *Hirsche.marisa@brevardschools.org**, 321-633-3545, ext. 44025)*

*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 (Marisa Hirsche,* *Hirsche.marisa@brevardschools.org**, 321-633-3545, ext. 44025)*

**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 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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**.

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| **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)** | 6/15/208/17/208/31/20 | Leadership Council Meetings, HUB Operation Team Meeting, Parent/Community Member SIP meeting (all held via zoom) | Extensive discussion on family engagement during COVID as a priority. Discussion on Family University events, Resource Fair and Food Pantry. | Agenda/minutes/Zoom attendees |
| **Parent and Family Engagement Plan (PFEP)** | 8/11/20 | Table was set up for parents to provide input for PFEP | Registration dates were announced via signage, blackboard message, facebook post. Opportunity for parents to provide feedback on PFEP. | Survey results |
| **School-Home Compact** | 9/203rd Wednesday of every month. | FFEP Survey being posted via website and facebook page.Family Advisory Council held monthly, 3rd Wednesday, 9:30 am via phone | Feedback from parents/community members will be used to finalize the Compact agreement | Survey results/agenda/minutes |
| **Title I Budget & Framework** | N/A | Due to Covid restrictions, no Title I night will be held this year. Title I Budget & Framework information will be presented with links via website and Facebook page. | Powerpoint will be shared via links on Endeavour website and Facebook page along with a survey that parents can submit to provide feedback. | Title I survey/exit ticket will be administered and collected. |
| **Parent & Family Engagement Funds** | N/A | Due to Covid restrictions, no Title I night will be held this year. Parent & Family Engagement Fund information will be presented with links via website and Facebook page. | Information on funding used for parent & family engagement events will be included in the Title I Budget & Framework Powerpoint. | Feedback forms/exit tickets will be administered and collected via Google Surveys. |

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

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

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| **Tentative date & time(s) of meeting** | Due to COVID restrictions, Title I Night will not be held. Information normally disseminated at this meeting will be presented digitally. |
| **How are families notified of the meeting?** | Family and community members will be notified of Title I Night information via school web page, school newsletter, Facebook, and Blackboard message. |
| **What information is provided at the meeting?** | The Office of Title I provides each school with a Powerpoint 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 Powerpoint 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. |
| **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?** | All information will be translated/presented in Spanish prior to being sent home/published. Families without internet or devices have been issued hotspots/laptops if their student tis participating in -learning. |
| **How will you get feedback from parents and families about the meeting?** | A digital survey will be available for all parents to provide feedback on Endeavour’s Title I program. |
| **How do parents and families who are not able to attend receive information from the meeting?** | All information will be posted on the Endeavour web page and a copy of the presentation will be included in the Title I binder in the front office. |

**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** | Title I staff and district resource teachers provide Endeavour staff with professional development in the area of parent involvement. |
| **Title III-ESOL** | Endeavour Elementary has two full-time ESOL teachers and four ESOL instructional assistance who work collaboratively with all teachers and staff. Every effort is made to ensure all communications home are translated into Spanish. Translators are at the School Advisory Council (SAC), Family Advisory Council (FAC), and other school family engagement events. Blackboard messages are also sent out in both English and Spanish. |
| **Title IV-Well-Rounded Education/School Safety/Educational Technology** | Endeavour Elementary collaborates with the district Office of Educational Technology. Technology resource teachers offer training to our faculty in various programs including FOCUS, Google, Microsoft Teams, etc. FOCUS promotes parent involvement by allowing parents to communicate with their child’s teacher, allows access to grades, and provide information through a classroom website. |
| **Title IX-Homeless** | Endeavour Elementary students who are identified as students in transition (homeless) receive services through Title X. These students are eligible for free tutoring, school supplies, school uniforms and other services as identified and needed. This is a collaborate effort between all employees and families at Endeavour. The Community School HUB also assists in meeting the needs of our students in transition. |
| **FDLRS/ESE services** | Professional development opportunities are provided for staff, parents of students with disabilities, and families through district personnel/resource teachers from the Office of Exceptional Education, Florida Diagnostic and Learning Resource Systems (FLDR), and Title I. |
| **Preschool Programs (Head Start/VPK)** | Endeavour Elementary currently has five PreK classes with one highly qualified teacher and 1-2 assistants serving pre-K families. This program provides comprehensive child development services to predominately economically disadvantaged children and families, with a special focus on helping preschool children develop early reading and math readiness by enhancing their social, cognitive, and emotional development through education, health, nutritional, social and other services. |
| **SAC**  | School Advisory Council meetings are held monthly. Elected parents, community members and Endeavour teachers discuss the School Improvement Plan (SIP) and other Title I topics, as well as fund teacher requests for materials and programs directly related to the SIP |
| **PTO/PTA** | We have made a change to our PTO/PTA program and are now calling it the Family Advisory Council (FAC). The FAC meets monthly with the purpose of allowing parents, teachers, and community partners to come together to discuss the SIP and other ways to improve parent involvement at school.  |
| **Community Agencies/Business Partners** | Endeavour is fortunate to have partnerships with many agencies and businesses through our Community HUB to assist us in providing wrap around services with outside agencies. Some of these include but are not limited to: City of Cocoa, Children’s Home Society, Brevard Health Alliance, Eckerd Youth Programs, Church at Viera, Eastern Florida State College, and the University of Central Florida. Our desire is to build a community school team to support connections between community resources and the school.  |

1. **Utilize strategies to ensure meaningful communication and accessibility.**

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| **Describe the methods that will be used to ensure meaningful, ongoing communication between home, school and community.** | Endeavour Elementary believes that parent involvement in school functions and meetings is vital to our school culture and student achievement. Our events are based on feedback received from parents through surveys and other sources. Handouts and information are sent home and/or placed on our school website, Facebook page, school newsletter, FOCUS announcements, Blackboard message, and marquee. All information is also translated into Spanish. In addition, many individual teachers and grade levels also send home newsletters. |
| **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 receive information about their student’s school performance/progress via interim reports, progress reports, and parent conference appointments. Parents also have access to FOCUS which provides real-time grade information. In addition, many teachers have ongoing communication with parents via text, phone call, Class Dojo, daily student planners, etc. |
| **Describe how your school provides information to families in their native language. What languages do you provide?** | Every effort is made to make sure all communications sent home are translated into Spanish. Translators attend SAC, FAC, and other family engagement events to assist in providing information in Spanish to our families. In addition, we have translating headsets that allow multiple families to receive information via a translator. Blackboard messages, texts, emails, and newsletters are provided in Spanish. |
| **How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?** | Every effort is made to ensure Endeavour Elementary is ADA compliant. We provide visual and auditory representation of materials. One on one assistance is available when needed. |
| **Describe the opportunities families have to participate in their child’s education.** | Due to COVID, volunteers are not allowed on campus and all face-to-face family engagement events have been postponed. We continue to provide information digitally via Zoom and other methods to keep families informed about their student’s education. |
| **Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.** | These documents are shred via electronic media (Endeavour webpage and Facebook page), as well as available in the Parent Title I Binder located in the front office. Many of these documents are also sent home with students and made available at school events. In addition, the Community HUB shares the information with their monthly Community Leadership Council Meetings. |

1. **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.**

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| **Topic/Title** | **How does this help staff build school/family relationships?**  | **Format for Implementation: workshop, book study, presenter, etc.** | **Who is the audience?** | **Tentative Date/Time** |
| Building Parent/Teacher Relationships | Building a positive rapport between parents and teachers contributes to the academic success of a student. | Article Study | Admin/Faculty/Staff | 1/2021 |
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1. **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.**

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| **Building Capacity of Families to Support Learning at Home** |
| **Topic** | **Title** | **Tentative****Date/Time**Are they flexible? | **Adult learning goal: What skill that reinforces student learning at home will families gain during this training?** | **List the Schoolwide improvement plan (SWP) goal this event directly supports** | **Translation provided** | **Take home materials provided** |
| **Curriculum Areas** | Math & Science NightLiteracy Night | TBD | Due to COVID restrictions, most first semester programs are being delayed until second semester. Math & Science: parents will receive information on how math & science are connected and how to implement strategies to help their children at home.Literacy Night: Parents will receive resources to assist their children in improving their reading and writing skills. This year Endeavour Elementary School will partner with the Brevard Public Schools Alternative Education department to provide courses to support the professional and personal growth of parents within the Endeavour community. Courses will be held in the afternoon and evenings within the community to meet the scheduling needs of all families. Some of the courses include but are not limited to: GED and ELL course, courses to help parent learn effective ways to assist their students at home, strategies to build skills for parenting in today’s world, and a course to link families to available community resources.  |  | Yes | Math mani-pulatives, math games, books, reading activities |
| **State Assessments & Achievement Levels** | Open House | TBD | Due to COVID restrictions, the annual Open House will be presented to parents in a virtual setting. Parents will receive information about curriculum, assessments, Florida Standards, Positive Behavior Support, Conscious Discipline, CHAMPS, and other classroom procedures |  | Yes |  |
| **Technology, FOCUS/LaunchPad** | Newsletter/Flyer | October 2020  | Additional information for families on how to access FOCUS to receive information in regards their student’s grades and communicate with teachers.As part of our partnership with BPS Alternative Education, certification courses will be offered (Microsoft, OSHA, Safe Serve, pre-apprenticeship programs, etc.) |  | Yes | Flyer |
| **Transition (Kdg, MS, HS)** | Kindergarten OrientationMiddle School Visits | TBDTBD | Orientation for incoming Kindergarten students is held in the Spring. Due to COVID restrictions, a firm date has not been set. Materials are provided to families to help make a smooth transition to kindergarten for both parents and students.Guidance counselors from area middle schools visit to speak with and assess 6th grade students in math. This assessment helps in the selection of appropriate math class placement in 7th grade. Middle school band organizations visit to encourage participation in band programs. Endeavour also provides information to families on Parent Nights being held at middle schools for incoming students.  |  | Yes | Materials & Handouts |
| **Parent/****Teacher Conferences** | Parent Conference | October 2020February 2021 | Due to COVID restrictions, all parent conferences will be conducted via phone or other digital platforms. Parents will have the opportunity to learn about classroom expectations and results during the conference. Expectations and results from both academics and lifeskills will be shared. Parents will also receive information on the COMPACT agreement. |  | Yes | Report Card, COMPACT |
| **\*College & Career** | N/A |  |  |  | Yes |  |
| **\*Graduation Requirements & Scholarships** | N/A |  |  |  |  |  |

**\* Required for secondary schools**

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| **How will workshops/events for families be evaluated to determine return on investment?** | Attendance at events is analyzed each year to determine if attendance is sufficient and what can be done to increase attendance, if necessary. In addition, exit tickets are collected at the end of each event to determine success of activities and receive feedback from attendees to use in planning future events. |
| **How will the needs of families be assessed to plan future events?**  | Family needs are assessed through the annual Parent Survey, a Parent & Family Engagement Plan survey, and exit tickets/surveys at each event. |
| **What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc.)** | Even with a concerted effort to provide communication in the native language of our families, the language barrier continues to be one of Endeavour’s biggest barriers. We continue to offer translation services at all Family Engagement events and communications. This includes providing translation for parents who come to school to attend meetings or seeking additional information in regards to their student’s performance. |
| **How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)** | Events are offered/held during both the day and evening to accommodate a variety of family schedules. In addition, information from the events/meetings are included in monthly newsletters and posted via Facebook. Due to COVID restrictions, many meetings and workshops are being scheduled virtually. Family Advisory Council (FAC) is held right after school starts due to parent feedback that this time was most convenient. English/ELL classes for parents were offered both during the day and evening. Resource Fair Drive-Thrus/Food Markets are held monthly and distributed at three different times to accommodate the different schedules of our families. |
| **How do families who are unable to attend building capacity events receive information from the meetings?** | Information from events/meetings are included in monthly newsletters and posted via Facebook. Due to COVID restrictions, many meetings and workshops are being scheduled virtually. The Community School HUB is open to visitors and parents to access resources and information. |
| **What strategies were used to increase family and community engagement in decision-making?** | Information is collected from parents at a variety of events including SAC, FAC, Food Pantry, Resource Fair Nights, and other engagement events or meetings where parents will be in attendance. Due to COVID restrictions, information will be digitally collected during this school year via surveys. |