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 Jessica Watts at 321-951-4920 ext. 43849 or by email at Watts.Jessica@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 Jessica Watts at 321-951-4920 ext. 43849 or by email at Watts.Jessica@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 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: Gary Castillo Date: 10-13-20

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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)	8/27/2020 9/3/2020	Flyers were sent home to families and emailed to community partners; survey was added to weekly email and phone call to families; survey added to our school website.	Families and community members were given the opportunity to complete a survey, as well as review school-wide data and asked for input on ways to improve. During a Leadership Meeting, there was a discussion on the needs of the school, based on survey results from parents and community members, and a list of priorities was made to meet those needs.	Sign-ins, Agendas, Minutes, Survey Results
Parent and Family Engagement Plan (PFEP)	8/27/2020 9/3/2020 9/10/2020 10/1/2020	Flyers were sent home to families and emailed to community partners; survey was added to weekly email and phone call to families; survey added to our school website.	Families and community partners were given the opportunity to complete a survey, hard copy or online. Surveys were emailed to all parties, as well as uploaded to ClassDojo for families.	Survey Results
School-Home Compact	8/27/2020 9/3/2020 9/21/2020 10/1/2020	Flyers were sent home to families and emailed to community business partners; flyer was added to weekly email and phone call to families; copy added to our school website.	Families and community partners were given the opportunity to complete a survey, hard copy or online. Surveys were emailed to all parties, as well as uploaded to ClassDojo for families.	Sign-Ins, Agendas, Minutes, Survey Results
Title I Budget & Framework	9/3/2020 10/1/2020	Flyers were sent home and emailed to families and community partners; added to weekly email and phone to families; added to our school website.	Families and community partners were given the opportunity to complete an online survey. During our EOY SAC meeting, there was a discussion on the needs of the school and how the budget was reflecting those needs.	Sign-Ins, Agendas, Minutes, Survey Results
Parent & Family Engagement Funds	9/3/2020 10/1/2020	Flyers were sent home and emailed to families and community partners; added to weekly email and phone to families; added to our school website.	Families and community partners were given the opportunity to complete an online survey.	Sign-Ins. Agendas, Minutes, Survey Results

**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 24th at 5:00 pm
How are families notified of the meeting?	The families are notified via flyer, email, phone call, school website, and ClassDojo.
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.
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?	Discovery Elementary scheduled the presentation to begin later in the day. If parents/families are unable to attend the presentation it will be recorded (on Zoom) and made available to them via email and our school website. Additionally, Discovery Elementary offers the parents a translator if requested.
How will you get feedback from parents and families about the meeting?	Discovery Elementary will include a link to a survey for parents to complete online, as well as send email and send home a hard copy of the survey for parents to complete. Parents will also be offered to meet with the Title I Coordinator, Jessica Watts, directly following the presentation.
How do parents and families who are not able to attend receive information from the meeting?	Parents will be notified by email and phone that the presentation will be available on our website to view at their convenience.

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	Professional Development will be provided by the district. Discovery's Parental Involvement Contact, Discovery's technology teachers (FOCUS), and Discovery's teacher leaders will be utilized to support the professional development needs of the staff related to parental involvement and working effectively with parents. Brevard Public Schools Title I Office will provide support and monitor the implementation to ensure that training is provided.
Title III-ESOL	Discovery ESOL assistants will encourage and support ESOL families to attend events at Discovery by making phone calls to parents and sending home newsletters and flyers using translation software to ensure information is received in their native language. The ESOL assistants will also attend events when needed to assist with translation.
Title IV-Well-Rounded Education/School Safety/Educational Technology	FOCUS will be used by teachers as a communication tool between school and home. Training will be offered to parents in order to learn more about this valuable resource and professional development will be offered to all teachers as needed.
Title IX-Homeless	Discovery's faculty will inform parents of district homeless liaisons to ensure students in transition receive appropriate services.
FDLRS/ESE services	Discovery teachers, including ESE teachers, will encourage and support parents of a child(ren) with an IEP to attend events at Discovery by making phone calls home and sending home flyers/newsletters. Supplemental instructional support provided by Title I will be discussed with parents during the development or annual review of the student's Individual Education Plan (IEP). Teachers and parents of students with exceptionalities may use FDLRS for diagnostic and instructional support services.
Preschool Programs (Head Start/VPK)	Discovery was able to expand the school program to include a Head Start Program for three and four-year old children. Head Start provides comprehensive child development services to predominately economically disadvantaged children and families. Head Start has a special focus on helping preschool children develop early reading and math skills they need to be successful in school. Additionally, Head Start promotes school readiness by enhancing the social, cognitive, and emotional development of preschool children. This is accomplished through the provision of educational health, nutritional, social, and other services to enrolled students and families.
SAC	Discovery encourages parents, teachers, and community members to become involved in the planning, review, and improvement of our programs. Parent, teacher, and community participation in our School Advisory Council (SAC) is essential to our continued improvement and success. All stakeholders are invited to be on the SAC committee and to attend all meetings. All parents, teachers, and community business partners receive an invitation to participate at the SAC meeting, by Blackboard Connect phone, as well as via email and invitation sent in student backpacks. Monthly SAC meetings are currently held the first Thursday of every month at 3:00 pm via Skype. All families are welcome and encouraged to become active members in SAC and asked to provide meaningful input into the development of all plans related to the improvement of Discovery Elementary. The SAC committee provides input regarding the development, implementation, and evaluation of the following: the School Improvement Plan (SIP), the Title I Parental and Family Engagement Plan (PFEP), the Title I Teacher/Parent/Student Compact, the Title I Annual Needs Assessment Survey, and how the 1% of Title I funds reserved for parental involvement will be used. More than 50% of the members of the SAC are parent (non-employee) representatives, with every effort to create a committee representative of our school population. The other SAC members are community members, business partners, and school staff. Minutes from each SAC meeting will be made available to all parents online or parents may request a copy in the front office.
PTO/PTA	Discovery Elementary will be reintegrating the Parent Teacher Organization at the beginning of the year. This organization will assist in bridging the gap between our families and the school.
Community Agencies/Business Partners	Discovery Elementary will attend Partners in Education (PIE) meetings through their business partner liaison and build relationships with businesses in the community. Business Partners will be invited to attend events and programs by Discovery Elementary. Additionally, they will be invited to attend our monthly School Advisory Council (SAC) meetings to assist improving the needs of the school.

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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.	Discovery teachers, including Title I teachers, will encourage and support parents and community members to attend events at Discovery by sending information via invitation, our website, the monthly calendar, email, ClassDojo, and Blackboard Connect voice call.
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.	Information about academic curriculum, Florida Standards and academic assessment used to measure student performance as well as achievement levels will be shared with parents and community members at Open House, the Title I Annual Meeting, during parent conferences, on Discovery's website, Grade Level Curriculum Nights, Discovery Title I Nights, and/or anytime by parent request. At Open House in September, classroom teachers will hold meetings where information will be presented about the curriculum and academic assessments. Classroom teachers will explain the grade level curriculum and Florida State Standards. Parents will learn how to schedule parent-teacher conferences, how to help at home, and will learn about opportunities for participation in decisions related to the education of their child.
Describe how your school provides information to families in their native language. What languages do you provide?	Discovery will provide opportunities for the participation of all parents, including parents with limited English proficiency, parents with disabilities, etc. Information about Discovery and its programs will be provided to parents in a timely manner and to the extent possible, in a language that parents can understand. Standardized documents will be made available in English and Spanish. Written communication will be provided for parents in English and Spanish. If requested in advance, translators will be available at parent meetings to provide translation services to ensure that parents are able to fully participate in parent meetings. ESOL assistants and other staff members will be available to assist parents with individual needs. Translation software for other languages is made available through the Title I district office and will be used if requested by parents.
How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Discovery will provide opportunities for the participation of all parents including parents with disabilities. Information about Discovery and its programs will be provided to parents in a timely manner and to the extent possible. Alternative formats will be provided upon the request of parents with disabilities as needed. Discovery will provide special accommodations for parents or students with disabilities (for example wheelchair access, sign language interpreter, etc.) as needed or requested, to ensure the opportunity for full participation.
Describe the opportunities families have to participate in their child's education.	Discovery teachers, including Title I teachers, will encourage and support parents and community members to attend events at Discovery. Discovery's Title I Team will work with teachers, parents and community members alike to coordinate engaging events that will support the families at home when working with their children and allow families to have a better understanding of the curriculum being taught. These events will be held at least once a month through either the "Parent Party" or a curriculum night event. These events will not only assist parents in understanding how to work with their children, but also provide them resources to use at home. Parents will gain a better understanding of the curriculum and expectations of their children, as well as learn who to speak to regarding specific information and where

	to access more information or materials when needed. In order to increase family and community engagement we will invite the families and community members through numerous portals such as email, phone, letters, newsletters, website, ClassDojo and social media. We offer incentives for those that come.
Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.	Discovery SAC members are asked to provide meaningful input into the development of all plans related to school improvement. The SAC committee provides input into the development, implementation, and evaluation of the following: the Schoolwide Improvement Plan (SWP), the Title I Parental and Family Engagement Plan (PFEP), the Title I Teacher/Parent/Student Compact, the Title I Annual Needs Assessment Survey, and how the 1% of Title I funds reserved for parental involvement will be used. The finalized documents are then shared with families and community members during SAC meetings, on our school website, or upon request in the front office.

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.**

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
Communicating and working with families	Teachers will be provided opportunities through grade level meetings and coaching feedback to learn best practices for effective parent and community communication for creatively engaging parents/community in events, reporting student progress, and supporting learning at home.	Grade Level Meetings, Professional Development	Teachers	Beginning August 2020
Technology	Teachers will be provided training on how to effectively use eLearning platforms such as Microsoft Teams, Zoom, Google Classroom, Docs, Forms, etc... as communication tools to build communication between school and home.	Professional Development	Teachers	September 2020

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.**

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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	Study Boards Science Night Literacy Night Math Night	9/10/2020 8:30 am – 3:30 pm, 5 - 6 pm 10/20/2020 5:00 – 6:00 pm 1/14/2021 4:30 – 6:00 pm 11/12/2020 4:30 – 6:00 pm	The Discovery Title I Team will work with teachers, families, and community members to coordinate engaging events that will support the families at home in working with their children and gain a better understanding of the curriculum being taught. These events will not only assist families in understanding how to work with their children, but also provide resources to use at home. Additionally, the families will understand the academic expectations of their child(ren) and learn where to access more information or materials when needed.	ELA Level 3+ Proficiency and Learning Gains	Upon Request	Yes
State Assessments & Achievement Levels	Open House	9/24/2020 5:00 – 6:30 pm	Classroom teachers will explain grade level expectations regarding state assessments, as well as achievement levels to families at Open House. Families will learn how to help at home and resources that are available to assist them at home.	ELA Level 3+ Proficiency and Learning Gains	Upon Request	Yes
Technology, FOCUS/LaunchPad	Technology: FOCUS, Launchpad Parent Party	10/8/2020 8:30 – 9:30 am 5:00 – 6:00 pm	The Discovery Title I Team will work with families to provide support on how to access, sign in, and utilize FOCUS and Launchpad.	ELA Level 3+ Proficiency and Learning Gains	Upon Request	Yes
Transition (Kdg, MS, HS)	Middle School Informational Nights Kindergarten Orientation / Round-Up	April 2021 May 2021	The Title I Team will work with surrounding middle schools to coordinate information regarding the transition to middle school for the students and families at Discovery. The Discovery Title I Team will work collaboratively with kindergarten teachers to prepare a presentation in which families are informed of curriculum, achievement levels, assessments, upcoming procedures, and events regarding	ELA Level 3+ Proficiency and Learning Gains	Upon Request	Yes

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			incoming students. Parents will tour the school and have an opportunity to meet and ask questions of school personnel.			
Parent/ Teacher Conferences	Parent/Teacher Conference Nights	October 22, 2020 4:00 – 6:00 pm February 18, 2021 4:00 – 6:00 pm	Conferences will be heled via Zoom or Teams bi-yearly. Parents will learn how to help their child(ren) at home and learn about opportunities for participation in decisions related to the education of their child.	ELA Level 3+ Proficiency and Learning Gains	Upon Request	Yes
***College & Career**						
***Graduation Requirements & Scholarships**						

*** Required for secondary schools**

How will workshops/events for families be evaluated to determine return on investment?	Families are asked to complete a survey at the conclusion of each event. Additionally, all stakeholders will be asked to complete a survey in the Spring of 2021 to evaluate the program as a whole and which events/topics they would like to participate in for the following year.
How will the needs of families be assessed to plan future events?	Families are asked to complete a survey at the conclusion of each event. Families will have the opportunity to list any topics/events that will benefit them for the current school year. In addition, all stakeholders are asked to complete a survey in the Spring of 2021 to evaluate the program as a whole and which events/topics they would like to participate in for the following year.

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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)	Discovery will work hard to minimize any barriers by parents and community members. According to numerous surveys, the main barrier that parents have is their work schedule. They are unable to come to events during or immediately after school due to work obligations. To maximize participation, we have added more evening events to meet the needs of all our families. Due to COVID, meetings are virtual and will be recorded for families to access at their convenience. Another barrier is information not being communicated or received by the parents in a timely manner. Discovery is now sending home multiple notices and invitations starting two weeks prior to the event. Discovery is also sending home a monthly calendar, posting information on our website, sending an email and phone call via Blackboard Connect, and posting on ClassDojo to inform all stakeholders of upcoming events. Additionally, Discovery is sending home a translated version when requested by families. Translators are also available during all Title I family events and are made available upon request during any conference between the parent and teacher.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Discovery Elementary has a strong belief in the importance of parental involvement and offers a variety of meetings at convenient times for families to attend throughout the school year. We have scheduled our SAC meetings for Thursday afternoons at 4:00 pm as indicated in parent surveys. Families are encouraged to contact Discovery to address specific needs/requests to make participation possible. Parent workshops also referred to as "Parent Parties" will be held and materials will be provided to educate families on how to help their child(ren) at home. Families will learn how to monitor their child's progress and work with educators to improve the achievement of their child. These events will be offered at different times, as requested in parent surveys, 8:30 am and 5:00 pm. The evening events will be held on different days and will range over a period of two hours to ensure that parents are able to attend. Due to COVID, meetings are virtual and will be recorded for families to access at their convenience. Discovery will maximize parental involvement and participation in their children's education by arranging school meetings at a variety of times. Teachers will work with parents to meet with them before, after, or during school hours.
How do families who are unable to attend building capacity events receive information from the meetings?	All Discovery staff members will encourage and support families in fully participating in the education of their child. Discovery staff members may direct the parent to a Title I teacher, Literacy Coach or other teacher leaders for help/support. The staff member or Title I teacher will provide event activities and materials at the request of the parent. Additionally, due to COVID, meetings will be recorded for families to access at their convenience.
What strategies were used to increase family and community engagement in decision-making?	Discovery teachers, including Title I teachers, will work with all stakeholders to coordinate engaging events that will support the families at home when working with their children and have a better understanding of the curriculum being taught. These events will not only assist parents in understanding how to work with their children, but also provide them resources to use at home. To increase family and community engagement we invite the families and community members through numerous portals such as email, phone, letters, newsletters, school website, ClassDojo and social media. Concluding each event, we ask that participants complete a survey that will further assist us in making decisions based on the needs of all stakeholders.