



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

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 (Dorothy Arieux, arieux.dorothy@brevardschools.org, 321-267-1773 ext. 45959).

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 (Dorothy Arieux, arieux.dorothy@brevardschools.org, 321-267-1773 ext. 45959).

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: _____

9/28/2020



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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 (SWIP) Comprehensive Needs Assessment (CNA)	District parent survey – April 2021 Title I parent survey – May 2021 Title I faculty survey – May 2021 SAC Meetings – April and May 2021 PBIS Meeting – May 2021 Community survey – May 2021 Annual Meeting – August 2022	District parent survey will be sent to all parents and listed with a link in the newsletter. The Title I survey link will be sent to parents and communities, as well as linked in the newsletter. Paper copies will be available for these surveys in the front office as well. Exit tickets will be filled out following each Title I events and SAC meetings. PBIS data will be collected in May 2021. The community survey will be sent to PIE partners and local churches, city officials, and businesses in May 2021.	Families and community members (30 organizations) will be given a Title I survey for the effectiveness of the 2020-2021 plan and to conduct the comprehensive needs assessment. Community members will be asked how they could help the school and what we could do for the community. Information from the results will be used to begin to formulate the plan for the next year.	Survey results; exit tickets; PBIS data
Parent and Family Engagement Plan (PFEP)	Title I parent survey – May 2021 Title I parent meeting – May 2021 Title I events – September – May 2021	The Title I survey link will be sent to parents and communities, as well as linked in the newsletter. Paper copies will be available for this survey in the front office as well. Exit tickets will be filled out following each Title I event. Parents will be surveyed to see if their children are ELL or ESE so that we will get a good representation of the school population.	Through the open-ended responses on the parent survey, families will be able to give any suggestions for improvement of the PFEP.	Title I survey results; Title I event exit slips, Title I meeting exit slips
School-Home Compact	Title I parent survey – May 2021 Title I faculty survey – May 2021 SAC Meeting – May 2021	All parents will be invited to conferences where the compact will be discussed through the classroom newsletters, school newsletter, and Blackboard Connect messages. The Title I survey will be sent electronically through Blackboard Connect and a link on the school newsletter. All parents will be invited to SAC meetings via	In parent conferences, parent comments on the compact will be gathered. The Title I parent survey will give all families the opportunity to give input into any changes for the compact. This opportunity will also be available at SAC meetings. Community members attend SAC meetings so we will be able to get community input into all Title I documents this way as well.	Title I survey results; conference notes; SAC minutes



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	Parent conferences – throughout 2020-2021 school year	school newsletter, Facebook, and Blackboard Connect.		
Title I Budget & Framework	Title I parent survey – May 2021 Title I faculty survey – May 2021 Annual Meeting – August 2021	Families will be invited to take the Title I parent survey and attend the Annual Meeting	Input will be taken for the 2021-2022 Title I budget from the Title I parent survey, faculty meeting, and annual meeting. The first two areas of input are tentative as we may not be sure that we will be Title I for 2021-2022. Families will be asked to submit budget input at the Annual Meeting.	Title I survey results, Annual Meeting exit tickets; faculty survey results
Parent & Family Engagement Funds	Facebook poll, April 2021 Title I family survey – May 2021 Title I faculty survey – May 2021 SAC Meeting – May 2021 Annual Meeting exit ticket – August 2021	Families will be sent a link to the Title I parent survey, Facebook page, and Annual Meeting information through Blackboard Connect messages as well as a link in the school newsletter.	Many of the families follow the Facebook page and will take the poll. Families will be given information at the August 2021 Annual Meeting and will be able to give input about ways they feel the funds should be spent. The Annual Meeting PowerPoint will be placed on the school website and available for comments. This will also be discussed at a SAC meeting.	Screenshot of Facebook page; survey results; SAC minutes; Annual Meeting exit slips

**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	August 31, 2020 @ 5:30 pm and September 3 rd , 2020 @ 8:30 am
How are families notified of the meeting?	Notification was through a flyer, school newsletter, school website, school marquee, school Facebook site, and Blackboard Connect (by email, voice mail, and text).
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.



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What barriers will you address to encourage parents/families to attend?	Last year we decided to offer 2 academic nights, so the meeting was repeated twice prior to the classroom academic nights. This year, under the circumstances, we are offering meetings virtually. Additionally, for families that could not attend in the evening, we held the meeting again at 8:30 am. The complete PowerPoint was presented at both meetings.
How will you get feedback from parents and families about the meeting?	Parents and families were asked to complete exit slips about the Annual Meeting. We provided families with a link to access a google form to respond to a few questions in place of an exit ticket. Once parents had submitted and returned the exit slips, their child(ren) were given the opportunity to pick a new book to take home.
How do parents and families who are not able to attend receive information from the meeting?	The Annual Meeting PowerPoint is on the school website. Parents are notified that this is available in the biweekly school newsletter.

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	During the school year, the Title I contact covers ways for the staff to work with parents. This may be through a Friday PD, an article, or a PLC discussion. District resource people are also asked to present to the staff for assistance with this.
Title III-ESOL	The district ESOL representative and the school based ESOL contact assist staff when working with ELL families. Our newsletter is currently being translated into Spanish and Vietnamese as requested by parents. We are in the process of purchasing a hand-held translating device so that parents can communicate easier.
Title IV-Well-Rounded Education/School Safety/Educational Technology	Families are supported by supplying a well-rounded education (including art, music, PE, Media, STEM). The District Safety Department (Brevard County Sheriff's Department), school SRO (Titusville Police Department), and school staff are available to meet with parents if they have questions/concerns concerning safety. We have a 100% ID check for anyone coming on campus. Educational Technology is supported through the district use of E-Rate funds to purchase WAPS, switches, and other technology required equipment.
Title IX-Homeless	Families of homeless students are supported by Title I funds for tutoring, if necessary. We support these families through donated new clothes, shoes, and toiletry items from individual persons and local churches.
FDLRS/ESE services	Our ESE families receive frequent updates on their child's progress and suggestions about ways to work with their students. Some of the materials given to parents are items that were originally made at the local FDLRS facility. Parents are also made aware that they may contact FDLRS for assistance at any time.
Preschool Programs (Head Start/VPK)	Our VE Preschool program is supported through district funds. Parents are invited to all Title I events and encouraged to take part in their child's early education.



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SAC	Parents are invited to all SAC meetings through the school newsletter, school's Facebook page, marquee, and Blackboard Connect messages. Additionally, we have 5 community members to SAC, representing different areas. These persons include a nurse practitioner, a grandmother of a student, a representative of local faith-based activities, and an administrator at NOVA. SAC minutes are placed in the Parent Resource Notebook in the front office.
PTO/PTA	Imperial currently does not have a PTO/PTA. We advertise all the events through flyers, school newsletters, classroom newsletters, school website, marquee, school Facebook page and Blackboard Connect. We encourage all parents to become volunteers and welcome them into classrooms, book fairs, etc. as volunteers when restrictions have been lifted.
Community Agencies/Business Partners	Community agency events and information are advertised in the school newsletter, Peachjar, and Blackboard Connect. Our business partners are surveyed for the comprehensive needs assessment. Area churches contribute items for our families, such as toiletries, school supplies, etc.

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.	We use every possible way to communicate with families and community. These methods include flyers, school newsletters, school website, classroom newsletters, Peachjar, teacher's Google Classrooms, the marquee, school Facebook page, and Blackboard Connect for voice, email, and text messages. Teachers are asked to reach out to families in their classrooms by phone or email. The School-Home compact is used during conferences.
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.	Imperial holds academic nights at the beginning of the year. Instead of a traditional Open House, teachers provide information about the curriculum, achievement levels, and assessments. During the Annual Meeting, achievement levels are reviewed. Parents are given progress monitoring information through interim report cards, report cards, emails, virtual conferences, and phone calls.
Describe how your school provides information to families in their native language. What languages do you provide?	Information for families is translated when requested. Currently, we are translating the newsletter and other documents into Spanish and Vietnamese using Google Translate. We are also purchasing a hand-held translator so that parents can receive verbal information in their native language. We have several teachers and staff members on campus who are fluent in Spanish and who can translate when needed.
How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Imperial encourages all families to attend and we are sensitive to the needs of disabled persons. When planning an event, we make sure that there is plenty of room in the event area to accommodate wheelchairs, crutches, etc.
Describe the opportunities families have to participate in their child's education.	We have many opportunities for families to participate in their child's education, including volunteering in the classroom, going on field trips, doing projects for teachers from home, volunteering for Book Fairs, vision and hearing, etc., and attending Title I events and academic nights when restrictions have been lifted.
Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.	All documents are posted on the school website and are available for review in the front office in the Parent Resource Notebook. Notification is sent out in the school newsletter and on our school Facebook page.



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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.

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
Less Jargon, More Grace: Using Language That Parents Understand	This article highlights the importance of providing clarity to parents. Messages to parents and guardians are not knowledgeable of acronyms and buzzwords, which can lead them to miss what teachers are trying to convey. Ensuring clarity is important to ensure understanding.	Virtual – Google Form to collect discussion points	Teachers	August/September 2020
Using Technology to Connect with Parents	This article offers great ideas on how to obtain family engagement through this difficult time of “distance learning.” It highlights how communication with all stakeholders is essential and beneficial to all involved. Partnering with parents is crucial to build and gain support of our overall goal, student achievement regardless of the student’s learning environment/location.	PLC meetings	School staff	October 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.

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
Curriculum Areas	Science and Engineering Fair Information Night Eureka Math Night Reading Strategies Night	October 2020 November 2020 December 2020 (virtually and posted on school website)	Science – how to help their child pick a topic and work on their science project Math – ways to work with students to improve math fluency Reading – ways to work with student to improve reading skills	Goal #3 Science Goal #2 Math Goal #1 ELA
				Translation provided
				Take home materials provided
				Yes



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State Assessments & Achievement Levels	FSA Information for Parents	3/8/21 @ 5:00 pm Virtual Meeting 3/11/21 @9:00 am Virtual Meeting	Resources available to families to work with their students to prepare for FSA assessments, as well as an explanation for families what the achievement levels mean	Goal #1 (ELA), #2 (Math), #3 (Science)	As requested	Information packets
Technology, FOCUS/LaunchPad	FOCUS for Parents	October 2020 Virtual presentation	Familiarize parents with the FOCUS app and all of the information that they can access using this app	Goal #1 (ELA), #2 (Math), #3 (Science)	As requested	No
Mental Health Awareness	Mental Health Awareness for Parents	January 2021 Virtual presentation	Give families the tools to recognize potential issues with their children and ways to help their students and acquire necessary resources	Priority need for social -emotional instruction	As requested	Information packets
Social Media/Bullying	Social Media and Bullying Information	February 2021 Virtual presentation	Give parents an overview of what bullying is, how to spot it, and what to do when it occurs. This will be tied into social media information as much of the bullying happens through this medium.	Priority need for social-emotional instruction	As requested	Information packets
Transition (Kdg, MS, HS)	*Middle School Choice Night *Kindergarten Round up *Taste of Kindergarten	December 2020 Virtual presentation April 2021 July 2021	5 th and 6 th grade parents will have the opportunity to chat with choice middle schools to garner information about where they may like to have their students attend before the applications are due. Kindergarten Round-up gives families information about our school's Kindergarten program and the Taste of Kindergarten allows parents to drop their students off for a couple of hours in order to experience part of a K day.	Title I Framework – Transitions	As requested	Registration packets and information packets; K readiness kits
Parent/Teacher Conferences	Conference Nights	As requested by parents and/or teachers	Families will gain an understanding of where their child is academically and where the child needs to be by the end of the school year. The Title I Home-School Compact would be referenced during these meetings.	Title I Framework – Parent and Family Engagement	As requested	Conference notes; possibly supplies to use at home
*College & Career						
*Graduation Requirements & Scholarships						

* Required for secondary schools



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How will workshops/events for families be evaluated to determine return on investment?	There will be exit slips/google forms for every Title I event. These will be collected/submitted and analyzed for comments to improve on future events, as well as gauge understanding of concepts presented. On the Spring 2021 Title I parent survey, parents will be asked specific questions as to how they used the materials and knowledge received was used at home and whether or not the parent felt that their child benefited from them.
How will the needs of families be assessed to plan future events?	Imperial will use the district parent survey, Title I school parent survey, and feedback from this year's exit tickets/google forms to plan future events.
What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)	In the past we have always held events on Thursday evenings at 5:30 pm because parents indicated that weeknights were the best times. This year we have varied the days of the week and the times of the events. Additionally, several of the events will be recorded and posted to the school's website for parents who work evenings or were unable to attend at the time of event/presentation. According to the Spring 2020 District Parent Survey and our own Title I survey, parents felt that they were not informed enough of events and the communication needed to be improved. This year, we are reaching out to our families via the school newsletter, classroom newsletters, class Google Classrooms, school website, school marquee, school Facebook page, Peachjar, and Blackboard Connect (email, text, voice mail). Messages will be sent several times.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Despite that we have set dates for our events, many of them will be recorded and posted to the school's website. We have them scheduled live on various days throughout the week instead of only having them on Thursday. For example, the Annual Meeting was held two times – 5:30 pm on 8/31/2020 and 8:30 am on 9/3/2020.
How do families who are unable to attend building capacity events receive information from the meetings?	The Annual Meeting PowerPoint was posted on the school website and a copy of it is in the Parent Resource Notebook. Information presented at all Title I events will be available on the school website and can be printed and sent home with students. The Title I contact will answer questions, emails, and phone calls from families with questions and information will be translated as requested.



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What strategies were used to increase family and community engagement in decision-making?

This school year we will reach out to even more community members for their input, as well as survey our families, so that we can use their input for future plans. Since our events are aligned with the survey results from 2019-2020, we hope that more families will participate and leave feedback through their exit tickets/google forms. We are also holding events at different times and different days, as well as recording and posting the presentations on the school's website. Through the surveys and new events and times, we hope to increase our family and community engagement.