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 Contacts, Jessica Saltsman and Gina Loggins.*

*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 Saltsman y Gina Loggins.*

**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)** | May 21, 2020  June 22, 2020 | Program Evaluation Survey, SAC meeting in May, Title 1 Annual meeting, school newsletter, surveys, Blackboard message | SAC members provided input at the meeting and through a survey. Parents provided input through the end of the year survey in May as well as through exit slips given at our annual Title 1 meeting. | Sign ins  Exit slips/Surveys  Agendas and minutes for meetings |
| **Parent and Family Engagement Plan (PFEP)** | September 16, 2020  September 17, 2020 | Program Evaluation Survey, SAC meeting in September, Title 1 Annual meeting, school newsletter, surveys, Blackboard message | SAC members provided input at the meeting and through a survey. Parents provided input through the end of the year survey in May as well as through exit slips given at our annual Title 1 meeting. | Sign ins  Exit slips/Surveys  Agendas and minutes for meetings |
| **School-Home Compact** | September 17, 2020 | Program Evaluation Survey, SAC meeting in September, Title 1 Annual meeting, school newsletter, surveys, Blackboard message | SAC members provided input at their monthly meeting and a survey was posted to the Audubon administration page for input. | Sign ins  Exit slips/Surveys  Agendas and minutes for meetings |
| **Title I Budget & Framework** | May 21, 2020  October 29, 2020 | Program Evaluation Survey, SAC meeting in May, Title 1 Annual meeting, school newsletter, surveys, Blackboard message | SAC members provided input at their monthly meeting and surveys collected from the program evaluation in May will be used to create the framework with their input. Information was provided during the Title 1 Annual meeting regarding the budget and how input from the community helps formulate the budget. | Sign ins  Exit slips/Surveys  Agendas and minutes for meetings |
| **Parent & Family Engagement Funds** | May 21, 2020  September 16, 2020  September 17, 2020 | Program Evaluation Survey, Title 1 Annual meeting, school website, school newsletter, surveys, Blackboard message | Family and community members were asked for input through the end of the year evaluation and SAC gave us input through the SAC meeting as well. The Title 1 Annual meeting shared how these funds are being used for the current year, based on the CNA and input from families and community members. | Sign ins  Exit slips/Surveys  Agendas and minutes for meetings |

***\*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** | September 16, 2020 |
| **How are families notified of the meeting?** | A flyer was sent home with students, sent through a Blackboard message, placed on the Audubon Administration and Audubon PTO Facebook site. |
| **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?** | Transportation and work schedules, our school’s greatest barriers, were addressed by provided the recorded meeting on our school’s website so that it could be view at their convenience. |
| **How will you get feedback from parents and families about the meeting?** | The survey was sent home to all families as part of the flyer and agenda. It was also placed as the last slide of the PowerPoint presentation, along with the emails for the Title 1 contacts. |
| **How do parents and families who are not able to attend receive information from the meeting?** | The Title 1 meeting was accessible to all families through a Zoom meeting link. It was also recorded and posted on the Audubon website so that all families could view it at their leisure and provide feedback through the paper copy of the survey that was sent home or via the email addresses that were provided within the presentation’s slides. |

**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** | District resource teachers and school site instructional coaches provide ongoing site-based professional development to teachers regarding  specific subject-area support, resources, and planning. Time has been dedicated for teachers to work collaboratively  to plan lessons in Math, in Science, and in Reading using Standards Focused Documents and progress monitoring assessments. |
| **Title III-ESOL** | D District ESOL contact works collaboratively with Audubon ESOL school-based contact regarding ESOL needs and offering translation, when  available. Families are encouraged to attend family events so that they can be active participants in their child’s education and receive resources  through the Title 1 office that can further aid in their effort to support learning at home. |
| **Title IV-Well-Rounded Education/School Safety/Educational Technology** | The I-ready instructional program was purchased as a resource to assist teachers with identifying areas of concern and administering  individual and small group interventions to address those needs. Penda was also purchased for grades 3-5 to support their Science instruction. |
| **Title IX-Homeless** | The guidance counselor coordinates with student services to identify and support students in transition. Pre-identified students receive additional support through donations of food, supplies, clothing, gifts, and other additional resources that are in need. |
| **FDLRS/ESE services** | The ESE department is part of the MTSS process, attending and providing input on intervention needs. The ESE students are also supported through intervention groups, when possible. Families provide input at meeting regarding what their concerns are for their child and how we can provide them additional support at home. The Title 1 office provides support to the ESE teachers by providing interventions and resources available for check-out in an effort to support the school and family connection. |
| **Preschool Programs (Head Start/VPK)** | The current VPK students attend the kindergarten round-up/registration at their future schools. During the second semester, the parents of pre-k students are invited to our school in order to learn about the kindergarten program. |
| **SAC** | All families are invited to attend SAC meetings and provide input on pertinent topics, within our school setting, for the sole purpose of improving our school. Community members are also encouraged to be a part of this committee in an effort to share their perspectives. |
| **PTO/PTA** | The PTO involves teachers and parents coming up with ways to improve the overall moral of the school. Family events, teacher celebrations, fundraising efforts, and ways to improve social/emotional needs of the students are just a few priorities of the PTO. |
| **Community Agencies/Business Partners** | Business partners donate resources for our school’s use. Their partnership makes it possible for us to supply students with behavior incentives, recognize teachers with extrinsic rewards, and provide items for school events. Families are encouraged to attend family nights hosted by business partners in an effort to help raise funds as well as demonstrate an investment in their child’s education. |

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.** | Parents are encouraged to visit the school website, download Peachjar and FOCUS apps, and monitor their child’s classwork as it goes home. Many classrooms have opted to use the Remind app or Class DOJO in an effort to keep their families up-to-date. Many teachers also utilize the Homework Helper sheets that come with the Eureka math program in an effort to support the learning of students at home. |
| **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 invited to attend the virtual Open House to learn about their curriculum and are sent a pamphlet digitally of what their child is expected to learn in that particular year. Iready diagnostic scores are given out at our annual Literacy night and parents are offered assistance in understanding what the score means as well as what resources are available for check-out through the Title 1 office to assist in those areas. Teachers are also able to send home family letters and informational sheets with the student’s scores. |
| **Describe how your school provides information to families in their native language. What languages do you provide?** | We coordinate with our teachers in an effort to provide information to families in their native tongue. Exit slips are translated, upon request, as well. All parents are shown at our Title 1 meeting how to translate documents on our school website to fit their needs. Translated languages include Spanish, Chinese (Zhongwen), Marshallese, and Vietnamese. |
| **How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?** | Families with disabilities are given a specific survey in an effort to help get them the resources they need for their children as well as notify us how we can help with the barriers that prevent them from access to meetings, workshops, and/or events. |
| **Describe the opportunities families have to participate in their child’s education.** | Families are encouraged to attend our Parent and Family Engagement events, parent trainings, and conferences. They can also arrange meetings through the Title 1 office, at their convenience, to receive support and/or resources for at-home help. Families are always encouraged to participate in Parent Teacher Conferences and reach out to their child’s classroom teacher for specific needs. |
| **Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.** | Our school shares these documents with community members through SAC meetings, they are contained under the Title 1 tab on our school website, and they are also made available by contacting the Title 1 office. |

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** |
| Less jargon, More Grace | Staff will learn how to virtually communicate with families in a way that is both explicit and understandable. Since parents don’t attend school with their children, teachers will be clear and transparent by educating families with the acronyms, words, and phrases that are commonly used within virtual learning environments. | Article shared via email | Audubon staff | 9/8/20-9/18/20 |

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** | Literacy Night  Virtual Math Night  Science “STEAM”Day/ Night | January 28, 2021  5:00-7:00pm  November 10, 2020  Tune in any time  March 24, 2021  5:30-7:00pm | Literacy night will focus on how to incorporate vocabulary and comprehension strategies at home. Our Virtual Math night will involve training on how to use materials that help build Math fluency. STEAM night will focus on how to incorporate Math/Science fun at home through the use of everyday resources. | Reading  Math  Science | Upon request | Math kits  STEAM kits  Handouts  Vocab game | |
| **State Assessments & Achievement Levels** | Iready and Penda scores | January 28, 2021  March 24, 2021 | Parents will be given their child’s Iready Reading and Math scores and will learn how to interpret them. They will be able to see what their child can do and what their next steps are. Parents of students in grades 3-5 will be provided reports through Penda, an online Science program that our school purchased. | Reading  Math  Science  Lowest 25% | Upon request | Score reports | |
| **Technology, FOCUS/LaunchPad** | FOC “US” on Families Hotline | October 30, 2020  8:00am-3:00pm | Parents will learn how to access Focus, upload the app, and view/print interim reports and report cards. Parents can then monitor and discuss their child’s grades on a regular basis in an effort to help their child achieve success. | Math  Reading  Science  Lowest 25% | Upon request | Handouts, upon request | |
| **Transition (Kdg, MS, HS)** | Middle School Transitions  Kindergarten Orientation | Ongoing  April 6, 2021  6:00-7:00pm | Parents will learn about the Kindergarten program and/or Middle School options in an effort to best prepare their child for their future education. | Math  Reading | Upon request | Handouts | |
| **Parent/**  **Teacher Conferences** | Level Up With Literacy | January 28, 2021  5:00-7:00pm | Parents will attend conferences with teachers in an effort to learn ways to best support their child at home with academics and their social emotional well-being. Title 1 and our PBIS coach will be available to share social emotional/behavior ideas and provide resources for families, upon request. | Reading  Math  Science  Lowest 25% | Upon request | Title 1 resources for check-out | |
| **\*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?** | Exit slips will help to determine the effectiveness of our events  Attendance of families at events will help us decide if the day/time offered was successful  Teacher input will be collected to determine overall effectiveness |
| **How will the needs of families be assessed to plan future events?** | Parent surveys  PTO meetings  SAC meetings  Program Evaluation  Exit slips |
| What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc) | Work schedules and transportation- offer flexible times of attendance/meetings can be requested with Title 1 contacts  Offer Facebook Live events for later viewing or recorded Zoom meetings/trainings |
| **How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)** | Some events have stations making it possible for families to arrive later and still benefit from the stations they can participate in  Requests to go over information from missed meetings/workshops can be made through the Title 1 office  Parent input through exit slips regarding the best time for attendance  Meetings are held in conjunction with other events, when possible  Meetings and trainings are provided virtually and recorded for later viewing |
| **How do families who are unable to attend building capacity events receive information from the meetings?** | School website  Peachjar flyers  School’s monthly newsletter  Blackboard messages  Facebook Live- events can be viewed at their convenience  Zoom meetings that are recorded and posted to Audubon’s website |
| **What strategies were used to increase family and community engagement in decision-making?** | A survey was given in May of 2020 to collect input from all stakeholders  An increase in PTO involvement  SAC flyer created to invite all families to attend meetings  Exit slips given at Family Engagement events  Surveys available on the school website and through Peachjar flyers  Mocha Mondays- families can meet with admin on a monthly basis to share in decision-making |