



**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, Stefania Kahler, at extension 48684.

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 Stefania Kahler ext 48684.

School's vision for engaging families:

In partnership with parents, children, school personnel, and community, we at Port Malabar Elementary accept as our mission the development of the total child in an atmosphere that fosters intellectual, social, and emotional growth. This growth will be achieved by providing innovative opportunities for success which will instill pride, responsibility, and positive self-worth. Our commitment to this mission will result in contributing productive citizens in our changing world.

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: 10/28/20



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

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)	3/2-4/1/20; 2/18/20; 5/11/20; 4/21/20; 9/4/20; 9/11/20	Flyers sent to all; Newsletters; School Website; Marque; Paper/online survey sent home to all, BPS Parent Survey	SAC meeting (all stakeholders invited); School Parent Input Surveys sent home and collected (also online version), BPS Parent Survey	Sign-in/Agenda/Minutes from SAC, Paper and online surveys collected
Parent and Family Engagement Plan (PFEP)	3/2-4/1/20; 5/11-5/20/20; 5/16/20; 9/4/20	Flyers sent to all; Newsletters; School Website; Marque; Paper/online survey sent home to all, BPS Parent Survey	SAC meeting (all stakeholders invited); School Parent Input Surveys sent home and collected (also online version), BPS Parent Survey	Sign-in/Agenda/Minutes from SAC, Paper and online surveys collected District Survey results shared by principal
School-Home Compact	9/4/20	Paper and online input form sent to all. Text sent to inform parents of input form.	School Parent Input Survey sent home and collected (online also)	Paper and online surveys collected
Title I Budget & Framework	3/2-4/1/20; 2/18/20; 5/11/20; 4/21/20; 9/4/20; 9/11/20	Invitation Flyers sent to all; Newsletters; School Website; Paper and online input form/survey sent to all	SAC meeting (all stakeholders invited); School Parent Input Surveys sent home and collected (also online version), BPS Parent Survey	Sign-in/Agenda/Minutes from SAC, Paper and online surveys collected
Parent & Family Engagement Funds	3/2-4/1/20; 5/11-5/20/20; 5/16/20; 9/4/20	Invitation Flyers sent to all; Newsletters; School Website; Paper and online input form/survey sent to all	SAC meeting (all stakeholders invited); School Parent Input Surveys sent home and collected (also online version), BPS Parent Survey	Sign-in/Agenda/Minutes from SAC, Paper and online surveys collected

**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	September 22, 2020 at 5:00 pm (virtually)
How are families notified of the meeting?	Flyer, email, school website, text message.



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

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?	Lack of Interest – We will try to encourage families to attend by stressing the importance of the information being shared. Translation Services – In order to increase participation of our ELL students, our ESOL Open House will be conducted prior to our Annual Meeting. The ESOL teacher will then accompany any interested families to our Annual Meeting and provide translation services. Technology – We will try to use the most user-friendly platform for parents to join the meeting via a computer, tablet, smartphone or other device. Parents can also check out a school device, or request to come in to school to view the meeting. Time – We will record the meeting and post it to our website so that families can view the material at their convenience
How will you get feedback from parents and families about the meeting?	Exit slips will be sent electronically (survey monkey), posted on the school website with the recorded meeting, and also backpacked home to students whose parents attended.
How do parents and families who are not able to attend receive information from the meeting?	We will record the meeting and post it to our website so that families can view the material at their convenience. The PowerPoint will also be posted to our school website. Parents will be notified as soon as it is available. Translation services will be offered.

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	Port Malabar has a strong Mentoring and Teacher Induction Program, spear-headed by our Assistant Principal. We also have several Peer Coaches (Reading, Writing, & Math) who work collaboratively with teachers to assist them in improving instruction. High quality professional development opportunities are offered throughout the year during Faculty Meetings, and designated Professional Development Days. The Title I Team and the ESE Team often work together to provide professional development to teachers, as well as parent trainings, to help support our ESE students.
Title III-ESOL	Title I works collaboratively with the Title III program (Language Instruction for English Learners) and staff to address the needs of our English Language Learners and families. Title I staff works with the ESOL staff to ensure documents are translated for families in need of this service. A bilingual teacher is also present at each Family Engagement Event as well as parent conferences to translate as needed.



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

Title IV-Well-Rounded Education/School Safety/Educational Technology	Port Malabar utilizes Title I funds to support Educational Technology by purchasing: student computers & i-Pads, subscriptions for programs like i-Ready, Accelerated Reader, MyOn, BrainPop, and Discovery Streaming.
Title IX-Homeless	Title I partners with Title IX (Homeless) program to assist students in transition by setting up transportation, providing supplies and parent support, and setting up tutoring through the District office.
FDLRS/ESE services	Title I works collaboratively with ESE staff to address the exceptional needs of students and families without duplicating services (IDEA).
Preschool Programs (Head Start/VPK)	Title I works closely with the federally funded Head Start program. The Head Start program provides comprehensive child development services to predominately economically disadvantaged children and families, with a special focus on helping preschoolers develop the early reading and math skills they need to be successful in school. Head Start promotes school readiness by enhancing the social, cognitive, and emotional development of preschool children, through the provision of educational, health, nutritional, social and other services to enrolled children and families.
SAC	A Title I representative sits on Port Malabar's SAC Committee and attends all meetings. SAC Meetings bring an opportunity to share information and collect valuable feedback from staff, parents, and community members.
PTO/PTA	A Title I representative sits on Port Malabar's PTO Committee and attends all meetings. PTO Meetings help us to share information and collect valuable feedback from parents, as well as help to strengthen our Family Engagement Program. Title I and PTO often work together when planning Family Engagement events.
Community Agencies/Business Partners	Title I works closely with our community and with local businesses to help support our Family Engagement efforts. Business partners and community members are always invited, and often attend/support our Family Events.

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.	All members of the Title I team participate in our Title I Annual Meeting where required documents are first shared with families. All Title I required documents are also back-packed home to all families. A Mandatory Notifications Form is completed and signed by the principal verifying each student received the information. As new students enroll, the forms are also sent home via a New Student Packet (digital version also available). Information is also available in the Front Office as well as the monthly school newsletter, school website, school marque, FOCUS Parent Portal, Facebook page, and PeachJar/BPS Mobile App. Blackboard Connect text Messaging is currently the preferred method of communication by our families, based on input from parent surveys.
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 (including ESOL). A copy of the letter and a list of the parents who receive the letter is kept on file as documentation for auditing purposes. A translated copy is sent home to non-English speaking families.



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

	<p>offer ideas and methods to make learning fun, and even gives families fun activities to try that are themed for that particular month. Spanish versions of all of these publications are also sent home to our non-English speaking families, identified by our ESOL Team.</p> <p>Parents are also encouraged to participate in various volunteer opportunities throughout the year. These include: School Advisory Council, PTO, Book Fair, School fundraisers, Vision & Hearing Screenings, Picture Days, Tree Decorating, Field Trip Chaperoning, and volunteering in and around the school. The school also holds various Spirit Nights at local businesses, which help to build community relationships, as well as raise funds for the school.</p> <p>Lastly, Port Malabar hosts many Family Engagement events centered around increasing academic achievement. These events include: Family Math Night, Literacy Night, Science Night, and others that are requested by parents. This year we will host virtual parent training opportunities, both live and recorded and posted to our website. Educational materials are purchased to support these parent engagement events. Parents and students are shown how to use the materials together, and the materials are sent home with the families. This school year, we will be hosting many virtual parent workshops. Materials will be provided to participating families via the eLearner pick up crates, or backpacked home with "brick and mortar" students. Translation services will be provided to the families that will need them. An exit survey is given to participants to complete after each Parent Involvement event. This information, as well as feedback from District and School Parent Surveys is reviewed with the Family Involvement Committee as well as the SAC Committee. As a team, we reflect on the feedback to determine effectiveness and further need. Copies of all surveys/feedback are kept on file by the Title I Coordinator, and referred to throughout the year for further planning.</p>
Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.	<p>The Annual Meeting PowerPoint is available to all parents during our meeting, as well as afterwards on our school website. (Recorded meeting link also available on our website.)</p> <p>Once we have collected input and completed our PFEP (and it has been approved), we create a translated copy and we notify community members of its availability via our school marque, text messages, Facebook, Class Dojo, and newsletter. The PFEP (as well as translated copy) is posted on our website. Parents are notified that paper copies are available upon request.</p> <p>This same process is used to notify parents any time any important Title I information is needing to be disseminated. All community members are invited to attend SAC meetings, regardless of regular membership, in order to receive detailed explanations of items such as our CNA, Framework, and school data.</p>

4. Educate and build the capacity of school staff (administration, teachers, instructional assistants, custodial, front office, etc) on ways in which to work with and engage families effectively as well as the importance of parent and family engagement in increasing student achievement. Explain your plan for this school year.

<u>Topic/Title</u>	<u>How does this help staff build school/family relationships?</u>	<u>Format for Implementation: workshop, book study, presenter, etc.</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
Improving Communication with Parents	Article study with staff on ways we can improve relationships and communication with families, and how we can get them involved in school.	Article Study during Team Meeting	All teachers and staff	November 2020



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

			Guest speaker from feeder Middle School to present to 6 th graders. 7 th Grade Open House hosted by local middle schools.			
Parent/ Teacher Conferences	Parent Conference Nights	11/20; 1/21; 3/21; ongoing scheduled by individual teachers.	Teachers and parents will meet to discuss academic and behavioral needs of students. They will review assessment data, standards, discuss expectations, and create a plan for improvement.	<i>School Improvement Plan Areas of Focus to be supported: Instructional Practice Specifically Relating to Mathematics; Instructional Practice Specifically Relating to English Language Arts; Instructional Practice Specifically Relating to Science; Culture & Environment Specifically Relating to Social Emotional Learning.</i>	Yes	Yes
*College & Career						
*Graduation Requirements & Scholarships						

* Required for secondary schools

How will workshops/events for families be evaluated to determine return on investment?	Exit slips, feedback from teachers, district and school-based surveys, school data showing academic improvement of students
How will the needs of families be assessed to plan future events?	Exit slips, feedback from teachers, district and school-based surveys, school data showing academic improvement of students
What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)	<p>To help support parents during informational meetings, as appropriate, childcare will be provided, so that the parents can focus on receiving the information. In addition, we provide language interpretation for parents as feasible through the use of staff members who speak a language other than English (or Google translate).</p> <p>We coordinate with PTO and Community Members to provide food options, so that meal times do not hinder participation.</p> <p>* With current restrictions in place, most events will be hosted live via Skype, recorded and posted to our school website for parents to view at their convenience. Parents with limited technology will be invited to schedule a time to come in to school to view the presentation on a school device or be given an opportunity to borrow a school device to participate in the workshop. After restrictions are lifted and face-to-face events are allowable, Port Malabar will continue to video and post events on our website for parents who were unable to attend. Translation services will be offered to parents with limited English.</p>



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

How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	<p>Port Malabar will offer a variety of meetings and programs for parents to attend throughout the school year. Activities will be held before, during and after school to meet the needs of our parents (adjusted based on parent feedback). Morning events are held before school, from 7:15-8:00. Parents are invited to eat breakfast with their children while participating in Family Engagement activities. Evening events are usually held from 5:30 - 7:30 pm. Activities and times will be chosen based on the results of our annual needs assessment survey, as well as exit slips completed during every family involvement activity. Parents will also be encouraged to attend any district sponsored parent involvement events, which are scheduled on various days and times.</p> <p>* With current restrictions in place, most events will be hosted live via Skype, recorded and posted to our school website for parents to view at their convenience. Parents with limited technology will be invited to schedule a time to come in to school to view the presentation on a school device or be given an opportunity to borrow a school device to participate in the workshop. After restrictions are lifted and face-to-face events are allowable, Port Malabar will continue to video and post events on our website for parents who were unable to attend. Translation services will be offered to parents with limited English.</p>
How do families who are unable to attend building capacity events receive information from the meetings?	<p>Materials and/or presentations from Title I events will be sent home with parents who request them, but are unable to attend. In addition, PowerPoints, videos, and links to resources are placed on the school website, with notifications of availability sent out to parents. Translation services will be offered to parents with limited English.</p>
What strategies were used to increase family and community engagement in decision-making?	<p>All stakeholders are invited to attend any and all meetings held at Port Malabar. Flyers are sent home to all families. Meeting dates and times are advertised on the school marque, newsletter, text message, email, social media and the school website. Translated invitations are sent out to non-English speaking families as well. For those unable to come to school to participate in decision-making meetings, online and paper copies of surveys are sent home, with questions and opportunities to share feedback and ideas.</p>