



Brevard Public Schools
Office of Title I
2019-2020 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 Stacy Cirino at 321-952-5990, ext. 46236 or crino.stacy@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 Stacy Cirino al 321-952-5990, ext. 46236 o cirino.stacy@brevardschools.org.

School's vision for engaging families: Jupiter Elementary's mission is to reach every child, every day. Our vision is that Jupiter Elementary will challenge our diverse community of learners, and establish a positive and productive school culture, set high expectations for achievement, and encourage independent, self-directed learning. Our goal is to create a school culture where our parents/families feel welcomed, heard, and that their input/feedback is valued. To include creating a friendly school climate when parents/families visit. Jupiter would like to continue in building strong relationships amongst all stakeholders (parents, students, community members, volunteers, faculty, and staff). Our hopes are that all stakeholders are involved in the decision-making processes, which will directly affect not only student achievement but will ensure that we also meet the needs of all students in meeting their social and emotional needs.

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.



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Principal: Shirley Turner

Date: 9/6/19



EVERY TITLE I SCHOOL IN BREVARD COUNTY WILL:

1. Involve families and community members in the design, implementation and evaluation of their Schoolwide Improvement Plan (SWP) 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)	Monthly SAC and PTO meetings Semester 2 nd Cup of Coffee Chats with parents and administration. Annual Title 1 meeting, August 29 th . May 2020 Summer Kick-Off.	School Newsletters, classroom teacher newsletters, Blackboard Connect, email, text and voice, district Peachjar, Jupiter's Principals Facebook page.	Present to parents/families during our Annual Title 1 meeting in regards to School wide plan/framework. Parents will be able to ask questions and able to complete a feedback/input form. The SIP will be shared at our SAC and PTO meetings. Parents/families will be notified through our school newsletter, blackboard connects and Principal Facebook page that they can request copies of our SIP and where it can be located if they want to review it.	We will gather feedback from parents/families by using an exit slip at meetings. Title 1 personnel will be present at our SAC and PTO meetings – agendas and sign-n sheets will be provided to the Title 1 contact. Title 1 Contact will be present at the 2nd Cup of Coffee Chats to obtain verbal feedback.
Parent and Family Engagement Plan (PFEP)	Monthly SAC and PTO meetings Semester 2 nd Cup of Coffee Chats with parents and administration. Annual Title 1 meeting, August 29 th . May 2020 Summer Kick-Off.	School Newsletters, classroom teacher newsletters, Blackboard Connect, email, text and voice, district Peachjar, Jupiter's Principals Facebook page.	PFEP will be shared at our SAC and PTO meetings. Parents/families will be notified through our school newsletter, blackboard connects and Principal Facebook page that they can request copies of our PFEP and where it can be located if they want to review it.	We will gather feedback from parents/families by using an exit slip at meetings. Title 1 personnel will be present at our SAC and PTO meetings – agendas and sign-n sheets will be provided to the Title 1 contact. Title 1 Contact will be present at the 2nd Cup of Coffee Chats to obtain verbal feedback.



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School-Home Compact	Monthly SAC and PTO meetings Semester 2 nd Cup of Coffee Chats with parents and administration. Annual Title 1 meeting, August 29 th . May 2020 Summer Kick-Off.	School Newsletters, classroom teacher newsletters, Blackboard Connect, email, text and voice, district Peachjar, Jupiter's Principals Facebook page.	School-Home Compact form will be reviewed with parents/families during parent/teacher conferences throughout the school year. If a parent is unable to attend, a copy will be sent home with their child via backpack.	We will gather feedback from parents/families by using an exit slip at meetings. Title 1 personnel will be present at our SAC and PTO meetings – agendas and sign-n sheets will be provided to the Title 1 contact. Title 1 Contact will be present at the 2nd Cup of Coffee Chats to obtain verbal feedback.
Title I Budget & Framework	BOY and EOY SAC and PTO meetings Semester 2 nd Cup of Coffee Chats with parents and administration. Annual Title 1 meeting, August 29 th . May 2020 Summer Kick-Off.	School Newsletters, classroom teacher newsletters, Blackboard Connect, email, text and voice, district Peachjar, Jupiter's Principals Facebook page.	The Title 1 budget and framework will be shared at our Annual Title 1 meeting and through our SAC and PTO meetings. We will also review at our 2 nd cup of coffee chats.	Parent/family exit slips.
Parent & Family Engagement Funds	BOY and EOY SAC and PTO meetings Semester 2 nd Cup of Coffee Chats with parents and administration. Annual Title 1 meeting, August 29 th .	School Newsletters, classroom teacher newsletters, Blackboard Connect, email, text and voice, district Peachjar, Jupiter's Principals Facebook page.	Parent & Family Engagement Funds will be shared at our Annual Title 1 meeting and through our SAC and PTO meetings. We will also review at our 2 nd cup of coffee chats.	Parent/family exit slips.



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	May 2020 Summer Kick- Off.		
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**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 29, 2019 at 5:00pm – 5:30pm in the cafeteria.		
How are families notified of the meeting?	Parents are notified through a school wide flyer, individual classroom teacher newsletters, school newsletter, Principal Facebook page, school webpage, marquee, Blackboard Connect email, text, and voice. It is also on the District Peachjar. Students will put it in their student planners. It is also on our school website and marquee.		
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?	Based on the previous school year surveys and exit slips, one of our main barriers that exist is our parent/family work schedules. This particular barrier (work hours) has been an ongoing barrier for Jupiter. However, Jupiter will continue to arrange school meetings at varied times and locations based on the parent/family schedules. Parent/teacher conferences will be scheduled at various times, by phone, or in-home with parents who are unable to attend conferences at school. Parent/family involvement curriculum nights will be scheduled only once per month as parents/families expressed that having multiple family engagement nights hinders them from being able to attend them all. They would prefer having curriculum nights in one night opposed to being spread out, therefore Jupiter will combine some of our curriculum nights into one parent/family curriculum engagement night.		
How will you get feedback from parents and families about the meeting?	Parents will have the opportunity to provide feedback by completing an exit slip at the end of the meeting. Our Title 1 personnel will also be available after the meeting to answer any questions parents/families might have. We will have our exit slips in Spanish for our non-English speakers.		
How do parents and families who are not able to attend receive information from the meeting?	We will notify our parents/ families that the Title 1 PowerPoint of our Annual Title 1 meeting is available on our school website and available in our Title 1 parent binder, which is located in our parent volunteer room in the Administration building, Room 107. We will also communicate that any parent can schedule a meeting with our Title 1 Coordinator to go over all information presented at the meeting.		



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	Jupiter will coordinate and integrate parent and family engagement programs and activities through various means, as well as; teach families how to help their child(ren) at home. Jupiter holds parent/family involvement curriculum nights in both the fall and spring. Each parent involvement curriculum night provides activities and resources for parents/families to utilize at home with their child(ren).
Title III-ESOL	Our ESOL contact works directly with the district ESOL staff to meet the needs of our ELL students. Our ESOL teacher translates documents and translates at meetings when available.
Title IV-Well-Rounded Education/School Safety/Educational Technology	Jupiter teachers, Jupiter Media Specialist, and Jupiter Tech Specialist with the support of the District Office of Education Technology work together to address the needs of students and families. We collaborate to plan and implement appropriate programs, services, and training opportunities for school staff and families, including opportunities to access and utilize FOCUS, parent resource websites, and Jupiter web pages, the FSA on-line Portal (for parent and student resources), Eureka Math K – 5, Big Ideas Math Advanced 1 grade 6, and Science curriculum access. All these can be accessed from home through the student Launchpad. Jupiter Title I staff, the district Title I Parent Involvement Resource Teacher, and Office of Educational Leadership and Professional Development staff work collaboratively to provide school staff with professional development on how to work effectively with parents. Parents/families are notified each time a school emergency drill will be done. After each drill, students watch a safety video provided by the district to review safety procedures and protocol.
Title IX-Homeless	Jupiter families identified as homeless and/or families in transition will be referred to guidance for services such as the Children's Hunger Project, Jupiter Family First Program, Homeless Liaison at the Brevard Schools district office, and/or a list of community resources. For those families who are unable to attend our parent/family involvement curriculum nights due to transportation and displacement Jupiter will send home with those students the materials and resources that were given to families at the curriculum night.
FDLRS/ESE services	FDLRS provides diagnostic and instructional support services to staff members and to families of students with exceptionalities. FDLRS and the district Title I office work collaboratively to implement and evaluate various parent involvement initiatives and training opportunities, such as the annual Parenting In Today's World Conference now called "Parent University", which we encourage our parents to attend. Joint professional development opportunities are provided for staff and training opportunities are offered to parents/families by the Office of Exceptional Educational Education, Title I, and FDLRS.
Preschool Programs (Head Start/VPK)	Head Start parents will be invited to all parent workshops, family nights, curriculum meetings, Kindergarten orientation and parent meetings through newsletters and other media as needed. Parents will also be invited to participate in the Head Start specific parent activities.
SAC	Jupiter will continue to encourage parents/families to attend District Parent Leadership meetings (once a month during the day), School Advisory Committee meetings (once a month afterschool).
PTO/PTA	Jupiter will continue to encourage parents/families to attend Parent Teacher Organization (PTO) meetings (once a month – once in the afternoon).



Community Agencies/Business Partners	Jupiter is in partnership with many businesses within our community. We will have a parent volunteer/partners in education breakfast in September to share our PFEPP, SIP and then in May to gain input in our Comprehensive Needs Assessment. We have three vested local churches that have all partnered with Jupiter to help us meet our academic and social and emotional goals. One local church will be conducting once a semester character education school wide assemblies.
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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.	The Title I Annual Meeting is held at the beginning of the school year to inform parents of our Title I programs, School Report Card Grade, DOE website, personnel, Title 1 resources, school based Parent Resource Center, and curriculum. Documentation of the Title I Annual Meeting is recorded on sign in sheets. Documentation of all required Title I paperwork and how it is given to each family is recorded on the Title I Annual Meeting, August 29, 2019 agenda and sign in sheet. The Title I Jupiter School-Parent-Student Compact is reviewed and given to parents during Parent/teacher Conference Night, November 14, 2019, February 13, 2020 and throughout the year. Title I information and resources is disseminated through the school newsletter, Peachjar, Jupiter Principal's Facebook page and school web-page throughout the school year. Students entering Jupiter after the initial distribution date, parents/families will receive a welcome packet with required district and Title 1 documentation is given and logged on the Title 1 Documentation Distribution form by the front office clerk.
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.	Teachers explain the curriculum within their perspective grade level, the forms of assessment used within that grade level and the achievement levels students are expected to obtain through Open House, parent/teacher conferences and classroom newsletters. FSA assessment levels are also explained through parent/teacher conference nights or meetings, our school newsletter with explanation of reading their student's FSA score sheet. The Title 1 Coordinator is available upon request to meet with parents to explain student FSA score sheets as well.
Describe how your school provides information to families in their native language. What languages do you provide?	Materials will be disseminated in English, Spanish and Haitian-Creole as needed. Translator is available for questions upon request.
How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Continue parent communication through school newsletters, classroom newsletters, FOCUS, Principal's Facebook Page, Jupiter PTO Facebook Page, calendars, letters, cafeteria bulletin board, websites, Blackboard Connects, Peachjar, Parent Information Board, and Marquee.
Describe the opportunities families have to participate in their child's education.	Parents/families will be informed of their child's progress and will be better equipped to assist their child's academic needs through parent/teacher conference nights, as well as those conferences held outside of the regularly scheduled conference nights. Teachers will also provide instructions to parents and families on how to access their students FOCUS account so they can monitor their students' progress on a regular basis.



Describe how your school shares the PFEF, SWP, CNA and other Title I documents with community members.

The school will ensure that the PFEF, SIP, CNA and other Title I documents are shared with community stakeholders through our School Advisory Council, Parent Teacher Organization and posting on our school webpage and Jupiter's Principal's Facebook page that these documents are available to view on our school webpage and/or upon can request a hardcopy will be provided.

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>
Second Step – Social and Emotional Learning	This particular research based program has a school to home connection component. Teachers send out monthly fliers to families informing them of which social-emotional skill they are focusing on and tips they can use at home with their child.	Classroom teachers	All classroom teachers, students and parent/families.	Early PDD – September 2019
Restorative Practices	Restoring communication and respect with students, parents and teachers.	Faculty meetings - restorative practice team	All faculty and staff	Quarterly, once per grading period

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.

<u>Building Capacity of Families to Support Learning at Home</u>				
<u>Topic</u>	<u>Title</u>	<u>Tentative Date/Time</u> Are they flexible?	<u>Adult learning goal: What skill that reinforces student learning at home will families gain during this training?</u>	<u>List the Schoolwide improvement plan (SWP) goal this event directly supports</u>
Curriculum Areas	Campfire curriculum night – Math, English Language Arts, Science and Technology	9/26/2019 5:30 – 7:30	To provide parent/families with strategies and resources to work with their child at home in these curricular areas.	Standards align instruction to increase ELA and math proficiency. Standards instruction in Science.
				Translation provided
				Take home materials provided
				YES

Curriculum Areas	Literacy Night – Book Spooktacular Night	10/24/2019 6:00 – 7:30	Parents/families will learn strategies of how to read with their child at home and how to get their child to read at home.	Standards align instruction to increase ELA proficiency.	Upon Request	YES
Curriculum Area	Literacy Week – Dr. Seuss Night	01/16/2020 6:00 – 7:30	Parents, families and students will celebrate Dr. Seuss and the importance of Literacy.	Standards align instruction to increase ELA proficiency.	Upon Request	YES
Curriculum Area	Summer Kick-Off	05/21/2020 5:30 – 7:30	Parents and students will receive resources and materials in order to avoid the summer academic slide.	Standards align instruction to increase ELA and math proficiency.	Upon Request	YES
State Assessments & Achievement Levels	Annual Title 1 Meeting and Open House	9/19/2019 5:00 – 7:00	Inform parents of the school grade report and their own child's state assessment student score reports in all subjects areas their student was tested in.	Standards align instruction to increase ELA and math proficiency.	Upon request	YES
Technology, FOCUS/LaunchPad	Campfire curriculum night – Math, English Language Arts, Science and Technology	9/26/2019 5:30 – 7:30	Provide parents with student log-in to FOCUS and how their child logs on at home through Launchpad to access their on-line curriculum.	Standards align instruction to increase ELA and math proficiency. Standards instruction in Science.	Upon request	YES
Transition (Kdg, MS, HS)	Kindergarten Orientation Middle School's visit to provide an orientation for students. Parents/families are invited to attend Middle school informational nights.	April 2020	To provide parents/families, "What Your Child is Expected to Learn" and an overall glance in the life of a Kindergartener. To provide parents/families the expectations of middle school and preparing students for the transition from elementary to Middle School.	Standards align instruction to increase ELA and math proficiency.	Upon request	YES
Parent/Teacher Conferences	Parent/teacher conference night	11/14/19 5:30 – 7:30 2/13/2020 5:30 – 7:30 * On-going throughout the school year	To collaborate with parent/families and inform them of their child's progress, to include them providing resources and strategies to work at home with their child. Through parent/teacher conference nights, as well as those conferences held outside of the regularly scheduled conference nights parents will be better equipped to assist their child's academic needs. Teachers will also provide instructions to parents and families on how to access their students FOCUS account so they can monitor their students' progress on a regular basis.	Standards align instruction to increase ELA and math proficiency.	Upon request	YES



**Brevard Public Schools
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2019-2020 Parent and Family Engagement Plan (PFEP)**

*College & Career						
*Graduation Requirements & Scholarships						

* Required for secondary schools

How will workshops/events for families be evaluated to determine return on investment?	At each parent/family workshop and/or event parents/families will be provided with exit slips evaluating our program evaluation.
How will the needs of families be assessed to plan future events?	Review exit slips and parent surveys to analyze and desegregate the data to determine which programs best met the needs of our students. Review if the times and the days of week worked best for our parents/families.
What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc.)	Based on the previous school year surveys, exit slips and attendance one of our main barriers that exist is our parent/family work schedules. This particular barrier (work hours) has been an ongoing barrier for Jupiter. However, Jupiter will continue to arrange school meetings at varied times and locations based on the parent/family schedules. Parent/teacher conferences will be scheduled at various times, by phone, or in-home with parents who are unable to attend conferences at school. Parent/family involvement curriculum nights will be scheduled only once per month as parents/families expressed that having multiple family engagement nights hinders them from being able to attend them all. They would prefer having curriculum nights in one night opposed to being spread out, therefore Jupiter will combine some of our curriculum nights into one parent/family curriculum engagement night. One other barrier is being more consistent in informing parents that materials can be translated if applicable upon request.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Parent/teacher conferences are offered throughout the school year with flexible dates and times for parent/families to attend. Kindergarten orientation is offered once in the morning then again in the evening.



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How do families who are unable to attend building capacity events receive information from the meetings?	Parents will receive information from our parent/family events through newsletters, blackboards, and individual parent/teacher conferences. Parents are able to request the information and/or resources provided at the events/workshops/meetings by asking their child's teacher and/or by contacting the Title 1 Coordinator.
What strategies were used to increase family and community engagement in decision-making?	Jupiter consistently reached out to our stakeholders to attend either our School Advisory Council meetings or our Parent Teacher Organization meetings. Parents/families were provided an exit slip at our end of the year Summer Kick off asking them to provide their feedback and input into our CNA, SIP, PFEPP and Compact form. We also asked them to provide days and times that would be better for them to attend our parent/family engagement events.