



**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 Stefania Kahler at 321-725-0070.*

*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 t 321-725-0070.*

**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: Cindy D. Whalen

Date: 9/17/19



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**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?
<b>Schoolwide Improvement Plan (SWP) Comprehensive Needs Assessment (CNA)</b>	8/20/19; 8/23/19; 9/9/19	Flyers sent to all; Newsletters; School Website; Marque; Paper survey sent home to all	SAC meeting (all stakeholders invited); Data & Donuts Breakfast (all invited); School Parent Input Survey sent home and collected	Sign-in/Agenda/Minutes from SAC and Donuts & Data; Paper surveys collected
<b>Parent and Family Engagement Plan (PFEP)</b>	9/9/19	Flyers sent to all; Newsletters; School Website; Marque; Paper survey sent home to all, BPS Parent Survey	SAC meeting (all stakeholders invited); School Parent Input Survey sent home and collected; 18-19 District Parent Survey	Sign-in/Agenda/Minutes from SAC; Paper surveys collected; District Survey results shared by principal
<b>School-Home Compact</b>	9/17/19; 9/9/19	Flyers sent to all; Newsletters; School Website; Marque; Paper survey sent home to all	SAC meeting (all stakeholders invited); School Parent Input Survey sent home and collected	Sign-in/Agenda/Minutes from SAC; Paper surveys collected
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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.**

<b>Tentative date &amp; time(s) of meeting</b>	September 12, 2019 at 5:00 pm
<b>How are families notified of the meeting?</b>	Flyer, newsletter, text message, school website.
<b>What information is provided at the meeting?</b>	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.





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<b>How are parents and families informed of their rights?</b>	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.
<b>What barriers will you address to encourage parents/families to attend?</b>	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.
<b>How will you get feedback from parents and families about the meeting?</b>	Exit slips will be handed out and collected during the meeting.
<b>How do parents and families who are not able to attend receive information from the meeting?</b>	Immediately following our Annual Meeting, during our school Open House, copies of the PowerPoint and other important Title I documents are printed and available for parents to pick up at the Title I table. 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.**

<b>Title II- Professional Development</b>	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.
<b>Title III-ESOL</b>	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.
<b>Title IV-Well-Rounded Education/School Safety/Educational Technology</b>	Port Malabar utilizes Title I funds to support Educational Technology by purchasing: student computers & i-Pads, as well as subscriptions for programs like i-Ready, Accelerated Reader, MyOn, BrainPop, and Discovery Streaming. We also fund a full time Guidance Counselor who works with students and teachers on building Social-Emotional Skills and bullying prevention.
<b>Title IX-Homeless</b>	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.
<b>FDLRS/ESE services</b>	Title I works collaboratively with ESE staff to address the exceptional needs of students and families without duplicating services (IDEA).
<b>Preschool Programs (Head Start/VPK)</b>	Title I works closely with is 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.



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<b>SAC</b>	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.
<b>PTO/PTA</b>	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.
<b>Community Agencies/Business Partners</b>	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.**

<b>Describe the methods that will be used to ensure meaningful, ongoing communication between home, school and community.</b>	<p>All members of the Title I team participate in our Title I Annual Meeting where required documents are first shared with families.</p> <p>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.</p> <p>Information is also available in the front office as well as the monthly school newsletter, school website, school marque, FOCUS Parent Portal, and PeachJar/BPS Mobile App.</p> <p>Blackboard Connect text Messaging is currently the preferred method of communication by our families, based on input from parent surveys.</p>
<b>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.</b>	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.
<b>Explain how families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</b>	During Open House and during parent conferences, parents will receive detailed information regarding the school curriculum, state standards, academic assessment information, and proficiency levels expected of their child(ren). Student assessment data is shared with parents on an ongoing basis throughout the year during parent conferences and through the use of FOCUS.
<b>Describe how your school provides information to families in their native language. What languages do you provide?</b>	Port Malabar provides, to the extent practical, information to parents in the native language. Teachers and staff who are fluent in other languages are readily available to assist our non-English speaking families. ESOL teachers participate in parent conferences as needed and are available to translate during parent involvement activities. A list of non-English speaking families is kept on file. This list is referenced each time pertinent information is sent home, so that a translated copy is sent as well.
<b>How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b>	Port Malabar also provides special accommodations for parents or students with special needs as requested. The school, to the extent practicable, provides full opportunities for the participation of parents with disabilities and parents of homeless and migratory children.
<b>Describe the opportunities families have to participate in their child's education.</b>	<p>Port Malabar implements a variety of activities that build strong parental and community involvement. All of our activities and/or materials are designed to help parents and community members work with their student to improve their student's academic achievements.</p> <p>Our families are first invited to attend our annual <u>Volunteer Breakfast and Orientation</u>. At this meeting, parents and community members receive information of various opportunities to be involved with the school. They are also shown basic teaching strategies they can use when volunteering in the classrooms to help increase students' academic achievement.</p>





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	<p>Early in the school year, we hold <u>Open House</u> along with our <u>Title I Annual Meeting</u>. Throughout the night, parents receive information such as grade level standards and other resources to stay informed and assist them in promoting student academic achievement. We have a table set with additional Title I information, as well as a display of educational resources available to parents for check-out.</p> <p>Our computer lab is available during our Open House, as well as before and after school, for parents to sign up for and learn how to use FOCUS to communicate with teachers and check their student's academic progress. They are also shown how to access the <u>district and school's website</u>. By staying informed, parents are able to quickly assess where their child might need more academic support. Links on our school website allow parents access to information of how to help their child and which staff members at the school can help with materials if needed.</p> <p>If materials are needed, we offer an ongoing <u>parent resource center</u>. The resource center is open during school hours. Parents may also call the school and have resources sent home with the child, in case transportation is an issue. The center is located in the Title I coordinator's office so that parents have someone available to help with deciding which materials would best be suited for their needs. Materials include academic games, parenting books, and instructional materials for subjects across the curriculum in all grade levels. The variety of materials allows parents to meet their child's academic needs at any level for greater success in the classroom. Based on parent feedback, we have purchased more flashcards and educational "workbook" style materials for parents to use. Parents have also asked for more board games that teach skills. We are currently looking for quality materials to purchase and have available for check-out.</p> <p>In efforts to provide families with ongoing academic support and parenting tips, Port Malabar sends home a variety of publications monthly. One of those publications is our <u>School Tips newsletter</u> which is distributed school-wide. These publications help insure academic success by giving parents strategies for healthy transitions between school and home, 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 &amp; 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, Donuts &amp; Data, Science Night, and Take Your Dad to School Day. 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>
<b>Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.</b>	<p>The Annual Meeting PowerPoint is available to all parents during our meeting, as well as afterwards on our school website.</p> <p>Once we have collected input and completed our PFEP (and it has been approved), we notify community members of its availability via our school marquee, text messages, and newsletter. The PFEP is posted on our website. Parents are notified that paper copies and translated versions 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.



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<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>
Engaging Families from High Poverty	Strategies will be shared with staff on ways we can improve relationships with families from high poverty, and how we can get them involved in school.	Workshop	All teachers & Staff	October 2019
Mentoring Program	New teachers will receive training on building relationships with families, utilizing FOCUS efficiently to keep parents informed, and using homework effectively.	Meetings with mentors/AP	0-3 year Teachers	8/19 – 5/20

**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.

<b>Building Capacity of Families to Support Learning at Home</b>						
<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>	<u>Translation provided</u>	<u>Take home materials provided</u>
Curriculum Areas	Literacy Night Math Night Science Night	4/2020 11/2019	Families will participate in educational activities that will teach strategies to use in the home to support student achievement. Materials will be provided.	<i>Port Malabar Elementary will improve student learning and increase student achievement in all grade levels. This will be accomplished by implementing research-based instructional practices and increasing student engagement while ensuring a safe and secure learning environment.</i>	Yes	Yes
State Assessments & Achievement Levels	Donuts & Data	8/23/19	Parents will be provided with state assessment data for their students, along with a detailed explanation of the data.	<i>Port Malabar Elementary will improve student learning and increase student achievement in all grade levels. This will be accomplished by implementing research-based instructional practices and increasing student engagement while ensuring a safe and secure learning environment.</i>	Yes	Yes
Technology, FOCUS/LaunchPad	FOCUS for PARENTS	9/12/19	In order to improve communication and help parents have access to school information and student data, families will be given a tutorial on how to access FOCUS/Launchpad/School Website.	<i>Port Malabar Elementary will improve student learning and increase student achievement in all grade levels. This will be accomplished by implementing research-based instructional practices and increasing student engagement while</i>	Yes	No





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				<i>ensuring a safe and secure learning environment.</i>		
<b>Transition (Kdg, MS, HS)</b>	Kindergarten Round Up Middle School Info	4/2020	Port Malabar will invite all area VPK, preschool programs and families with incoming Kindergarten students to familiarize themselves with the school and meet teachers and staff to assist with transition into Kindergarten. Guest speaker from feeder Middle School to present to 6 <sup>th</sup> graders. 7 <sup>th</sup> Grade Open House hosted by local middle schools.	<i>Port Malabar Elementary will improve student learning and increase student achievement in all grade levels. This will be accomplished by implementing research-based instructional practices and increasing student engagement while ensuring a safe and secure learning environment.</i>	Yes	Yes
<b>Parent/Teacher Conferences</b>	Parent Conference Nights	10/24 & 1/30	Teachers and parents will meet to discuss academic and behavioral needs of students. They will review standards, discuss expectations, and create a plan for improvement.	<i>Port Malabar Elementary will improve student learning and increase student achievement in all grade levels. This will be accomplished by implementing research-based instructional practices and increasing student engagement while ensuring a safe and secure learning environment.</i>	Yes	Yes
<b>*College &amp; Career</b>						
<b>*Graduation Requirements &amp; Scholarships</b>						

\* Required for secondary schools

<b>How will workshops/events for families be evaluated to determine return on investment?</b>	Exit slips, feedback from teachers, district and school-based surveys, school data showing academic improvement of students
<b>How will the needs of families be assessed to plan future events?</b>	Exit slips, District & school-based parent surveys, feedback from teachers, PFEP planning meetings, school data showing academic improvement of students



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<b>What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)</b>	<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>
<b>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</b>	<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>
<b>How do families who are unable to attend building capacity events receive information from the meetings?</b>	<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.</p>
<b>What strategies were used to increase family and community engagement in decision-making?</b>	<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, and 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, paper copies of surveys are sent home, with questions and opportunities to share feedback and ideas.</p>





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Principal: \_\_\_\_\_

Date: \_\_\_\_\_



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<b>What barriers will you address to encourage parents/families to attend?</b>	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.
<b>How will you get feedback from parents and families about the meeting?</b>	Exit slips will be handed out and collected during the meeting.
<b>How do parents and families who are not able to attend receive information from the meeting?</b>	Immediately following our Annual Meeting, during our school Open House, copies of the PowerPoint and other important Title I documents are printed and available for parents to pick up at the Title I table. 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.**

<b>Title II- Professional Development</b>	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.
<b>Title III-ESOL</b>	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.
<b>Title IV-Well-Rounded Education/School Safety/Educational Technology</b>	Port Malabar utilizes Title I funds to support Educational Technology by purchasing: student computers & i-Pads, as well as subscriptions for programs like i-Ready, Accelerated Reader, MyOn, BrainPop, and Discovery Streaming. We also fund a full time Guidance Counselor who works with students and teachers on building Social-Emotional Skills and bullying prevention.
<b>Title IX-Homeless</b>	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.
<b>FDLRS/ESE services</b>	Title I works collaboratively with ESE staff to address the exceptional needs of students and families without duplicating services (IDEA).
<b>Preschool Programs (Head Start/VPK)</b>	Title I works closely with is 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.



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<b>SAC</b>	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.
<b>PTO/PTA</b>	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.
<b>Community Agencies/Business Partners</b>	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.**

<b>Describe the methods that will be used to ensure meaningful, ongoing communication between home, school and community.</b>	<p>All members of the Title I team participate in our Title I Annual Meeting where required documents are first shared with families.</p> <p>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.</p> <p>Information is also available in the front office as well as the monthly school newsletter, school website, school marque, FOCUS Parent Portal, and PeachJar/BPS Mobile App.</p> <p>Blackboard Connect text Messaging is currently the preferred method of communication by our families, based on input from parent surveys.</p>
<b>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.</b>	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.
<b>Explain how families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</b>	During Open House and during parent conferences, parents will receive detailed information regarding the school curriculum, state standards, academic assessment information, and proficiency levels expected of their child(ren). Student assessment data is shared with parents on an ongoing basis throughout the year during parent conferences and through the use of FOCUS.
<b>Describe how your school provides information to families in their native language. What languages do you provide?</b>	Port Malabar provides, to the extent practical, information to parents in the native language. Teachers and staff who are fluent in other languages are readily available to assist our non-English speaking families. ESOL teachers participate in parent conferences as needed and are available to translate during parent involvement activities. A list of non-English speaking families is kept on file. This list is referenced each time pertinent information is sent home, so that a translated copy is sent as well.
<b>How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b>	Port Malabar also provides special accommodations for parents or students with special needs as requested. The school, to the extent practicable, provides full opportunities for the participation of parents with disabilities and parents of homeless and migratory children.
<b>Describe the opportunities families have to participate in their child's education.</b>	<p>Port Malabar implements a variety of activities that build strong parental and community involvement. All of our activities and/or materials are designed to help parents and community members work with their student to improve their student's academic achievements.</p> <p>Our families are first invited to attend our annual <u>Volunteer Breakfast and Orientation</u>. At this meeting, parents and community members receive information of various opportunities to be involved with the school. They are also shown basic teaching strategies they can use when volunteering in the classrooms to help increase students' academic achievement.</p>





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	<p>Early in the school year, we hold <u>Open House</u> along with our <u>Title I Annual Meeting</u>. Throughout the night, parents receive information such as grade level standards and other resources to stay informed and assist them in promoting student academic achievement. We have a table set with additional Title I information, as well as a display of educational resources available to parents for check-out.</p> <p>Our computer lab is available during our Open House, as well as before and after school, for parents to sign up for and learn how to use FOCUS to communicate with teachers and check their student's academic progress. They are also shown how to access the <u>district and school's website</u>. By staying informed, parents are able to quickly assess where their child might need more academic support. Links on our school website allow parents access to information of how to help their child and which staff members at the school can help with materials if needed.</p> <p>If materials are needed, we offer an ongoing <u>parent resource center</u>. The resource center is open during school hours. Parents may also call the school and have resources sent home with the child, in case transportation is an issue. The center is located in the Title I coordinator's office so that parents have someone available to help with deciding which materials would best be suited for their needs. Materials include academic games, parenting books, and instructional materials for subjects across the curriculum in all grade levels. The variety of materials allows parents to meet their child's academic needs at any level for greater success in the classroom. Based on parent feedback, we have purchased more flashcards and educational "workbook" style materials for parents to use. Parents have also asked for more board games that teach skills. We are currently looking for quality materials to purchase and have available for check-out.</p> <p>In efforts to provide families with ongoing academic support and parenting tips, Port Malabar sends home a variety of publications monthly. One of those publications is our <u>School Tips newsletter</u> which is distributed school-wide. These publications help insure academic success by giving parents strategies for healthy transitions between school and home, 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 &amp; 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, Donuts &amp; Data, Science Night, and Take Your Dad to School Day. 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>
<b>Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.</b>	<p>The Annual Meeting PowerPoint is available to all parents during our meeting, as well as afterwards on our school website.</p> <p>Once we have collected input and completed our PFEP (and it has been approved), we notify community members of its availability via our school marque, text messages, and newsletter. The PFEP is posted on our website. Parents are notified that paper copies and translated versions 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.



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<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>
Engaging Families from High Poverty	Strategies will be shared with staff on ways we can improve relationships with families from high poverty, and how we can get them involved in school.	Workshop	All teachers & Staff	October 2019
Mentoring Program	New teachers will receive training on building relationships with families, utilizing FOCUS efficiently to keep parents informed, and using homework effectively.	Meetings with mentors/AP	0-3 year Teachers	8/19 – 5/20

**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.

<b>Building Capacity of Families to Support Learning at Home</b>						
<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>	<u>Translation provided</u>	<u>Take home materials provided</u>
<b>Curriculum Areas</b>	Literacy Night Math Night Science Night	4/2020 11/2019	Families will participate in educational activities that will teach strategies to use in the home to support student achievement. Materials will be provided.	<i>Port Malabar Elementary will improve student learning and increase student achievement in all grade levels. This will be accomplished by implementing research-based instructional practices and increasing student engagement while ensuring a safe and secure learning environment.</i>	Yes	Yes
<b>State Assessments &amp; Achievement Levels</b>	Donuts & Data	8/23/19	Parents will be provided with state assessment data for their students, along with a detailed explanation of the data.	<i>Port Malabar Elementary will improve student learning and increase student achievement in all grade levels. This will be accomplished by implementing research-based instructional practices and increasing student engagement while ensuring a safe and secure learning environment.</i>	Yes	Yes
<b>Technology, FOCUS/LaunchPad</b>	FOCUS for PARENTS	9/12/19	In order to improve communication and help parents have access to school information and student data, families will be given a tutorial on how to access FOCUS/Launchpad/School Website.	<i>Port Malabar Elementary will improve student learning and increase student achievement in all grade levels. This will be accomplished by implementing research-based instructional practices and increasing student engagement while</i>	Yes	No





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				<i>ensuring a safe and secure learning environment.</i>		
<b>Transition (Kdg, MS, HS)</b>	Kindergarten Round Up Middle School Info	4/2020	Port Malabar will invite all area VPK, preschool programs and families with incoming Kindergarten students to familiarize themselves with the school and meet teachers and staff to assist with transition into Kindergarten. Guest speaker from feeder Middle School to present to 6 <sup>th</sup> graders. 7 <sup>th</sup> Grade Open House hosted by local middle schools.	<i>Port Malabar Elementary will improve student learning and increase student achievement in all grade levels. This will be accomplished by implementing research-based instructional practices and increasing student engagement while ensuring a safe and secure learning environment.</i>	Yes	Yes
<b>Parent/ Teacher Conferences</b>	Parent Conference Nights	10/24 & 1/30	Teachers and parents will meet to discuss academic and behavioral needs of students. They will review standards, discuss expectations, and create a plan for improvement.	<i>Port Malabar Elementary will improve student learning and increase student achievement in all grade levels. This will be accomplished by implementing research-based instructional practices and increasing student engagement while ensuring a safe and secure learning environment.</i>	Yes	Yes
<b>*College &amp; Career</b>						
<b>*Graduation Requirements &amp; Scholarships</b>						

\* Required for secondary schools

<b>How will workshops/events for families be evaluated to determine return on investment?</b>	Exit slips, feedback from teachers, district and school-based surveys, school data showing academic improvement of students
<b>How will the needs of families be assessed to plan future events?</b>	Exit slips, District & school-based parent surveys, feedback from teachers, PFEP planning meetings, school data showing academic improvement of students



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<b>What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)</b>	<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>
<b>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</b>	<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>
<b>How do families who are unable to attend building capacity events receive information from the meetings?</b>	<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.</p>
<b>What strategies were used to increase family and community engagement in decision-making?</b>	<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, and 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, paper copies of surveys are sent home, with questions and opportunities to share feedback and ideas.</p>