



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, Amy Rodriguez

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 Amy Rodriguez.

School's vision for engaging families:

At Royal Palm we make every effort to develop a strong parent/teacher connection that creates an active partnership to reinforce the school/home connection. We believe this relationship serves as the foundation for a child's educational career.

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:

Shannon Shupe

Date: 9/20/2019

Shannon Shupe
10/16/19



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)	9/18/2019 (survey) 6/12/2019 (board meeting)	Sent survey via email to parents and board members to gather input Board members had the opportunity, during the meeting, to discuss school needs and areas of focus	Parents, teachers, and school board members were sent a survey to gather input for Schoolwide Improvement Plan after areas of focus were identified from Comprehensive Needs Assessment. School Board members are comprised of parents as well as community members.	Survey responses, Board meeting minutes
Parent and Family Engagement Plan (PFEP)	9/18/2019	Sent survey via email to parents	Parents and community members were sent a survey to gather input for Parent and Family Engagement Plan	Survey responses
School-Home Compact	9/6/2019	Notification of Compact in September Newsletter which went home via email and backpack	Parents were surveyed to gather input as to where they felt the areas of needs were and what strategies/tools they needed in order to help their children improve	September Newsletter, Survey results
Title I Budget & Framework	6/12/2019 (board meeting) 7/22/2019 (admin meeting)	Board meeting dates and times are posted on our school website	Parents and community members are always invited to attend our board meetings. They are allowed time during the meeting to ask questions and provide input	Board meeting minutes
Parent & Family Engagement Funds	9/18/2019	Survey was sent to parents via email	In order to ensure they could provide input, parents were sent a survey to gather opinions about parent and family engagement funds	Survey responses

**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	October 9, 2019 @ 3:30 pm
How are families notified of the meeting?	Parents are notified of the annual Title 1 program meeting via a flyer that is sent home describing the event. We also list the meeting date and time on our school newsletter. In their weekly emails to parents, teachers also remind parents of the upcoming meetings, in particular Title 1 meetings.
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.



Brevard Public Schools
Office of Title I
2019-2020 Parent and Family Engagement Plan (PFEF)

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?	The most common barriers identified include the following: parent work schedules, language barriers, and lack of child care. Our school will take steps to overcome these barriers and design "student-friendly" meetings and/or activities and offer child care for children of parents who attend meetings. We will also offer translations during meetings when feasible. In addition, we will schedule events during different days and times to best meet the needs of working parents and provide adequate notice of upcoming events.
How will you get feedback from parents and families about the meeting?	Our school will get feedback from parent and families through surveys and exit slips conducted at the end of the meeting.
How do parents and families who are not able to attend receive information from the meeting?	Parents and families who are not able to attend the meeting receive information from the meeting via a "Title 1 summary email". Parents and family members who were not able to attend the meeting can review the email and ask the Title 1 Contact any questions they may have. Our goal is to also provide Skype or Facebook Live meetings so parents who cannot physically attend the meeting, may be able to do so via a computer or social media platforms.

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	Royal Palm's Title 1 staff, the district Title 1 Parent and Family Engagement Resource Teacher, and the Office of Educational Leadership and Professional Development staff work collaboratively to provide school staff with professional development on working effectively with parents.
Title III-ESOL	Our district ESOL contact works directly with the district ESOL staff to address the needs of English Language Learners and their families. Training opportunities are offered to staff and families of ELL students, without duplicating of services. We also have the ability to have county ESOL personnel translate documents and translate at meetings, if feasible.
Title IV-Well-Rounded Education/School Safety/Educational Technology	Royal Palm opted not to individualize Title IV plans and will be following the district Title IV initiatives.
Title IX-Homeless	Any Royal Palm students identified as homeless are eligible for services paid for by district Title 1 funds. This includes services to pay for tutoring, if the student demonstrates academic deficiencies. In addition, there are funds available to pay for uniforms, school supplies, and field trips.
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 1 office work collaboratively to implement and evaluate various parent and family engagement initiatives and training opportunities, such as Parenting in Today's World Conference which we encourage parents to attend each year. Our school's Exceptional Education Resource Teachers also attend trainings and professional development as student needs arise.
Preschool Programs (Head Start/VPK)	N/A
SAC	N/A



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PTO/PTA	To encourage parents to participate in our PTO, we set up a table at our Meet the Teacher day and our annual Title 1 meeting. Our PTO provides input into the development, implementation, and evaluation of the school Title 1 Plan, School Improvement Plan, as well as Comprehensive Needs Assessment. Members of the PTO will serve as liaisons between the administration and other parents. In addition, our PTO will use the following information and feedback to evaluate the Parent and Family Engagement Plan: school survey results, Title 1 district survey results, and needs/recommendations gathered at family involvement activities. Strategies to increase family and community engagement in the decision making process include reaching out in a variety of ways. We gather feedback during all parent engagement events and activities. Our staff and PTO members promote the completion of all BPS surveys as well as school surveys through the school social media page and monthly schoolwide newsletter.
Community Agencies/Business Partners	This year we will have a Business and Volunteer Coordinator who will build relationships with community members and encourage feedback and input. With the continuous promotion of our PTO meetings, and requests for feedback and input, we consistently provide families and community members with multiple opportunities to be involved in the decision making process within our school.

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.	At Royal Palm we send home a monthly schoolwide newsletter to ensure meaningful and ongoing communication between home, school, and community. Through this newsletter, parents receive information about assisting their children in academic achievement and family involvement activities in which they may participate. Royal Palm also hosts an annual Meet the Teacher day and Parent Conference week, each semester, to keep parents informed about curriculum and strategies to assist them in promoting academic success. Lastly, Royal Palm will also offer various grade level Curriculum Nights. During these nights parents will learn about math, reading, and science strategies, educational technology resources, and MTSS information.
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.	Parents and families are provided information regarding the curriculum, achievement levels, and progress monitoring and assessments in various ways. During our Meet the Teacher day parents are introduced to the curriculum and are encouraged to ask questions about the curriculum. For students in Tier 2 and Tier 3 (MTSS process), these parents are invited to monthly meetings to discuss their student's progress and assist in making educational decisions for their children.
Describe how your school provides information to families in their native language. What languages do you provide?	Royal Palm strives to provide information to families in their native language. We offer translation services into Spanish. However, if we have families who speak other languages, other than Spanish, we obtain direction and assistance from the district ESOL staff.
How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	We consider the needs of our families with disabilities when planning meetings, workshops and events. Parents in need of special services are accommodated as such.
Describe the opportunities families have to participate in their child's education.	Families have many opportunities to participate in their child's education. Parents are invited to various Curriculum Nights as well as Parent/Teacher conferences each semester.
Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.	Royal Palm shares Title 1 documents in various ways. The main way parents are notified of documents is through an announcement in the monthly newsletter. Parents are also sent information via emails. Hard copies are always available for them in the front office.



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

<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>
Leader in Me – 7 Habits of Highly Effective Families	The school staff will help facilitate conversations between school staff, families, and children. Learning the habits of effective families will assist families in becoming more goal oriented and assist them in becoming more structured and involved in every aspect of their lives, including their child's education.	Book study	All parents and school staff	Fall 2019 – Kickoff meeting November 2019
Best Practices in Parent Communication	Teachers will understand best practices in how to communicate effectively with parents.	Training workshop	Teachers	Fall 2019 – July 2019 – Welcome Back training

5. Provide assistance, training, workshops, events, and/or meetings for families to help them understand the education system, curriculum, standards, state assessments and achievement levels.

- Offer workshops, events and/or meetings at flexible dates/times. (i.e. morning, evening, lunch, Saturdays).
- Provide information to families in a timely manner and in an easy to read format.
- The pre-populated topics are required for ALL schools; schools may add additional topics, as needed, based on family feedback collected.

Building Capacity of Families to Support Learning at Home						
Topic	Title	Tentative Date/Time Are they flexible?	Adult learning goal: What skill that reinforces student learning at home will families gain during this training?	List the Schoolwide improvement plan (SWP) goal this event <u>directly</u> supports	Translation provided	Take home materials provided
Curriculum Areas	Eureka Math Night (8/8)	8/8/19 , 6 pm,	Parents will learn math and science strategies to help engage their children and increase their academic vocabulary which will, in turn, increase student academic success.	Reading – The school will see an overall increase of 5% proficiency in grades 4 th – 8 th .	yes	yes
	Science Fair Night (7/24)	7/24/19, 6 pm,	Parents will be able to learn how to utilize our online reading website to help their children read and develop their reading fluency and comprehension skills	Science – Students will increase science scores by 5%		
	Grade Level Eureka Math (11/19)	11/14/19, 8 am and 6 pm		Math – Students will increase math scores by 5% at all targeted grade levels and subgroups		
	Reading Book Fair (9/19)	9/10/19, 6 pm				
State Assessments & Achievement Levels	FSA Achievement Results	8/6/19, 8 am	Parents will be able to understand how to read and interpret their child's FSA score report. Specific strategies for improvement will be shared.	Reading – The school will see an overall increase of 5% proficiency in grades 4 th – 8 th . Science – Students will increase science scores by 5% Math – Students will increase math scores by 5% at all targeted grade levels and subgroups	Yes	Yes



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Technology, RenWeb online system	Open House	7/13/19, 9:00 a.m. – 11:00	Parents will learn how to navigate our online system, Renweb, to access lesson plans, grades, attendance, lunch menus, and payment information. In addition, parents will learn about the online resources available for students to practice reading and math skills at home.	Reading – The school will see an overall increase of 5% proficiency in grades 4 th – 8 th . Math – Students will increase math scores by 5% at all targeted grade levels and subgroups Attendance – The school will decrease the number of students that have less than 90% attendance rate to 15%.	yes	yes	yes
Transition (Kdg, MS, HS)	Success Night - Transition 8 th Grade to High School	3/12/20, 6 pm 3/10/20 8 am	Parents will learn how to effectively help their children transition into the next grade levels. Parents and students will learn what to expect as they transition into high school. Parents and students will also learn about requirements needed for smooth transition into high school.	Reading – The school will see an overall increase of 5% proficiency in grades 4 th – 8 th . Science – Students will increase science scores by 5% Math – Students will increase math scores by 5% at all targeted grade levels and subgroups	Yes	Yes	Yes
Parent/ Teacher Conferences	Parent Teacher Conference Night	10/16/19, 3 - 6 pm, 11/22/20, 3 - 5 pm	Parents will learn specific strategies to help their children with academic achievement in the areas of reading and math. If attendance is a concern, a plan will be made to address the concerns and remedy the attendance issues.	Reading – The school will see an overall increase of 5% proficiency in grades 4 th – 8 th . Science – Students will increase science scores by 5% Math – Students will increase math scores by 5% at all targeted grade levels and subgroups	No	Yes	No
*College & Career	N/A						
*Graduation Requirements & Scholarships	N/A						

* Required for secondary schools

How will workshops/events for families be evaluated to determine return on investment?	Workshop and events for families will be evaluated to determine return on investment through the use of exit slips and surveys. The exit slips and surveys will help us determine effectiveness of the event and help us plan for future events based on continued parent needs.
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How will the needs of families be assessed to plan future events?	The needs of families will be assessed through the use of surveys. At the beginning of the year we will survey the parents to determine what their overall needs are so we can adequately plan to meet their diverse needs. As we plan and promote workshops and events, we will adjust future events based on feedback we receive.
What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)	The most common barriers identified include the following: parent work schedules, language barriers, and lack of child care. Our school will take steps to overcome these barriers and design "student-friendly" meetings and/or activities and offer child care for children of parents who attend meetings. We will also offer translations during meetings when feasible. In addition, we will schedule events during different days and times to best meet the needs of working parents and provide adequate notice of upcoming events.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	The dates and times for the meetings, events, and workshops are flexible. For example, after receiving surveys last school year, we now alternate PTO meeting times each month. One month a meeting is at 3 pm and the next, the meeting is at 6 pm. This gives parents a variety of times in which to attend PTO meetings. In addition, after receiving survey results, we are going to be offering Skype meetings or meetings help via Facebook live. This will give parents who work opportunity to attend the meeting without having to physically be on campus.
How do families who are unable to attend building capacity events receive information from the meetings?	Families who are unable to attend building capacity events will receive information as it is feasible. If parents were unable to attend, they will be sent a follow-up email with any handouts we distributed attached to the email. Parents will also be given the name of the Title 1 contact or workshop/event chairperson, in case they have any questions or require clarification.
What strategies were used to increase family and community engagement in decision-making?	Royal Palm uses various strategies to increase family and community engagement in decision-making. Among these strategies are surveying parents to make it easier for them to provide input into our decision-making process. In an effort to involve families and community members, all meeting dates and times are posted on our social media page, emailed, as well as sent home to parents via the students.