



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 Michelle Hume at 321-723-1055 or by e-mail hume.michelle@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 Michelle Hume al 321-723-1055 o por correo electrónico hume.michelle@brevardschools.org

School's vision for engaging families:

Palm Bay Elementary's mission is to empower our diverse community to lead and learn. We believe that the involvement of family and community is essential to fulfilling our mission. Palm Bay Elementary's vision is to be the first choice for innovative leaders and learners. We will involve families and the community in decision-making and school wide planning efforts, through meetings and surveys throughout the year. The feedback provided will help us create a successful learning environment and a positive school culture for our students and 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: 288 Date: 9/29/19



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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?
Schoolwide Improvement Plan (SWP)	April 2018 May 2018 August 2019	Flyers, Blackboard, School newsletter, Facebook and marquee Surveys	Meetings Surveys	Sign-in sheet, agenda, minutes Surveys
Comprehensive Needs Assessment (CNA)				
Parent and Family Engagement Plan (PFEP)	May 2018 August 2019 Event Surveys SY1920	Flyers, Blackboard, School newsletter, Facebook and marquee Surveys given at the end of events	Meetings, Surveys	Sign-in sheet, agenda, minutes, surveys
School-Home Compact	May 2018 August 2019 APTT Surveys	Flyers, Blackboard, School newsletter, Facebook and marquee Survey	Meetings, Surveys	Sign-in sheet, agenda, minutes, surveys
Title I Budget & Framework	May 2018 September 2019	Flyers, Blackboard, School newsletter, Facebook and marquee Survey	Meetings, Surveys	Sign-in sheet, agenda, minutes, surveys
Parent & Family Engagement Funds	May 2018 August 2019 Various events	Flyers, Blackboard, School newsletter, Facebook and marquee Surveys	Meetings, Surveys	Sign-in sheet, agenda, minutes, surveys

**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
How are families notified of the meeting?	Flyer, Blackboard and marquee



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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?	Palm Bay Elementary will provide daycare for APTT nights. These are parent nights in which they are participating in student and class data and ways to help their child at home. Offering events and meetings on a variety of nights. Translation for the event as requested.
How will you get feedback from parents and families about the meeting?	Exit tickets are completed and collected at the end of each event. The feedback is used to make our Family Engagement Plan stronger. Also, we use information gathered through the Brevard schools survey and our own school survey to improve our program.
How do parents and families who are not able to attend receive information from the meeting?	Meeting minutes from our SAC meetings are available at the next meeting for review. Our Annual Meeting PowerPoint is uploaded to the school website for viewing.

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	Several of our teachers have attended Eureka (math) training and Guided Reading training which have a component on how to support families.
Title III-ESOL	Our ESOL Instructional Assistant and several other staff members assist with translation for our families.
Title IV-Well-Rounded Education/School Safety/Educational Technology	Palm Bay Elementary has an MTSS Instructional Assistant that supports our IPST process with giving families more support with their child who is struggling.
Title IX-Homeless	Students that are in-transition are provided transportation to and from school. School social workers/guidance counselors connect these families with services in the community. Tutoring is also provided to students that show they are struggling in their academics.



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FDLRS/ESE services	Palm Bay Elementary is an inclusion school where our students with disabilities receive instruction with their peers. We encourage all of our families to participate in all school activities including parent nights and SAC meetings.
Preschool Programs (Head Start/VPK)	Head Start Pre-K is part of the Palm Bay Elementary Community. In addition to offering the free Pre-K to families. We encourage them to attend parent involvement nights and offer a Kindergarten Orientation to help transition the pre-K families to Kindergarten.
SAC	Our SAC committee meets every Monday at 5pm. All families are invited to attend.
PTO/PTA	We currently do not have a PTO/PTA. However, we do have parents/grandparents that volunteer in our school on a regular basis.
Community Agencies/Business Partners	There are many business partners that are active in our school community. Some are mentors to our students while others provide refreshments for some of our events or supplies for our students.

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.	A monthly school newsletter goes home highlighting great things going on at Palm Bay Elementary along with upcoming events. Flyers and Blackboard messages are sent home to advertise specific upcoming events. Facebook shows the great things Palm Bay is doing in the community. We also host APTT or Academic Parent Teacher Team meetings that discuss data and give materials for families to use at home. These occur 3 x a year. At the classroom level many teachers have a weekly newsletter and/or folder to go home to families. The upper grades have planners that are written in daily.
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 are provided information regarding the curriculum, achievement levels, and progress monitoring and assessments at our Title I Annual meeting, school newsletter and during parent conferences.
Describe how your school provides information to families in their native language. What languages do you provide?	Currently Palm Bay Elementary has families that speak Spanish, Portuguese, Polish, Creole and Arabic. We are providing flyers and newsletters in their native languages using Google Translate. Translation for events are provided upon request.
How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	All families are invited to participate in meetings, workshops and/or events. Reasonable accommodations are made to allow families to participate such as wheelchair access.

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Describe the opportunities families have to participate in their child's education.	Families are encouraged to become a volunteer in our school so they can work in the classroom or attend fieldtrips. We offer a Math and Literacy Night, Academic Parent Teacher Team meetings, and a Parent Resource Room for parents to check out materials for their child to use at home.
Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.	Palm Bay Elementary advertises through the school newsletter and Blackboard when meetings will be held or when surveys are available for families to give input. We hold meetings throughout the year where we discuss the Parent Engagement Plan and the School Improvement Plan and revise them as needed. The plans are then approved by the district and we post them to the school website and offer copies and translations.

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>
Becoming a Volunteer	Having parents support classrooms and go on fieldtrips with students shows that school is important to students.	PowerPoint	Staff/Families	October 2019
APTT trainings	The program is designed to help teachers use data to show families how their child is doing in school. Then it gives families materials to use at home.	PowerPoint and hands on materials	Staff	Sept 25, 2019 Dec 11, 2019 Feb 26, 2019

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						
<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 <u>directly</u> supports</u>	<u>Translation provided</u>	<u>Take home materials provided</u>
Curriculum Areas	Math Game Night	11/05/2019	Games used to reinforce math strategies.	Parent Engagement – supporting families working with their students.	As requested	Yes
	Literacy Night	9/3/2020	Books given to families along with reading strategies.			Yes
						Yes



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	Academic Team Meetings	3 x a year	Materials given by grade level to support home learning	Community Involvement – events are hosted with a education partner	As requested Yes	
State Assessments & Achievement Levels	Annual Meeting	08/29/2019	Lets families know of the current school grade and proficiency levels. Individual scores are sent home and notification of scores and meetings and offer to discuss are advertised in a newsletter.	Parent Engagement – meeting informing parents of the state assessments and the required level for proficiency.	Yes	No
Technology, FOCUS/LaunchPad	Open House	08/29/2019	FOCUS is available to access student report cards and other information. Families can set up their accounts that evening.	Parent Engagement- communicating with parents on their student's progress.	As requested	No
Transition (Kdg, MS, HS)	Kindergarten Orientation Middle School Orientation	04/2020 2 nd semester	Presentation of our program at Palm Bay Elementary with a school tour. Materials given to families to use over the summer. Notify our families of Middle school orientation through newsletters and registration packets are filled out by families and couriered to their child's middle school.	Parent Engagement – communicating with families about their child's next step either Kindergarten or moving to middle school. AVID – informing parents of skills needed to be successful in school and careers beyond high school.	As requested No	Yes No
Parent/Teacher Conferences	Academic Team Meetings Parent conferences	3 x year 1 x year and as requested	Individual student data is discussed and materials sent home to provide additional support.	Parent Engagement – communicating student's progress toward the standards.	As requested	Yes
*College & Career	AVID Parent Nights	11/2019	Parents learn what is AVID and how the program will support their child in seeing a future that involves higher education, such as college, trade school or even military options.	AVID – informing parents of skills needed to be successful in school and careers beyond high school.	As requested	No
*Graduation Requirements & Scholarships						

* Required for secondary schools

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How will workshops/events for families be evaluated to determine return on investment?	Surveys are completed and collected at each event. The information is analyzed to determine if we should hold the event again, including the number attended and feedback given.
How will the needs of families be assessed to plan future events?	Event surveys, schoolwide surveys and Parent Nights will be used to determine the needs of families and how we can improve participation and needs for future events.
What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)	In the Brevard County survey taken by 190 people, 51% of people indicated they did not attend and informational meeting or academic event because it was at an inconvenient time. When asked what a convenient time was the response was in the evening Monday-Friday. We have planned our meetings this year to be in the evenings during the week. Then 28% needed childcare. We will provide childcare for some of our meetings such as Academic Team Meetings. Some events are planned so parents and students work together.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Flexible dates and times for meetings and events are offered throughout the year. SAC meets on Mondays, or Math and Literacy Nights are on Tuesdays this year and our Academic Team Meetings are on Thursdays. Some events like volunteer orientation and Kindergarten Orientation are offered twice in the same day.
How do families who are unable to attend building capacity events receive information from the meetings?	Some meetings such as the Annual Title I Meeting presentation will be uploaded to our website. Otherwise if families let us know they are interested we contact them for the information.
What strategies were used to increase family and community engagement in decision-making?	Two different meetings were used to gather information to help increase family and community engagement in decision-making. One was the end of last year and the second the beginning of this year. This proved to be beneficial because we had many new families attend the meeting at the beginning of this year.