



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 Megan Arnold.

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 Carolyn Godfrey.

School's vision for engaging families:

At Sabal Elementary our mission is to promote student achievement and build the foundation for lifelong learning and productivity. We believe that family involvement is essential to fulfilling this mission. In an effort to build meaningful partnerships with families and the community, Sabal Elementary plans to strengthen the relationships among stakeholders (parents, students, faculty, and staff) and promote collaborative planning, decision making and improvement efforts. We know that engaging our parents in the education of their children and fostering leadership opportunities will positively impact student achievement and help ensure that we meet the needs of all students at our school.

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: Ashley Tall

Date: 7.20.19

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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?
School wide Improvement Plan (SWP) Comprehensive Needs Assessment (CNA)	Monthly SAC meetings Annual Title I meeting 9/12/19 Program Evaluation Meeting (Curtain Call), May 2019 Community End of Year Data Meeting 5/21/19	School Newsletter, Teacher's Classroom Newsletters, Blackboard Connect, Email, District Peachjar	Present PowerPoint presentation to parents and family in whole group setting and provide hand-outs with our data analysis. Parents were able to ask questions and complete a feedback form.	Sign in, Agenda, Minutes, Surveys
Parent and Family Engagement Plan (PFEP)	Annual Title I meeting 9/12/19 Family Focus (Parent Pride) Meeting, May Monthly SAC and PTO meetings Program Evaluation Meeting in May 2019 as well as May 2020	School Newsletter, Teacher's Classroom Newsletters, Blackboard Connect, Email, District Peachjar	Present PowerPoint presentation to parents and family in whole group setting and provide hand-outs with our data analysis.	We will gather feedback from parents by using an exit slip at meetings. A Title I teacher will be present at our SAC meetings to obtain feedback verbally from each meeting. We will also have parents participate in the mid-year survey and end of the year survey. Agenda, Sign in, Minutes
School-Home Compact	Annual Title I meeting 9/12/19 Family Focus (Parent Pride) Meeting, May Monthly SAC and PTO meetings Program Evaluation Meeting, May 2019 as well as May 2020	School Newsletter, Teacher's Classroom Newsletters, Blackboard Connect, Email, District Peachjar	Present PowerPoint presentation to parents and family in whole group setting and provide hand-outs with our data analysis.	We will gather feedback from parents by using an exit slip at meetings. A Title I teacher will be present at our SAC meetings to obtain feedback verbally from each meeting. We will also have parents participate in the mid-year survey and end of the year survey. Agenda, Sign in, Minutes
Title I Budget & Framework	Annual Title I meeting 9/12/19, monthly SAC meetings 9/26/19 and Program Evaluation meeting in May 2019 as well as May 2020	School Newsletter, Teacher's Classroom Newsletters, Blackboard Connect, Email, District Peachjar	Present PowerPoint presentation to parents and family in whole group setting and provide hand-outs with our data analysis.	Exit slips
Parent & Family Engagement Funds	Annual Title I meeting 9/12/19 and Program evaluation meeting in May	School Newsletter, Teacher's Classroom Newsletters, Blackboard Connect, Email, District Peachjar	Present PowerPoint presentation to parents and family in whole group setting and provide hand-outs with our data analysis.	Exit slips

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**All Title I schools are required to hold this meeting for the purpose of the Title I program.*

2. Hold an annual meeting for families to explain the Title I program and the rights of parents and families to be involved.

Tentative date & time(s) of meeting	September 12, 2019 5:00PM
How are families notified of the meeting?	Parents are notified through a school wide flyer, individual classroom teacher newsletters, school newsletter, Blackboard Connect email. Students will put it in their student planners. It is also on our school website.
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?	Attendance of economically disadvantaged parents is low at our annual meeting. Through surveys we know parents do not attend because they have multiple children. In order to address the language barrier, we will provide Spanish translation during the meeting. Our ESOL teacher will be at the meeting to answer any questions parents might have. We also have translation devices available for our parents to utilize during meetings. We provide a donated pizza dinner to encourage parents to attend.
How will you get feedback from parents and families about the meeting?	Parents will have the opportunity to provide feedback by completing an exit slip after the meeting. Our Title I team will also be available after the meeting to answer any questions parents and families might have. We will have our exit slips in Spanish as well as staff available to assist in translation.
How do parents and families who are not able to attend receive information from the meeting?	We will notify our parents and families that the Title I Power Point for our annual meeting will be on our website and available in our Title I parent binder in the front office. We will also communicate that any parent can schedule a meeting with our Title I team to go over all information presented at the meeting.

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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	Turner Elementary Title I staff, the district Title I Parent Involvement Resource Teacher, and the Office of Educational Leadership and Professional Development staff work together to provide staff with professional development on creating successful relationships with parents. Our teachers and staff will be participating in a training on Poverty Simulation. This training has a parent support component. We will also provide all teachers refresher on Kagan strategies that will increase student engagement on early release PD days.
Title III-ESOL	Our ESOL contact works directly with the district ESOL staff to continuously meet the needs of our ELL students. Our ESOL teacher translates documents and translates at meetings. Shared how to translate on Google Drive and have various translation devices.
Title IV-Well-Rounded Education/School Safety/Educational Technology	Turner teachers and the District Office collaborate to plan and implement appropriate training opportunities for staff and families to utilize FOCUS as a communication tool between school and home. Parenting in a Digital World was purchased in English and Spanish and is available for parent check out.
Title IX-Homeless	Turner students identified as homeless are eligible for tutoring services paid by district Title I funds, if the students demonstrate academic deficiencies. Turner also has a social worker on staff to provide community resources and social/emotional support for out families.
FDLRS/ESE services	Exceptional Student Education (ESE): Our ESE teachers will have extended planning in the first grading period with the VE district resource person in reading and math. Professional development opportunities are provided to staff and parents by the Office of Title I, Exceptional Education, and FDLRS. Parents are informed of Title I services their child receives during conferences.
Preschool Programs (Head Start/VPK)	VPK/EELP Title I funding supplements our VPK program, allowing us to offer full day services for our VPK students and families. Families of students in VPK and EELP are invited to all school wide family involvement events.
SAC	Our school advisory council will meet monthly. This council is composed of teachers, staff, business partners, parents, and community leaders.
PTO/PTA	Family Focus (Parent Pride) monthly meetings to discuss upcoming events and needs for the school,
Community Agencies/Business Partners	We are in partnership with many businesses in our community. We will have a Business Partner Luncheon in October and May to share our PFEP, SIP and our Comprehensive Needs Assessment. We also are in partnership with Joy Lutheran, Wawa, Valic, and CenterPointe Church. They have all partnered up with Turner to help us meet our academic and social and emotional goals. Our business partners provide food donations and holiday support for our families. We share all newsletters with our community stakeholders to keep them informed.

3. Utilize strategies to ensure meaningful communication and accessibility.

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Describe the methods that will be used to ensure meaningful, ongoing communication between home, school and community.	Timely information about Title I Programs will be distributed at the Annual Title I Meeting held in the beginning of the school year. Also distributed at the annual meeting are descriptions and explanations of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)]. Included in this are Florida's academic content standards, Florida's student academic achievement standards, local academic assessments including alternate assessments, requirements of Title I, and how to monitor their children's progress. All students enrolling after the annual meeting will receive these materials on their first day of class. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children [Section 1118(c)(4)(C)] will be provided through regular scheduled meetings during district conference nights. Dates and method of distribution of required documentation is noted on individual teacher class lists for each student. Other meetings may be scheduled by request from parents, teacher, or faculty members as a need arises. If the school wide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include parent comments with the plan that will be made available to the local education agency [Section 1118(c)(5)]. The PowerPoint and Sign-in sheets will serve as documentation that the information was provided during the Annual Meeting. Sign-in sheets will be collected throughout the year to serve as documentation for parent requested meetings that cover the information described.
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.	A copy of the letter and a list of the parents who receive the letter is kept on file as documentation for auditing purposes. 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.
Explain how families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	Families are provided information regarding curriculum, achievement levels, progress monitoring, and assessments at our Open House and Annual Title I meeting in September and parent conferences. Information is also provided in our newsletters. Within the newsletters, opportunities for practice at home are grade level specific and relevant to what they are currently learning. Blackboard Connect emails are sent out to provide information. Our ESOL teacher contacts each ESOL student and conducts one on one meetings.
Describe how your school provides information to families in their native language. What languages do you provide?	All information related to school and parent programs, meetings, and activities, will be in an understandable format and will be available in other languages if requested by parents. Our monthly school newsletters will be translated in Spanish. We will provide Spanish translation at all of our conferences and Title I nights. Translation devices are also available. A staff member that speaks Spanish is available to teachers and staff to assist in communication with Spanish speaking parents.
How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Alternative formats will also be provided upon the request of parents with disabilities as needed. We offer one on one support as needed.
Describe the opportunities families have to participate in their child's education.	Families are invited to curriculum nights to gain a better understanding of their child's academic progress. We will have opportunities for different subject areas throughout the school year. Parent teacher conferences, music programs, art programs, Christmas Around the World, Barnes & Noble Night, Spring Fling, and Booster-thon.
Describe how your school shares the PFEP, SWP, CNA and other Title I	We have a community welcome breakfast in September for all our business partners and community members who support our school. Information discussed will also be sent in an email to provide input. Parents are also invited to SAC meetings. We also invite them to our Program Evaluation meeting in May to obtain their input and feedback.

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documents with community members.

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>
Poverty Simulation	Gives school staff a better understanding of the challenges faced by our families/students.	Whole group, professional development, presented by district Title I Resource teachers.	All classroom teachers, activity teachers, ESE teachers, Title I teachers, instructional coaches, instructional assistants & custodians.	February 2020
Community Member Partner – Mike Cadore	Offer tips and techniques for increasing family time and engaging parents in communication with their children.	Whole group, professional development, presented by Mike Cadore	All staff and faculty	October, 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 directly supports</u>	<u>Translation provided</u>	<u>Take home materials provided</u>
Curriculum Areas	Cookies & Milk with Santa	Dec 5, 2019	Reading strategies, engaging students with reading, questioning techniques. Parents are provided with lesson plans and resources to implement at home.	Area of Focus #1-Standards aligned instruction in Reading Rationale Demonstrate reading techniques and questioning for parents to implement at home	Yes	Yes

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State Assessments & Achievement Levels	Registration, Annual Title I meeting, and Open House, Program Evaluation	August 7, 2019 September 12, 2019 May 2020	A more clear understanding of where their child is performing in FSA ELA and MAFS – where they are at and where they need to be. Understanding the Scale Scores and Achievement Levels.	Area of Focus #1, 2, & 3-Standards aligned instruction in Reading, Math and Science	Yes	Yes
Parent Resource Center	Registration, Open House, Title I Events, Award Ceremonies and Parent Meetings.	Registration- August 7, 2019 8:00-4:00 Open House: Kindergarten through 6 th – September 12, 2019 5:00-7:00pm	Materials for checkout for parents to work with their students at home. This will give parents materials that meet specific academic goals that are needed for their child to master.	Area of Focus #1, 2, & 3-Standards aligned instruction in Reading, Math and Science	Yes	Yes
Transition (Kdg, MS, HS)	Kindergarten Orientation <i>Middle School Transition</i>	April- 2020, 6:00pm February 2020 (Middle School)	Expectations and preparing students for the transition.	Area of Focus #1-Standards aligned instruction in Reading, Math and Science	Yes	Yes
Parent/ Teacher Conferences	Academic Parent Teacher Team Meetings	October 23, 2019 5:00-7:00pm	Parents receive specific academic information on grade level standards, expectations and their students' progress. As well as instructional strategies and activities that allow them to extend the learning to the home environment. Family is in collaboration with the teacher. Also set SMART goals for their child based on the data presented on the foundational skill.	Area of Focus #1-Standards aligned instruction in Reading, Math and Science	Yes	Yes

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Curriculum- Science	Parent Science Night	October, 2019	We will have a Parent/Family Science Night in October. This interactive night will be hosted and presented by the Orlando Science Center.	Area of Focus #3-Standards aligned instruction in Science	Yes	Yes
Parent Professional Development	Academic Empowerment	Monthly	Utilize monthly Parent Professional development to build school/home connection including our subgroups: students with disabilities, multi-racial, and African American.	Area of Focus #3-Standards aligned instruction in Science	Yes	Yes

* Required for secondary schools

How will workshops/events for families be evaluated to determine return on investment?	We will have exit slips at our Title I meeting and at each of our monthly Parent Empowerment meetings. We will also have a midyear parent survey. In May we will have an End of the Year Data Meeting to get specific input from parents on our curriculum meetings available throughout the year. We will also have a Program Evaluation meeting with all business partners, volunteers, parents and families to provide data on the variety of programs we used this year and get their input.
How will the needs of families be assessed to plan future events?	Refer to exit slips – analyze and desegregate data to determine which programs were successful and which needed to be changed. Look at times and days of week that worked best for parents.
What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc.)	Barriers – Times, days of the week Action Steps – offer one on one meetings, contact with our ESOL team to provide translated materials, contact Title I Contact before and after school to meet with parents, Saturday opportunities
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Offer one on one meetings, contact with our ESOL team to provide translated materials, contact Title I Contact before and after school to meet with parents, Saturday opportunities.
How do families who are unable to attend building capacity events receive information from the meetings?	Parents will receive information from our parent events through newsletters, Blackboard Connect email, and individual parent conferences, outreach from ESOL teacher, marquee. Parents are able to request the information by emailing the Title I Contact. All information will be in our Title 1 Binder in the front office.

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What strategies were used to increase family and community engagement in decision-making?

Our May 2019 we gave away resources and books for families to utilize over the summer to prevent summer slide at our Spring Fling. Before this event parents were invited to a Program Evaluation meeting to present data on the programs we used and if they were effective. They were given the opportunity to give input on how we should use our Title I funds on programs that increase student achievement.