



**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 Mrs. Katharina Ray, 321-254-6424, #5102.*

*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 Mrs. Katharina Ray, 321-254-6424, #5102.*

**School's vision for engaging families:**

Sherwood Elementary School, in partnership with the community and families, strives to provide a rigorous and nurturing learning environment which fosters respect, responsibility, and safety.

**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: \_\_\_\_\_

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

9-16-19

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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.**

<b>Title I Documents</b>	<b>Date of meeting to gather family/community input.</b>	<b>List outreach strategies used to invite families and community to provide input.</b>	<b>Describe the method in which family and community members were involved.</b>	<b>What evidence do you have to document family/community participation?</b>
<b>Schoolwide Improvement Plan (SWP) Comprehensive Needs Assessment (CNA)</b>	Title 1 Annual Meeting 8/22/19 SAC 9/10/19 Website Survey 9/6/19	Flyers are sent home and emailed to partners in the community, added to weekly email and phone calls home, as well as on the school website.	Family and community members are asked to attend meetings and discuss goals. They are asked to take a survey as well as review the school wide data and give input to how we may improve.	Sign in Sheets, Agenda, Minutes, Surveys
<b>Parent and Family Engagement Plan (PFEP)</b>	Title 1 Annual Meeting 8/22/19 SAC 9/10/19 Website Survey 9/6/19	Annual Meeting with school wide data, Flyer home/emailed to partners in community, synervoice, on school website.	Families and Community Members had the opportunity to take a survey as well as an online anonymous survey. During a meeting there was a discussion on the needs of the school and how to best meet the needs of our families and community.	Sign in Sheets, Agenda, Minutes, Surveys
<b>School-Home Compact</b>	Title 1 Annual Meeting 8/22/19 SAC 9/10/19 Website Survey 9/6/19	Flyers sent home/emailed to partners in the community, synervoice, as well as on the school website.	Families and Community Members had the opportunity to take a survey in person as well as an online anonymous survey.	Sign in Sheets, Agenda, Minutes, Surveys
<b>Title I Budget &amp; Framework</b>	Title 1 Annual Meeting 8/22/19 SAC 9/10/19 Website Survey 9/6/19	Annual Meeting with power point, flyers are sent home/emailed to partners in community, through synervoice, and provided on school website.	Families and Community Members have the opportunity to take a survey in person as well as an online anonymous survey. A meeting is held to discuss the needs of the school and how the budget reflects those needs.	Sign in Sheets, Agenda, Minutes, Surveys
<b>Parent &amp; Family Engagement Funds</b>	Title 1 Annual Meeting 8/22/19 SAC 9/10/19 Website Survey 9/6/19	Flyers are sent home and emailed to partners in the community; information is added to weekly emails and phone calls home, as well as provided on the school website.	Families and Community Members have the opportunity to take a survey in person as well as an online anonymous survey.	Sign in Sheets, Agenda, Minutes, Surveys

*\*All Title I schools are required to hold at least one family-to-school conference to discuss the content of the parent involvement plan.*

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>	
<b>How are families notified of the meeting?</b>	Flyers are sent home, and emailed to partners in the community, added to weekly email and phone calls home, as well as on the school website.

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<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 for; 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.
<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 will be 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>	If parents/families are unable to attend the school presentation, it will be available on our school website for parents to watch at their convenience. Translations were demonstrated through google translate with the presentation. This year we have made a strong effort to send home flyers, sending a voice call and texting about events. Parents and families are encouraged to meet with the Title 1 Contact for any questions or discussion.
<b>How will you get feedback from parents and families about the meeting?</b>	Parent and Family feedback is received through the parent input, and exit tickets.
<b>How do parents and families who are not able to attend receive information from the meeting?</b>	If parents/families are unable to attend the school presentation, the presentation is available on our school website for parents to watch at their convenience. Translations will be demonstrated through google translate using the presentation, and kept in Sherwood's Title 1 Binder in the front office. Further support with translations will be available if needed.

**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>	The district provides professional development. Sherwood's faculty and leaders will be utilized to support the professional development needs of the staff as it relates to parent involvement and working effectively with parents. Brevard Public Schools Title I Office will provide support and monitor the implementation of the training.
<b>Title III-ESOL</b>	The school's ESOL assistant encourages and supports ESOL families with translation and software to assist understanding of events.
<b>Title IV-Well-Rounded Education/School Safety/Educational Technology</b>	Teachers will use Focus as a communication tool between school and home. Training is offered for parents to learn about this valuable resource during the Open House event. Professional Development will be offered to teachers to participate with focus as needed.
<b>Title IX-Homeless</b>	Sherwood informs parents of Brevard District homeless liaisons to make certain students in transition receive appropriate services.
<b>FDLRS/ESE services</b>	Sherwood faculty encourages and supports families of children with an IEP to attend school events through sending home newsletters and flyers, and by making phone calls home. Teachers and parents of students with exceptionalities may use FDLRS for diagnostic and instructional support services.

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<b>Preschool Programs (Head Start/VPK)</b>	Sherwood provides a Head Start program for three and four year old children. This program supports child development services to predominately economically disadvantaged children and families, through the provision of educational health, nutritional, social, and other services to enrolled students and families.
<b>SAC</b>	Sherwood encourages parents, teachers, and community members to become involved in planning, review, and improvement of our programs. Parent, teacher, and community participation in our School Advisory Council (SAC) is essential to our continued improvement and success. All stakeholders are invited to be in the SAC committee and to attend all meetings. All parents, teachers, and community business partners receive an invitation to participate at the SAC meeting, by Blackboard Connect phone as well as email and invitation flyers sent home through students backpacks. Monthly SAC meetings are held during the third Thursday of each month at 2:45 in the Title 1 room, #102. We will have the computer lab, adjoined to the meeting room, available for students of SAC attendees. All families are welcome and encouraged to become active members in SAC and asked to provide meaningful input into the development of all plans related to school improvement. The SAC committee provides input in to the development, implementation, and evaluation of the following: the School Improvement Plan (SIP). The Title 1 Parental and Family Engagement Plan (PFEP). Title 1 Teacher/Parent/Student Compact, Title 1 Annual Needs Assessment Survey, and how the 1% of the Title 1 funds reserved for parental involvement will be used. More than 50% of the members of the SAC are parent (non-employee) representatives, with every effort to create a committee representative of our school population. The other SAC members are community members, business partners, and school staff. Minutes from each SAC meeting will be available to all parents online or parents may request a copy in the front office.
<b>PTO/PTA</b>	This organization will assist in bridging the gap between our families and the school.
<b>Community Agencies/Business Partners</b>	Sherwood will attend business partner meetings through their business partner liaison and build relationships with business in the community. The Community will be invited to attend events and programs hosted by Sherwood Elementary School. The community is invited to attend our monthly School Advisory Council meetings to assist in improving the school needs.

**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>	Sherwood teachers, including Title 1 Teachers, will encourage and support parents and community members to attend events at Sherwood by sending information by way of invitation, in the newsletter, on the monthly calendar, through email, as well as through blackboard connect voice call, and text.
<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 will be 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 the Title 1 Annual Meeting, a district power point is shared with parents/families introducing Administration and Title 1 Contact. Administration explains the forms of academic assessment used to measure student progress and proficiency levels students are expected to meet. Sherwood's status with the Differentiated Accountability Model and FSA data is shared at this meeting. Parents have the opportunity to ask questions about the Title 1 program, academic standards, and student assessments. Title 1 maintains all documentation of the Title 1 Annual Meeting. During Open House at the beginning of the school year, classroom teachers share information about the curriculum and academic assessments. During this time, teachers explain the grade level curriculum and the Florida State Standards, and conferencing scheduling. Teachers use sign-in sheets and a copy of this documentation is kept with Title I. The School, Parent, Student Compact Form is to be referenced during conference opportunities.
<b>Describe how your school provides information to families in their native language. What languages do you provide?</b>	Sherwood provides the Parent and Family Engagement Plan brochure to be sent home with all students. A hard copy of the full plan will be available upon request and is kept in the front office. Sherwood will provide, when practical,

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	information to parents in the native language. The ESOL assistant and staff members fluent in other languages are available to assist our non-English speaking families.
<b>How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b>	Sherwood provides families with disabilities support for students and families. The parking area at the entrance of the main building has handicapped parking spaces and ramps for wheelchair access. The main building has classrooms that allow for handicap access, with rail support in the hallway and classroom restrooms. Sherwood uses microphones for the hearing impaired and doc cams, skype during events.
<b>Describe the opportunities families have to participate in their child's education.</b>	Sherwood teachers, including Title 1 teachers, will encourage and support parents and community members to attend events at Sherwood. The Title 1 office will work with teachers, parents, and community members alike to coordinate engaging events that will support the families at home in working with their children and having a better understanding of the curriculum being taught. These events will be held throughout the school year, as posted in the school calendar, through Family Academic Fun Nights. These events will not only assist parents in understanding how to work with their children, but also provide them resources to use at home. The parents will not only gain a better understanding of the curriculum and expectations of their children, they will also learn who to speak to on particular matters and where to access more information or materials when needed. In order to increase family and community engagement we invite the families and community members through numerous portals such as email, phone, letters, newsletters, website, and social media and we offer incentives for those that come.
<b>Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.</b>	Sherwood SAC members are asked to provide meaningful input into the development of all plans related to school improvement. The SAC committee provides input into the development, implementation, and evaluation of the following; the School Wide Improvement Plan (SWP), the Title 1 Parental and Family Engagement Plan (PFEP), the Title 1 Teacher/Parent/Student Compact, the Title 1 Annual Needs Assessment Survey, and how the 1% of the Title 1 funds reserved for parental involvement will be used. The finalized documents are shared with families and community members during via SAC meetings, on our school website, or upon request in the front office.

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>
Gevonne Blum	Teachers are given the opportunity to be trained in working with our school population to support Next Generation, Family Engagement.	Presentation by Title 1 District Office	Teachers	December 10, 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).

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- 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**

<b>Topic</b>	<b>Title</b>	<b>Tentative Date/Time</b> Are they flexible?	<b>Adult learning goal: What skill that reinforces student learning at home will families gain during this training?</b>	<b>List the Schoolwide improvement plan (SWP) goal this event <u>directly</u> supports</b>	<b>Translation provided</b>	<b>Take home materials provided</b>
<b>Curriculum Areas</b>	Science Night	October 10, 2019	The Sherwood Title 1 team will work with teachers, parents and community members alike to coordinate engaging events that will support the families at home in working with their children an having a better understanding of the curriculum being taught . These events will not only assist parents in understanding how to work with their children, but also provide them resources to use at home. The parents will not only gain a better understanding of the curriculum and expectations of their children, they will learn who to speak to on particular matters and where to access more information or materials when needed.	ELA 3+ and Learning Gains		
	Math Night	Fall 2019				
	Literacy Night	January 23, 2020				
	Mad Scientist Day	February 6, 2020				
<b>State Assessments &amp; Achievement Levels</b>	Open House	August 22, 2019 5:30-7:30 p.m.	Information about Achievement levels as well as state assessments such as the Florida Standards and academic assessment used to measure student performance will be shared with parents and community members at open house. Classroom teachers will explain the grade level curriculum and Florida State Standards. Parents will learn how to help at home and resources that are available to them.	ELA 3+ and Learning Gains		
<b>Technology, FOCUS/LaunchPad</b>	Parent Focus Training	August 22, 2019 5:30 – 7:30 p.m.	The Title 1 Annual Meeting will work with parents on how to access, sign in, and utilize Focus to meet their needs as well as their child's needs.	ELA 3+ and Learning Gains		
<b>Transition (Kdg, MS, HS)</b>	Kindergarten Round-Up, Informational Nights	May, 2020	Sherwood Title I team will work collaboratively with Kindergarten teachers to prepare a presentation in which parents are informed of upcoming procedures, events, curriculum, Achievement Levels, as well as assessments that will be required by their incoming Kindergarten student. Parents will receive a tour of the school and have an opportunity to meet and ask questions of the personnel. The Title 1 team will work with surrounding Middle Schools to coordinate information regarding the transition to middle school for the parents and students at Sherwood.	School Wide SEL and PBIS		
<b>Parent/Teacher Conferences</b>	Parent / Teacher Conference Nights (2)	September 26, 2019  March 26, 2020	Conferences will be held in person bi-yearly. Parents will learn how to schedule parent-teacher conferences, how to help at home, and will learn about opportunities for participation in decisions related to the education of their child.	ELA 3+ and Learning Gains		

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<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>	Family and Community Members are asked to complete a survey at the conclusion of each event. In addition, all stakeholders are asked to complete a survey in the spring of 2020 to evaluate the program as a whole and which events/topics they would like to participate in for the following year.
<b>How will the needs of families be assessed to plan future events?</b>	Family and Community Members are asked to complete a survey at the conclusion of each event. On the survey the families will have an opportunity to list any topic/event that will benefit them for the current school year. In addition, all stakeholders are asked to complete a survey in the spring of 2020 to evaluate the program as a whole and which events/topics they would like to participate in for the following year.
<b>What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)</b>	Sherwood will work hard to minimize any barriers by parents and community members. According to our numerous surveys, it is often difficult for families to attend meetings / events due to work hours. In an effort to maximize participation, we have incorporated flexible hours for meetings and events where it is practical. Another barrier that we have found is information not being communicated or received by parents in a timely manner. Sherwood is now sending home multiple flyers, posting information on the website, sending a synervoice call, texting, and incorporating this communication in newsletters. It is important to Sherwood to make all efforts to meet the needs of our families and community members so that we can work together to meet the needs of our students.
<b>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</b>	Sherwood Elementary School has a strong belief in the importance of parental involvement and therefore offers a variety of meetings at convenient times for parents to attend throughout the school year. Our SAC meetings are held on the third Thursday of each month, at 2:45, to support many members and stakeholders available around the dismissal time. Our Parent Resource Room will be available on Fridays, after early-dismissal to support families the time to come by and receive academic support for their students, while working at home. Parent Gatherings will offer training and will be available at flexible hours. Sherwood will maximize parental involvement and participation in their children's education by arranging school meetings at a variety of times. Teachers will work with parents to meet with them before, during, or after school hours. Head Start Staff will conduct Home Visits to introduce the Head Start Program and conference with their parents throughout the year.
<b>How do families who are unable to attend building capacity events receive information from the meetings?</b>	Sherwood staff members will encourage and support parents in fully participating in the education of their child. All staff members are available for parents at any reasonable time. Parents may receive assistance by a Title 1 teacher, Literacy Coach, or other teacher leaders for help or support. The staff member or Title 1 teacher will provide event activities and materials at the request of the parent.

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<b>What strategies were used to increase family and community engagement in decision-making?</b>	Sherwood teachers, including Title1 teachers, will work with parents and community members alike to coordinate engaging events that will support the families at home in working with their children and having a better understanding of the curriculum taught in school. These events will not only support parents in understanding how to work with their children, but also provide them resources to use at home. In order to increase family and community engagement we invite the families and community members through numerous methods such as email, phone, letters, newsletters, website, social media, and offer incentives for those that come. Concluding each event, we ask that participants complete a survey that will further assist us in making decisions based on the needs of the parents, families, and community members.
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