



**Brevard Public Schools  
Office of Title I  
2021-2022 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 Tucci, 321-720-7679 ext. 41674*

**School's vision for engaging families:** At Apollo, our mission is to educate all students with excellence as the standard, working together in a safe professional learning community. Apollo's Title I program works to strengthen individual student's current academic level. Title I will communicate the need for parent involvement at home and school and the positive relationship this has on student success. To foster parental involvement, materials, training, assistance, and resources will be provided. Apollo will strive to build strong and meaningful relationships with our students and their families.

**Assurances**

- We will:**
- Involve an adequate representation of parents, or establish a parent advisory board to represent families, in developing and evaluating the "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.



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

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

**EVERY TITLE I SCHOOL IN BREVARD COUNTY WILL:**

- 1. Involve families and community members in the planning, review, and improvement of their School Improvement Plan 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>	4/29/21 8/4/21 8/19/21	Community members/business partners and teachers have been asked to participate in SAC and CNA committee where they can provide input.	Family and community members were asked for their input via the Family Survey in April 2021, SAC meeting in August and CNA meeting August 2021. Annual meeting exit tickets April and August 2021 were received.	Family survey results, SAC meeting minutes and Annual Meeting exit tickets.
<b>Parent and Family Engagement Plan (PFEP)</b>	4/29/21 8/4/21 8/19/21 9/9/21	Community members/business partners and teachers have been asked to participate in SAC committee where they can provide input.	Family and community members were asked for their input via the Family Survey in April 2021, SAC and CNA meetings August 2021. Annual meeting exit tickets April and August 2021. May SAC meeting 2021 and Compact Survey September 2021.	Family survey results, SAC meeting minutes and Annual Meeting exit tickets.
<b>School-Home Compact</b>	4/29/21 8/4/21 8/19/21 9/9/21	Community members/business partners and teachers have been asked to participate in SAC committee where they can provide input.	Family and community members were asked for their input via the Family Survey in April 2021, SAC meeting in August and CNA meeting August 2021. Annual meeting exit tickets April and August 2021. 2021/2022 Title I parent and family engagement plan (PEFP) and Schoolwide Improvement Plan input form went out after each virtual meeting for feedback.	Family survey results, SAC meeting minutes and Annual Meeting exit tickets. Compact survey results. 2021/2022 Title I parent and family engagement plan (PEFP) and Schoolwide Improvement Plan input form.
<b>Title I Budget &amp; Framework</b>	4/29/21 8/19/21 8/4/21	Community members/business partners and teachers have been asked to participate in SAC committee where they can provide input.	Family and community members were asked for their input via the Family Survey in April 2021, SAC meeting in August and CNA meeting August 2021. Annual meeting exit tickets April and August 2021.	Family survey results, SAC meeting minutes and Annual Meeting exit tickets.
<b>Parent &amp; Family Engagement Funds</b>	4/29/21 8/4/21 8/19/21	Community members/business partners and teachers have been asked to participate	Family and community members were asked for their input via the Family Survey in April 2021, SAC meeting in August and CNA meeting August 2021. Annual meeting exit tickets April and	Family survey results, SAC meeting minutes and Annual Meeting exit tickets. 2021/2022 Title I parent and



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	9/9/21	in SAC committee where they can provide input.	August 2021. 2021/2022 Title I parent and family engagement plan (PEFP) and Schoolwide Improvement Plan input form went out after each virtual meeting for feedback.	family engagement plan (PEFP) and Schoolwide Improvement Plan input form.
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*\*All Title I schools are required to hold at least one face-to-face conference in which the compact is discussed with families.*

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

<b>Tentative date &amp; time(s) of meeting</b>	August 19 <sup>th</sup> 3- 6 <sup>th</sup> grade 6:00-7:00 pm and Sept. 9 <sup>th</sup> K-2 and ESE classes 6:00 to 7:00 pm.
<b>How are families notified of the meeting?</b>	August 19 <sup>th</sup> and Sept. 9 <sup>th</sup> . Virtual meeting presentation in conjunction with curriculum night. A flyer about the event was sent home with every child. Every teacher received the Title I PowerPoint presentation that was to be sent home via email to every parent in their class. Parents were able to attend a Zoom meeting held by Title I team to view the PowerPoint and ask questions.
<b>What information is provided at the meeting?</b>	The Office of Title I provides each school with a PowerPoint 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 PowerPoint 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 is sent home with all students via backpack. Schools are also required to have a copy of the "Parents Right to Know" letter in a parent and family engagement notebook kept in the front office. The district Title I office monitors and keeps documentation of this on file.
<b>What barriers will you address to encourage parents/families to attend?</b>	Many parents indicated time conflicts with work to attend meetings set at a specific date and time. To encourage parents/families to attend, Title I made the Annual Meeting presentation available virtually in conjunction with curriculum night. Additionally, a Zoom link was emailed to teachers to present to their parents/families that evening where parents can log in to view the PowerPoint and gives them the opportunity to ask questions and discuss the PowerPoint with Title I. The presentation was also uploaded to the Apollo website. This allowed parents to "attend" the meeting at their leisure that evening.
<b>How will you get feedback from parents and families about the meeting?</b>	Parents were provided a link to sign in and acknowledge their attendance as well as an hour to ask question from the Title I teachers. Paper copies of the meeting exit slips were provided to these parents and also upon request.



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<b>How do parents and families who are not able to attend receive information from the meeting?</b>	Parents could contact Title I for information or visit the Apollo website for the presentation. They also have Title I contact information to call with any questions.
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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.**

<b>Title II- Professional Development</b>	Apollo Title I will work with the District Title I office and outside presenters to provide school staff training on the value of parental involvement and how it correlates to student achievement. Professional development will be given by a district representative for our new Math Best Standards and both sessions will have professional development. All Apollo staff will also have professional development on conscious discipline and IReady. All teachers will be fully Reading Endorsed by the end of the school year.
<b>Title III-ESOL</b>	Apollo has 1 ESOL Coordinator, 1 ESOL Itinerant teacher to support Apollo's 21 ESOL students and 20 ESOL certified teachers. The ESOL coordinator will identify the ELL/ESOL families. The ESOL coordinator will work together with the Title I Parent involvement contact to provide materials, resources and other programs as needed in their native language. Translated documents are available on the Apollo website and are provided in English, Spanish, and sign language, as well as other languages by request.
<b>Title IV-Well-Rounded Education/School Safety/Educational Technology</b>	Apollo utilizes the BPS mobile app, Blackboard Connect, Apollo and PTO Facebook pages to connect with parents electronically regarding events. FOCUS is used as means for parents to monitor their student's academic progress and to connect with teachers. We will discuss with faculty the results of the Youth Truth Survey results and brainstorm on ideas to make the Apollo culture better. All students age 8 will be tested for the gifted program.
<b>Title IX-Homeless</b>	Administration, Guidance and Title I will work together, to the extent that is practical, to ensure that the needs of Apollo's Students in Transition (SIT) families are met to allow full participation at Title I events.
<b>Tutoring Opportunities</b>	Apollo will offer additional tutoring opportunities with 21 <sup>st</sup> Century Tutoring Grant. This tutoring is for students in the after-school program to receive additional support on Reading and Math skills.
<b>FDLRS/ESE services</b>	Title I will coordinate with ESE to assure that all students and families with disabilities receive services to allow full participation at Title I events.



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<b>Preschool Programs (Head Start/VPK)</b>	Apollo Elementary will conduct a Kindergarten Round Up in the spring. Parents will receive volunteer and parental involvement opportunities information. Parents will learn expectations for students entering kindergarten and how they can work with their student at home. They will also learn the correlation between parental involvement and successful student academic achievement.
<b>SAC</b>	Parents will share needs, barriers, and suggestions to Comprehensive Needs Assessment (CNA), School Improvement Plan (SIP), School Compact, Parent Family Engagement Plan, Title I budget and Framework.
<b>PTO/PTA</b>	Parents will share needs, barriers, and suggestions to the Comprehensive Needs Assessment (CNA), School Improvement Plan (SIP), School Compact, Parent Family Engagement Plan, Title I budget and Framework.
<b>Community Agencies/Business Partners</b>	Community partners will support Parent and Family Engagement events with donations. In addition, they will support Apollo students with supplies to enrich learning and with basic needs such as shoes, jackets and clothing. Partners will also provide input to support Apollo's goals.

**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>	Communication between home, school and community is a top priority at Apollo. Apollo will use all means to communicate with families such as: surveys, Blackboard Connect, Apollo and Title I website. Apollo PTO Facebook pages, newsletters, marquee, event flyers home (paper and email) and planners. These are all utilized to communicate between home, school and community.
<b>Describe how you notify each family in a timely manner when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field.</b>	Letters are sent home with every student that has been taught for four or more consecutive weeks by a teacher who is out of field. A copy of the letter and a list of the parents who receive the letter is kept on file as documentation for auditing purposes.
<b>Explain how families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</b>	Families are provided curriculum information, achievement levels, progress monitoring and assessments at Open House/Curriculum Night, parent/teacher conferences and at family engagement events.
<b>Describe how your school provides information to families in their native language. What languages do you provide?</b>	Apollo has bilingual staff members who are easily accessible on a daily basis to provide translation services for Spanish, and sign language, speaking families. Translation devices are also available on campus for families/students speaking other languages. Written information is printed in English, Spanish, and other languages upon request through the use of Google Translate. Translation services for hearing/impaired deaf are also available through a staff member. Translation devices are available through District Title 1 for use at Parent Engagement events.



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<b>How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b>	Title 1 will coordinate with ESE to assure that all students and families with disabilities receive services to allow full participation at Title I events.
<b>Describe the opportunities families have to participate in their child's education.</b>	Apollo families have the opportunity to participate in their children's education in PTO and SAC. Conditions permitting, parents may volunteer in the child's classroom, chaperone on field trips, participate in parent/teacher conferences, and Individual Education Plan (IEP) meetings. By participating in Title I academic events, parents, will receive strategies to assist them with their child's education at home.
<b>Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.</b>	Apollo continually strives to involve our local community. Apollo and PTO Facebook pages, Apollo and Title I websites, SAC and PTO are used to share and make community aware of the availability of school and title I documents. Business partners are asked to participate in SAC and PTO where they are made aware of these documents and asked for their input.

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>
"Parents: The Most Important Partner"	This presentation addressed the need for a paradigm shift to seeing families/communities as partners in children's education.	Zoom PowerPoint Presentation	Apollo Faculty members	8/9/21
Powerful Partnerships	This presentation addressed the need to build partnerships with families helps strengthen the family-school bond.	Zoom PowerPoint Presentation	Apollo Faculty members	8/9/21
Poverty Simulation	This presentation was an interactive immersion experience. It sensitizes community participants to the realities of poverty.	Presenters form the Title I district office	Apollo Faculty and Staff	8/9/21

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.**



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

<b>Building Capacity of Families to Support Learning at Home</b>						
<u>Topic</u>	<u>Title</u>	<u>Tentative Date/Time</u> Are they flexible?	<u>Adult learning goal: What skill that reinforces student learning at home will families gain during this training?</u>	<u>List the Schoolwide improvement plan (SWP) goal this event directly supports</u>	<u>Translation provided</u>	<u>Take home materials provided</u>
<b>Curriculum Areas</b>	Open House/grade level curriculum expectations	8-19-21-3rd-6 <sup>th</sup> 9/9/21- K-2 <sup>nd</sup> Yes, virtual	Parents are provided grade level curriculum expectations, assessments and grade level proficiency levels.	Increased learning gains of lowest 25% students, increased Science performance and FSA scores, increasing the number of students scoring Level 3 or above in ELA and Math FSA. Social Emotional Learning.	Yes, upon request	Yes, virtually
<b>State Assessments &amp; Achievement Levels</b>	Open House/grade level curriculum expectations	8-19-21-3rd-6 <sup>th</sup> 9/9/21- K-2 <sup>nd</sup> and ESE Yes, virtual	Parents are provided grade level curriculum expectations, assessments and grade level proficiency levels.	Increased learning gains of lowest 25% students, increased Science performance and FSA scores, increasing the number of students scoring Level 3 or above in ELA and Math FSA. Social Emotional Learning.	Yes, upon request	Yes, virtually
<b>Technology, FOCUS/LaunchPad</b>	Technology How-To's	Spring 2021	Parents will be provided information on items such as how to review grades and report cards on FOCUS. Also, parents will learn how to utilize Launchpad and other technology resources to partner with teachers to support their students.	Increased learning gains of lowest 25% students, increased Science performance and FSA scores, increasing the number of students scoring Level 3 or above in ELA and Math FSA. Social Emotional Learning.	Yes, upon request	Yes, virtually
<b>Transition (Kdg, MS, HS)</b>	Kindergarten Round-up school transition information	April 2022	Apollo Elementary will conduct a Kindergarten Roundup in the spring. Parents will receive volunteer and parental involvement opportunities information. Parents will learn expectations for students entering kindergarten and how they can work with their student at home. They will also learn the correlation between parental involvement and successful student academic achievement.	Increased learning gains of lowest 25% students, increased Science performance and FSA scores, increasing the number of students scoring Level 3 or above in ELA and Math FSA. Social Emotional Learning.	Yes, upon request	Yes, virtually
<b>Parent/Teacher Conferences</b>	Parent/Teacher Conferences	Oct. 20, 2021 and Jan. 2022	Parents are provided grade level curriculum expectations, assessments and grade level proficiency levels.	Increased learning gains of lowest 25% students, increased Science performance and FSA scores, increasing the number of students scoring Level 3 or above in ELA and Math FSA. Social Emotional Learning.	Yes, upon request	Yes, virtually



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*College & Career	Career Fair	March or April	Students will learn information and ask questions from community members from different fields.		Yes	Yes
*Graduation Requirements & Scholarships						

\* Required for secondary schools

How will workshops/events for families be evaluated to determine return on investment?	Exit slips will be provided from events and I-Ready ELA and Math scores. Title I family survey.
How will the needs of families be assessed to plan future events?	Exit slips, PTO, CNA and SAC meeting discussions. Title I family survey.
What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)	Some barriers could be, per the family survey, were notification time and conflicts with family events (such as sporting events and church). Workshops, Open House, Title I annual meeting and other events can be accessed by families virtually. For families without electronic access, the information can be sent home with their student. Notification of events will be distributed via a flyer home, newsletter, text, email and Blackboard Connect. Notification documents are also translated into languages easily for families to read.



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<p>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</p>	<p>Flexible dates and times are offered virtually so that families can view at their leisure. These meetings/events include: Title I Annual Meeting, Open house/Curriculum Night, School Advisory Council, parent teacher conferences and capacity events.</p>
<p>How do families who are unable to attend building capacity events receive information from the meetings?</p>	<p>Families can receive information on capacity events by viewing the event virtually at their leisure on the Apollo website.</p>
<p>What strategies were used to increase family and community engagement in decision-making?</p>	<p>Increased use of electronic surveys such as the Family Survey (April 2021), Title I Annual Meeting was held virtually, sign in and exit slips could be completed electronically. School Advisory Council meetings held virtually.</p>