



**Brevard Public Schools
Title I Office
2022-2023 Parent and Family Engagement Plan (PFEP)**

Each Title I school will develop, together with the parents and relatives of the participating children, a written plan that will describe how the school will carry out the aforementioned requirements. The plan shall be notified to parents in an understandable and uniform format and, to the extent possible, shall be provided in a language that parents can understand. The school plan should 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 the development/review of this plan. This plan is available on our school's website and in the Title I Parent and Family Engagement Notebook located in our main office. If you would like a hard copy of this document, or need translation, please contact our Title I Contact Evelyn Ziccardi Cambridge elementary.

All families and community members were invited and encouraged to provide input and suggestions on the development/review of this plan. This plan is available on our school's website and in the Title I Parent and Family Engagement Notebook located in our main office. If you would like a hard copy of this document or need a translation, please contact our Title 1 contact Evelyn Ziccardi at Cambridge elementary

The school's vision to engage families:

Guarantees

- We will involve appropriate parent representation, or establish a parent advisory board to represent families, in the development and evaluation of the "School Parent and Family Engagement Plan" which outlines how the school will conduct its required family engagement activities.
- Hold an annual meeting for families to explain the Title I program and parental rights to participate. Offer other meetings/workshops at flexible times.
 - Use a portion of Title I funds to support parent and family involvement and involve parents in deciding how these funds will be used.
 - Involve parents in the planning, review, and improvement of the Title I program.
 - Develop a covenant between the school and parents that describes how parents, students, and school staff will share responsibility for improving student achievement and describes how parents and teachers will communicate.
 - Offer assistance to parents in understanding the education system and state standards, and how to support their children's achievement.
 - Provide materials and training to help parents support their children'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 that parents can understand and offer information in other languages as possible.
 - Include school and district Parent and Family Engagement Plans on our school website and in the Parent Engagement Notebook in the main office.

Director: _____



**Brevard Public Schools
Title I Office
2022-2023 Parent and Family Engagement Plan (PFEP)**

EACH TITLE I SCHOOL IN BREVARD COUNTY:

- 1. Involve families and community members in the planning, review, and improvement of your School Improvement Plan and Title I program. The school will jointly develop and evaluate the Parent and Family Engagement plan, as well as the school-home covenant, with adequate representation of families.**

Title I Documents	Date of the meeting to gather the opinion of the family/community	List the outreach strategies used to invite families and the community to provide input.	Describe the method in which family and community members participated.	What evidence do you have to document family/community involvement?
School Improvement Plan (SWP) Comprehensive Needs Assessment (CNA)	May 31, June 1,2,3	Spring School Survey, Spring 1 Title Survey, SAC Meetings Title 1 Event Exit Sheets, School Compact Questionnaire	Families and community members are invited through a newsletter to join a discussion at the May 2022 SAC meeting, parents invited to focus groups.	Surveys, exit sheets, agendas, record sheets
Parent and Family Engagement Plan (PFEP)	August 18, 2022	Title 1 Annual Meeting, August 2022, Spring School Survey, Title Parent Survey 1 Title 1 Event Exit Sheets	Families are asked to complete a completed questionnaire that provides suggestions and reviews.	Title 1 Parent Family Participation Plan Survey, Title 1 Event Exit Ballots
Compact School-Home	October 20, 2022 August 18, 2022	Title 1 Annual Meeting Survey, Compact Questionnaire/Survey for Teachers	Families are invited to review the parent-teacher covenant at conferences. They are asked to provide information in order to update the covenant during the Annual Title 1 meeting.	Results of the Annual Survey of the Title Meeting Compact questionnaire/survey results
Title I Budget and Framework	June 2022	Families are asked to participate in discussions on the Budget and Title 1 Framework.	Exit sheets for all events ask interested families to participate in a discussion. Those who express interest will be part of several meetings, held in the spring, to provide information on the Budget and Framework of Title 1.	Surveys, exit sheets, meeting agendas, login sheets
Parent and Family Engagement Funds	May 2022 August 2022	Families are asked to participate in discussions about parent and family engagement funds.	Exit sheets for all events ask interested families to participate in a discussion. Those who express interest will be part of several meetings, held in the spring to provide information on Parent and Family Engagement Funds. Focus meetings for parents in June.	Surveys, exit sheets, meeting agendas, login sheets

**** All Title I schools must hold at least one face-to-face conference discussing the covenant with families.***



**Brevard Public Schools
Title I Office
2022-2023 Parent and Family Engagement Plan (PFEP)**

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

Tentative date and time of the meeting	August 18, 2022, 5:00 p.m.
How are families notified of the meeting?	Posted in school calendar, message on blackboard, individual invitations from teachers, flyers in both Spanish and English
What information is provided at the meeting?	The Title I Office provides each school with a PowerPoint presentation and feedback form that incorporates information on: The Title I Program, Fund Usage Overview, Curriculum and Assessment Information, Parent and Family Engagement Plan, Compact, Ways Parents Can Participate. Schools can customize the Power Point by explaining how their Title I funds are used to increase student achievement and promote parent and family involvement, ways parents can participate in their school, how to access staff, grade information, parent survey results, and information about the school's curriculum.
How are parents and families informed of their rights?	The Brevard Public Schools Title I Office provides all Title I schools with a booklet informing parents of their rights. This booklet is sent home with all students through a backpack. Schools must also have a copy of the "Parents' Right to Know" letter in a parent-family engagement notebook kept in the main office. The district's Title I office oversees and maintains documentation of this on file.
What barriers will you address to encourage parents/families to attend?	The main barrier is translation for our Spanish-speaking families. We can address this barrier by providing translated invitations and presentations. In addition, our ESOL teacher, Ms. Stephens along with one other Spanish-speaking staff member attend the meeting to help with any communication issues. Our families often have younger children at home and that can make it difficult for them to attend school events. We can overcome this barrier by allowing all family members to attend these events.
How will you receive feedback from parents and families about the meeting?	Parents received a QR survey at the end of the Power Point presentation at our Title 1 Annual Meeting. They were asked to complete this survey right after the presentation and discussion.
How do parents and families who are unable to attend receive information from the meeting?	Information from the annual meeting and power point in English/Spanish will be on the school's website.

Identify partnerships that coordinate and integrate Title I and local/federal funds to provide opportunities that encourage and support parents and families to participate more fully in their children's education and/or to help support learning at home.

Title II- Professional Development	Cambridge administrators and district professionals (we are expecting a literacy coach to be hired) work collaboratively to provide staff with professional development opportunities on how to collaborate effectively with parents, including Effective Family Engagement workshops. District resource teachers in the areas of ELA, Math, Science, and SS provide degree-level support and training to address Florida's academic content standards, including Read Naturally, I Ready for math and Reading, Benchmark Advance for ELA, Lexia, PASI, PSI, Reveal/Gems Math curriculum.
---	---



Brevard Public Schools
Title I Office
2022-2023 Parent and Family Engagement Plan (PFEP)

Title III-ESOL	Cambridge administration works collaboratively with the ESOL Resource Teacher and ESOL Assistants to address the needs of English Language Learners (ELLs) and their families. Our teachers plan in collaboration with our ESOL teachers and assistants implement appropriate programs, services, and training opportunities for school staff and families of language learners. Title 1 Parent Engagement Contact works with our ESOL teacher to ensure that school information is effectively shared with families. We are applying for Title III funds to provide tutoring for Ms. Stephens and her assistant to tutor ESOL students in language acquisition.
Title IV-Integral Education/School Safety/Educational Technology	Cambridge's administration leaders and teachers work collaboratively with educational technology, including technology integrator, to address the technology needs of our students and families in Cambridge. By collaboratively planning and implementing appropriate programs, Cambridge can provide services and training opportunities for school staff and their friends, including opportunities to access and brand Focus, Blackboard Messenger, and the school's website as a means of communication between home and school.
Title IX-Homeless	The school's social worker, support staff and Cambridge administration work collaboratively with our Guidance Counsellor to meet the diverse needs of our students and families in transition without duplicating services. Since the number of transition students in our county has increased significantly over the past year, we provide awareness to staff and families.
FDLRS/ESE Services	FDLRS provides diagnostic and instructional support services to Cambridge's Exceptional Education Student Education (ESE) programmes and ESE student families. The resource staff in the FOLRS Office works collaboratively with Cambridge in the planning, implementation and evaluation of various parent engagement initiatives and training opportunities, and research-based instructional strategies based on BEST Florida's academic content standards.
Preschool Programs (Head Start/VPK)	As outlined in Head Start Law 4S C.F.R. 1304-40, Cambridge Elementary will participate in a collaborative partnership process with parents "to establish mutual trust and identify family goals, strengths and necessary services, and other support" for families enrolled in Head Start. There are seven family engagement outcomes under the parent, family, and community engagement component of Head Start. Cambridge will help families achieve outcomes in these areas: Family Well-Being, Positive Parent-Child Relationships, Families as Lifelong Educators, Families as Learners, Family Engagement in Transition, Family Connections with Peers, and Community and Families as Advocates and Learners. The district will contract with Brevard C.A.R.E.S to provide the required services as described in the original Head Start grant application.
SAC	SAC consists of administration, teachers, parents, and community members who come together to provide information and facilitate efforts to meet the goals of the School Improvement Plan.
PTO/PTA	Na
Community Agencies/Business Partners	Title I and Brevard Partners in Education contact work together with companies such as universities and financial planning companies to contribute resources to events and trainings. Faith-based organizations, such as Georgian United Methodist Church, provide supplies and volunteer help in classrooms and during events.



**Brevard Public Schools
Title I Office
2022-2023 Parent and Family Engagement Plan (PFEP)**

3. Use strategies to ensure meaningful communication and accessibility.

Describe the methods that will be used to ensure meaningful and ongoing communication between home, school, and community.	We will inform families and the community using Blackboard Connect, FOCUS Messenger, the marquee, our website, and teacher/parent communication apps such as Class Dojo and See Saw.
Describe how you notify each family in a timely manner when your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of the field.	Letters are sent home with each student who has been taught for four or more consecutive weeks by a teacher who is off the field. A copy of the letter and a list of the parents who receive the letter is kept on file as documentation for audit purposes.
Explain how families are provided with information about curriculum, performance levels, progress monitoring, and assessments.	Cambridge will continue to issue printed bulletins and report cards. Teachers will communicate with parents with individual needs and hold parent/teacher conferences. Teachers will use FOCUS to keep parents informed about academic progress. Parents will participate in IPST (Individual Problem-Solving Team) when students need support.
Describe how your school provides information to families in their native language. What languages do you offer?	Of the families that have been identified that need Spanish translation, we prepare for meetings with them by having bilingual staff at the meeting as well. Cambridge newsletters and Blackboard Connect messages are translated by the staff. Individual report card comments and announcements made by the teacher are also translated by the ESOL teacher when needed..
How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	All areas of the school are wheelchair accessible. Access signs are posted in Braille.
Describe the opportunities families have to participate in their children's education.	Parents may sign up to volunteer and can participate in their child's classroom as well as other classrooms once approved by district security. Mondays are days when parents can have lunch with their children. In addition, they can attend family engagement nights and learn a variety of topics to help their children with school activities and assignments. These events are always with the student and the families attending. Parents can attend conferences with their child teacher.
Describe how your school shares the PFEP, SWP, CNA, and other Title I documents with community members.	The school's website will include the PFEP, SWP, CAN and other tile documents 1 in the section title 1 under "about us". In addition, information will be discussed during relevant Title 1 nights and School Advisory Council meetings.

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

<u>Theme/Title</u>	<u>How does this help staff build relationships between school and family?</u>	<u>Implementation Format: workshop, book study, presenter, etc.</u>	<u>Who is the audience?</u>	<u>Tentative date/time</u>



**Brevard Public Schools
Title I Office
2022-2023 Parent and Family Engagement Plan (PFEP)**

Empowering Our Families	This workshop will educate the faculty in strategies for engaging the community, providing faculty members with the tools to do so.	District resource teacher/administration will conduct a workshop designed to promote engagement between the faculty and families of Cambridge Elementary School.	Cambridge's instructional staff	February 2023
Integrated content regarding engaging families in overall professional development	When appropriate, staff and administration will integrate a variety of strategies within their presentation for increasing family engagement within their presentation/PD.	Administration, teacher leaders, and district resource teachers. When new Math series was presented in PD over the summer by administrator, it was shown and practiced different ways to involve families. (6 th grade had Spanish videos for all lessons which can be shared with parents)	Cambridge's instructional staff	July 2023 – Math PD Varied and throughout year within other PD

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

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

Build families' capacity to support learning at home						
<u>Theme</u>	<u>Title</u>	<u>Incipient Date/Time</u> Are they flexible?	<u>Adult Learning Goal</u> : What skill that reinforces students' learning at home will families acquire during this training?	List the goal of the school-wide improvement plan (SWP) that this event <u>directly</u> supports	Translation provided	Take-home materials provided
Curricular Areas	Integrating "whole child" needs within all curriculum	September 22, 2022, 5:30 AM	Families in K-6 will participate in hand-on family engagement night where staff modeled how to have engaging conversations which would provide parents with information about their child's school day beyond academics. Games and modeling of circle procedures were used to do this.	This goes towards building a positive school culture and environment. Our youth truth survey showed we were below the average for culture and belonging.	Yes	Yes
	Family Engagement Math Night – using games and centers parents will learn different math strategies to increase understanding and fluency	November 17, 2022, 5:30 AM	Families will gain an understanding of strategies students are learning in Math order to better support their students at home.	In 22-23, the 3 rd diagnostic for I Ready Reading and Math will show that least 55% of all students will be working at or above grade level. We will increase ELA SWD subgroup proficiency from 25% to 45:5.	Yes	Yes



**Brevard Public Schools
Title I Office
2022-2023 Parent and Family Engagement Plan (PFEP)**

	<p>Bedtime Story Night – using a variety of presentations (whole and small group based on interests) parents will learn the best way to support their child with reading and writing</p> <p>Orlando Science Night Title 1</p> <p>Arts and Culture Title 1 Night</p>	<p>December 15, 2022, 5:30 AM</p> <p>February 23, 2023, 5:30 AM</p> <p>March 30, 2022, 5:30 AM</p>	<p>Families will gain an understanding of strategies students are learning in ELA in order to better support their students at home.</p> <p>The Orlando Science Center comes to our school with a variety of hands-on centers and students engage in different standards based activities along with their parents.</p> <p>This is an evening where different arts and representation for the diverse cultures within our school are celebrated through a variety of hands-on events. Integration of Math and ELA strategies will be utilized within these activities.</p>	<p>Our 2022 Science assessment data was 67% students scoring at level 3 and above. We want to improve this score.</p>	<p>Yes</p>	<p>Yes</p>
<p>State assessments and levels of achievement</p>	<p>Open House</p> <p>Conference nights and requested conference meetings</p> <p>Data Night for families</p>	<p>August 2022 5:30</p> <p>August 2022 January 2023 Throughout school year</p> <p>January 26, 2023, 5:30 AM</p>	<p>Teachers presented information to parents about the new FAST assessment required for VPK-6 students. Families gained an understanding of what each level means and were provided different resources including Cambridge's family engagement dates.</p> <p>Parent reports were provided to parents with student results which were explained at open house during teacher presentations as well as at conferences.</p> <p>Parents are invited to school where student led conferences will be utilized with teacher help to provide student assessment data and grades to parents and connect that information to the state required standard score for on grade level performance. Student growth will be celebrated.</p>	<p>In 22-23, the 3rd diagnostic for I Ready Reading and Math will show that least 55% of all students will be working at or above grade level. We will increase ELA SWD subgroup proficiency from 25% to 45%</p>	<p>Yes</p>	<p>Yes</p>



**Brevard Public Schools
Title I Office
2022-2023 Parent and Family Engagement Plan (PFEP)**

Technology, FOCUS/Launchpad	FOCUS	October 20, 2022 5:00 -7:00 conference night	Parent conference night, parents will have an opportunity to visit a technology center in the media center where they will learn how to use FOCUS to monitor student achievement. Parents will be provided sign on information and an opportunity to work one on one with technology presenter and their student to get the most from FOCUS. Messaging available on Focus will be highlighted as well.	In 22-23, the 3 rd diagnostic for I Ready Reading and Math will show that at least 55% of all students will be working at or above grade level. We will increase ELA SWD subgroup proficiency from 25% to 45:5.	Yes	Yes
	IEP meetings are offered in virtual and by phone for parents throughout the school year		Parents are provided input into their child's individual education plan and at these meetings are provided resources to provide additional support to students.		Yes	Yes
Transition (Kg., MS, HS)	Middle School Expo Cocoa Jr, Edgewood, and McNair staff and students will visit Cambridge Elementary	November 3, 2022 5:30	Families will gain a clear picture of what procedures and academic requirements will be at the secondary level and meet representatives from schools to help students understand and prepare for their transition.	In 22-23, the 3 rd diagnostic for I Ready Reading and Math will show that at least 55% of all students will be working at or above grade level. We will increase ELA SWD subgroup proficiency from 25% to 45:5.	Yes	Yes
	Kindergarten Orientation "Cambridge Candyland"	April 2023	Families are provided with a picture of kindergarten and how they can get the most of their child's experience during their kindergarten year. In addition, they will learn and practice a variety of developmentally appropriate strategies to prepare students for kindergarten.		Yes	Yes
Parent/Teacher Conferences	Parent/ Teacher conferences Student Led conferences	October 20, 2022 January 26, 2023	Families will monitor the progress of students in reading and math, developing an understanding of what can be reinforced at home. Zoom conference and phone conferences available according to parent's needs.	In 22-23, the 3 rd diagnostic for I Ready Reading and Math will show that at least 55% of all students will be working at or above grade level. We will increase ELA	Yes	Yes



**Brevard Public Schools
Title I Office
2022-2023 Parent and Family Engagement Plan (PFEP)**

				SWD subgroup proficiency from 25% to 45:5.		
*University and Career	Na					
*Graduation requirements and scholarships	Na					

* Required for high schools

How will workshops/events for families be evaluated to determine return on investment?	Exit sheets and/or surveys will be provided to collect information from participants on the effectiveness of the events.
How will families' needs be assessed for planning future events?	Exit sheets and/or surveys will also be used to collect suggestions for future events. The leadership team, including management and the Title 1 team, will read and discuss input and develop plans for future events.
What are the barriers for parents and families to attend workshops/events and how to overcome them? (transport, translation, etc.)	The main barrier is translation for our Spanish-speaking families. We can address this barrier by providing translated invitations and presentations. In addition, our ESOL teacher, Ms. Stephens along with several Spanish-speaking staff members attend the meeting to help with any communication issues. Our families often have younger children at home and that can make it difficult for them to attend school events. We can overcome this barrier by allowing all family members to attend these events.
How are flexible dates and times offered for meetings, events and/or workshops? (Give examples)	Events are scheduled in the evenings based on feedback from surveys and previous events. Wednesdays and Fridays are avoided due to conflicts such as religious gatherings identified by Cambridge families. PowerPoint presentations of the events are posted on the school's website in both English and Spanish.



**Brevard Public Schools
Title I Office
2022-2023 Parent and Family Engagement Plan (PFEP)**

<p>How do families who are unable to attend capacity-building events receive information from meetings?</p>	<p>Information about events that cannot attend events at the school will be posted on the school's website under "title 1". It is also a goal to bring events to the community through community organizations.</p>
<p>What strategies were used to increase family and community participation in decision-making?</p>	<p>Strategies to increase family and community involvement include acting on community feedback, requesting additional feedback and increasing community interest by overcoming barriers, celebrating cultural heritage with community help, and reaching out to community organizations.</p>