



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 LaToya Smith via email smith.latoya@brevardschools.org or telephone (321) 633-3570, ext. 5049

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 LaToya Smith via email smith.latoya@brevardschools.org or telephone (321) 633-3570, ext. 5049

School's vision for engaging families:

Golfview Elementary Magnet School's faculty and staff partners with families and the community to ensure all students
G.E.A.R (Give Your Best, Everyone is Safe, Act Responsibly, Respect for All) up for success.

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.



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EVERY TITLE I SCHOOL IN BREVARD COUNTY WILL:

- 1. Involve families and community members in the design, implementation and evaluation of their Schoolwide Improvement Plan (SWP) and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement plan, as well as the school-home compact, with an adequate representation of families.**

Title I Documents	Date of meeting to gather family/community input.	List outreach strategies used to invite families and community to provide input.	Describe the method in which family and community members were involved.	What evidence do you have to document family/community participation?
Schoolwide Improvement Plan (SWP) Comprehensive Needs Assessment (CNA)	9/10/2019 10/12/2019	The request for participation in the SAC meeting was advertised in our school newsletter and on social media. A Synvoice/Blackboard Connect message was also sent to parents via telephone.	Family and community members were provided with our school data (schoolwide, grade level, subgroups, attendance and discipline) and had the opportunity to have an in depth discussion of the data in our initial School Advisory Committee meeting. The need and importance of a comprehensive needs assessment was addressed and information from the desegregation of the data was used to determine goals for continuous school improvement.	Meeting flyer, Sign-in sheet, agenda and minutes from SAC meeting
Parent and Family Engagement Plan (PFEP)	9/27/2018 4/9/2019 5/16/2019 9/10/2019	The request for input was advertised in our school newsletter and on our school website and social media. The request for feedback was also requested at each family engagement event.	Parents/families provided feedback at family engagement events held in the 2018-2019 school year and on the District Title I Parent survey and PFEP and School Improvement survey. Feedback was used to update and revise our PFEP for continuous improvement based on school community needs. Feedback will also be used to determine and plan meaningful parent and family engagement events.	District Title I Parent Survey feedback Family Engagement Event feedback PFEP and School Improvement Input online survey feedback
School-Home Compact	9/24/2019	The request for input was advertised in our school newsletter.	Parents/families provided feedback on the 2019-2020 School-Parent-Student Compact for Learning Suggestions/Revisions survey. Feedback was used to update and revise our compact for continuous academic achievement of all students and continuous development of strong school-home partnerships.	Feedback from 2019-2020 School-Parent-Student Compact for Learning Suggestions/Revisions Survey
Title I Budget & Framework	9/12/2019	The request for input was advertised at our Annual Title I Meeting.	Parents/families were informed of the school Title I budget and provided feedback and suggestions on the Title I Annual Meeting survey on the expenditure of Title I funds and parent engagement funds.	Feedback from Title I Annual Meeting
Parent & Family Engagement Funds	9/12/2019	The request for input was advertised at our Annual Title I Meeting.	Parents/families were informed of the school Title I budget and provided feedback and suggestions on the Title I Annual Meeting survey on the expenditure of Title I funds and parent engagement funds.	Feedback from Title I Annual Meeting

**All Title I schools are required to hold at least one face-to-face conference in which the compact is discussed with families.*



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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
How are families notified of the meeting?	Families were notified of the school-based Title I Annual Meeting via the school newsletter, website, and social media (Facebook). The meeting notice was also advertised on the school marquee and a Synervoice/BlackBoard Connect (telephone message) was sent to all families.
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?	To encourage parents and families to attend the Title I Annual Meeting, the meeting will be held in conjunction with our school Open House and "C" School Celebration. The meeting will precede the other events and take place from 5:00-5:30 in the school cafeteria. To encourage parents and families to attend, ample notice of the meeting will be sent home in the school newsletter and posted on the school website and social media. The meeting will also be advertised on the school marquee and a Snyervoice/ BlackBoard Connect message will be sent to all families.
How will you get feedback from parents and families about the meeting?	Feedback from the Title I Annual Meeting will be collected from parents/families in the form of an exit survey.
How do parents and families who are not able to attend receive information from the meeting?	The Title I Annual Meeting presentation and presentation notes will be included in the Title I Parent Resource binder that is housed in the front office. The Title I Annual Meeting presentation will also be available on our school website for all families that are unable to attend. The presentation will include contact information for the Title I contact for additional questions, comments or concerns.

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	Title I and District Resource Teachers (RT) provide our school staff with professional development (PD), including the parental involvement component in one of the modules of B.E.S.T., our district wide training initiative.
Title III-ESOL	Title I Resource Teachers collaborate with the district Resource Teacher of Equity and ESOL to address needs of English Language Learners (ELL). ESOL and ELL teachers ensure that information is translated.
Title IV-Well-Rounded Education/School Safety/Educational Technology	Title I and Educational Technology address technology needs of students and families in our school by helping families access and use our school website and FOCUS as a means of home-school communication.
Title IX-Homeless	The Office of Title I and the district Homeless Liaison work collaboratively to meet the Title IX needs of our homeless students and families. The following services are available to students and families that have been identified as "in-transition: tutoring services, assistance with school uniforms, and assistance with school supplies.



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FDLRS/ESE services	<p>Golfview Elementary participates in training the parents of students with exceptionalities given by staff from the Office of Exceptional Education, Title I, and FDLRS to address the exceptional needs of students and families.</p> <p>The school collaborates with FDLRS and Title I to plan, implement, and evaluate parent involvement trainings and opportunities such as Parent University and Parenting in Today's World.</p>
Preschool Programs (Head Start/VPK)	<p>Title I funding is used to supplement our Voluntary Pre-Kindergarten (VPK) program, allowing us to offer full day services for our VPK students and families. The Title I and Voluntary Pre-Kindergarten offices work closely together to coordinate parent training, Step FOURward voluntary opportunities, and transitional services for students entering the regular public school VPK program. Activities include coordinated meetings with the Title I staff to address school staff and family needs and coordinated meetings with parents, VPK teachers, and kindergarten teachers.</p> <p>Golfview Elementary Magnet School participates in the Families as Readers program, which is a lending library coordinated with VPK and Title I to provide books for students to take home to read with parents (school/home connection promoting literacy).</p>
SAC	<p>Golfview Elementary Magnet School makes every effort to involve all stakeholders (families, community members, school faculty and staff) in our Title I programs. The School Advisory Committee (SAC) is comprised of parents, faculty, and community members. More than 50% of the members of the SAC are parent and community (non-employee) representatives. With every effort to create a committee representative of our school population, all parents are encouraged to join and/or attend School Advisory Committee meetings. The committee provides input into the development, implementation and evaluation of the following: School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), use of Title I parent involvement funds, and school budget. Additionally, all parents are given the opportunity to review the PFEP and offer their input prior to approval. Members of the School Advisory Committee will serve as a liaison between the committee and our school. Minutes from each SAC meeting will be made available to the district and parents upon request.</p>
PTO/PTA	<p>Golfview Elementary Magnet School makes every effort to involve all stakeholders (families, community members, school faculty and staff) in our Title I programs. The Parent Teacher Organization (PTO) is comprised of parents, faculty, and retired faculty. With every effort to create a PTO that is representative of our school population, all parents and teachers are encouraged to join and/or PTO meetings. The organization provides input into the development, implementation and evaluation of the following: School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), use of Title I parent involvement funds, and school budget. Minutes from each PTO meeting will be made available upon request.</p>
Community Agencies/Business Partners	<p>Golfview Elementary Magnet School will its annual Principal's Tea and Community Action Team (CAT) meetings in which city officials, business leaders, members of civic and/or religious organizations, and concerned citizens will be invited in to learn more about the school performance and its current differentiated accountability status. The school administration will offer suggestions on how the community can help the school and community members will have the opportunity to communicate their concerns and ideas for continued school improvement and academic achievement. We have numerous community and business partnerships and invite them regularly into our school. We invite the community to meet with our families during various curriculum nights throughout the year. They provide supplies for students who are in need, including food, and offer family activities throughout the year. These partnerships help to keep our students, parents, and teachers motivated, which in turn, helps increase student academic achievement.</p>

3. Utilize strategies to ensure meaningful communication and accessibility.

<p>Describe the methods that will be used to ensure meaningful, ongoing communication between home, school and community.</p>	<p>To encourage and support meaningful engagement of families, we will provide various forms of communication including the school newsletter, marquee, website, Parent Teacher Organization and school social media, BlackBoard Connect calls and PeachJar to relay information and updates. Parent surveys will be conducted to assess the usefulness of these tools and ask for suggestions for improvement.</p>
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<p>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.</p>	<p>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.</p>
<p>Explain how families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</p>	<p>At the conclusion of the Annual Title I Meeting, families will visit their child/children's classrooms and meet their teachers. During classroom visits, teachers will provide additional information pertaining to the subject(s) they teach, assessment plans, and how parents can help at home. The same information will be provided in an information packet distributed the following day for all parents unable to attend. The school will also host two evening Parent Conference Nights.</p>
<p>Describe how your school provides information to families in their native language. What languages do you provide?</p>	<p>To the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, including providing information and school reports in an understandable and uniform format and including alternate formats upon request, to the extent practicable in a language parents understand. Translation equipment is available for general meetings, if requested, and standardized documents are made available in English and Spanish. Translation services for other languages are made available through the Title I district office as necessary upon request. In addition, a bilingual (Spanish-English) resource teacher is available upon request throughout the school day, including arrival and dismissal to speak with parents addressing individual concerns.</p>
<p>How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</p>	<p>To the extent practicable, the school will provide services for parents with disabilities that will enable them to participate in meetings, workshops, and events. Meetings, workshops, and/or events will be held in accessible locations and upon request can include support for auditory and translation needs.</p>
<p>Describe the opportunities families have to participate in their child's education.</p>	<p>Curriculum night will be held each month and will be based on the needs of the school community. We will host curriculum nights that focus on literacy, mathematics, science, writing and all of the components of STEAM throughout the year. Each curriculum night will be designed with the intent of families taking information with them and continuing the learning process at home to help foster academic achievement.</p>
<p>Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.</p>	<p>The Parent and Family Engagement Plan (PFEP), School Improvement Plan (SIP), Comprehensive Needs Assessment (CNA) will be available in the Parent Resource Binder located in the school office. The goals and initiatives of each plan will be shared and discussed at the Principal's Tea and Community Action Team meetings. Upon approval, the documents will be uploaded and available on the school website. An announcement of the availability of the documents will be shared via the school newsletter, marquee, social media and BlackBoard Connect and PeachJar. Community members can request a copy of the documents and provide feedback via email. Hard copies of all documents will be made available upon request.</p>

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>



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HOPTeP from Hustle University	The presentation will provide information on best practices in providing instruction for student in poverty along and how to encourage positive parent-teacher relationships within the school community and include a host of other reflective sessions. There will also be a presentation for students and parents.	Professional Development Workshop and Parent Meeting	Faculty and staff, students and parents/families	March 2020

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						
Topic	Title	Tentative Date/Time Are they flexible?	Adult learning goal: What skill that reinforces student learning at home will families gain during this training?	List the Schoolwide improvement plan (SWP) goal this event <u>directly</u> supports	Translation provided	Take home materials provided
Curriculum Areas	Science Night Eureka Math Night Literacy Night Summer Learning Night	9/24/2019 10/24/2019 1/30/2019	<p>Topic-specific workshops and engagement events will address the concerns of parents not understanding how to help their child at home and/or provide resources and materials for academic support and enrichment at home. Family engagement nights will be used to model for parents provide strategies on how to work with their child/children at home.</p> <p>Science Night-focus on the updated changes and required components of the science fair project; families will have to opportunity to engage in the process, research, and formulate a question for a science fair project. An additional science fair night will be scheduled to assist students and families with tying the project together and completion of the visual display.</p> <p>Eureka Math Night-active learning session to help parents understand how their child is learning mathematics and how they can help close the achievement gap at home.</p>	Fidelity of Tier I Instruction	Translation services will be made available as needed and/or upon request	Yes



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			<p>Literacy Night-an emphasis will be placed on reading strategies that can be put in place at home to support reading comprehension including how to ask appropriate questions to guide students to a deeper understanding of text.</p> <p>Summer Learning Night-focus on how to prevent academic loss over the summer (summer slide) and provide suggestions to keep students engaged over the summer. Instructional strategies and activities to academically engage students during the summer will be modeled.</p>			
State Assessments & Achievement Levels	Level Up /Test Prep Night	4/28/2019	Level Up-Test Pre Night-taking tools, tips and strategies to decrease test anxiety and stress; increase student engagement and build confidence	Fidelity of Tier I Instruction Social-Emotional Needs of Students	Translation services will be made available as needed and/or upon request	Yes
Technology, FOCUS/LaunchPad	Technology & Engineering Night	11/21/2019	Technology & Engineering Night-focus on the use educational technology such as FOCUS, LaunchPad, iReady, Lexia etc. The night will provide additional information about our STEAM magnet including technology associated with our FUSE Studio and Aviation Lab. Families will engage in engineering design challenges in which they will use critical thinking and everyday materials to solve problems.	Fidelity of Tier I Instruction	Translation services will be made available as needed and/or upon request	Yes
Transition (Kdg, MS, HS)	Kindergarten Round Up AVID Night	3/31/2020	<p>Kindergarten Round Up-parents/families of students in our VPK programs and those in VPK programs in our surrounding area will be invited to the school to learn about kindergarten expectations and steps to help ease the transition to kindergarten.</p> <p>Sixth Grade Transition-parents/families of students in 6th grade will receive information about transition meetings being held at Kennedy Middle School and McNair Middle School. Representative from each middle school will also visit the campus to meet with students and parents as a component of our AVID Night</p>	Fidelity of Tier I Instruction Social-Emotional Needs of Students	Translation services will be made available as needed and/or upon request	Yes
Parent/Teacher Conferences	Parent Conference Night	10/29/2019 1/21/2020	Parent/Teacher Conference Night- an opportunity for parents/families to meet outside the parameters of the normal school day to discuss student achievement and academic progress. Parent Conference Night is held once per semester.	Fidelity of Tier I Instruction Social-Emotional Needs of Students	Translation services will be made available as needed	



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					and/or upon request	
*College & Career						
*Graduation Requirements & Scholarships						

* Required for secondary schools

How will workshops/events for families be evaluated to determine return on investment?	Feedback will be collected from parents/families in the form of an exit ticket or survey.
How will the needs of families be assessed to plan future events?	Feedback collected from parents/families will be used to assess the effectiveness and meaningfulness of family engagement events and topics. The curriculum topics to be addressed will also be based on the academic needs of students as per assessment and school wide data.
What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)	The top barriers that hindered participation as documented on the 2018-2019 District Parent Survey were communication about parent and family engagement events and convenient meeting times. The address the barriers, we will communicate information about parent and family engagement in multiple formats (school newsletter, website, social media, school marquee, BlackBoard Connect, and PeachJar) and in the students' home language. We will make every effort to host parent and family engagement events on different days of the week and at different times to allow more parents/families the opportunity to attend. We will also offer handouts for presentations and will be willing to meet with parents who request additional information about missed workshops/events.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	The school administration and faculty have a strong belief in the importance of parent involvement and have put measures in place to offer parent meetings and family engagement events on a flexible schedule. The annual meeting for parents will be offered in the first month of school in the evening to accommodate parents that are employed and work during the day. To provide further accommodations, parent and family engagement curriculum nights will take place on different days of the week and at various times. If possible, we will host two sessions within a provided time frame for an event. We host student award ceremonies in the mornings; Parent Teacher Organization (PTO) and School Advisory Committee meetings in the afternoon; curriculum nights in the evening; and parent conferences during teacher planning, after school and on selected parent conference nights during the evening hours. The Title I Resource Room is available to parents and teachers throughout the day. On an as-needed basis, parents, teachers, and Title I staff communicate curriculum needs and appropriate resources are sent home.



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<p>How do families who are unable to attend building capacity events receive information from the meetings?</p>	<p>Families that are unable to attend events will have access to presentations and presentation notes via the Title I Parent Resource binder that is housed in the front office. The presentations will also be available on our school website under the Title I tab for all families. The presentations will include contact information for the Title I contact and presenter for additional questions, comments or concerns.</p>
<p>What strategies were used to increase family and community engagement in decision-making?</p>	<p>To increase family and community engagement in the decision making process, we will invite parents/families, community members and school business partners to participate in our parent and family engagement events. We petition parent/family and community feedback at each Title I parent and family engagement event. All stakeholders are reminded that their input is valuable and needed in order to best meet the academic and social emotional needs of our students and school community. All feedback is evaluated and analyzed for trends that can be used to make decisions about future events. We encourage our parents/families, community members and business partners to become involved with our School Advisory Council (SAC) and Parent-Teacher Organization (PTO).</p>