



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 Marisa Hirsche, 321-633-3545.

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 Marisa Hirsche 321-633-3545

School's vision for engaging families:

"Panthers to Proficiency and Beyond" is our vision as we set our sights on academic and social-emotional growth. There is a clear, shared vision at Endeavour Elementary for excellent instruction that is used to drive decisions, systems, and practices at Endeavour.

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: 9/13/19

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EVERY TITLE I SCHOOL IN BREVARD COUNTY WILL:

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

Title I Documents	Date of meeting to gather family/community input.	List outreach strategies used to invite families and community to provide input.	Describe the method in which family and community members were involved.	What evidence do you have to document family/community participation?
Schoolwide Improvement Plan (SWP)	6/1/19, 8/1/19	Leadership Council Meetings	Extensive discussion on family engagement as a priority.	Agenda/minutes/sign in sheet
Comprehensive Needs Assessment (CNA)	8/19/19	HUB Operations Team Meeting	Discussion on Family University events, Resource Fair and Food Pantry	
Parent and Family Engagement Plan (PFEP)	Registration 8/5/19	Table was set up for parents to provide input for PFEP	Registration dates were announced via signage, blackboard message, facebook post. Opportunity for parents to provide feedback on PFEP	Sign in sheet/exit tickets
School-Home Compact	9/16	Parent Advisory Council	Feedback from parents/community will be used to finalize the Compact agreement	Sign in sheet/agenda/feedback form
Title I Budget & Framework	Title I Night 8/20/19	Newsletter, blackboard message, notification sent home	Powerpoint was shown and feedback forms discussed.	Title I exit ticket was administered and collected.
Parent & Family Engagement Funds	Title I Night 8/20/19	Newsletter, blackboard message, notification sent home	Information on funding used for parent & family engagement events were shared in presentation.	Feedback forms were collected from parents attending.

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	Title I Night, Tuesday, August 20, 2019
How are families notified of the meeting?	Notification was sent via blackboard message, school website, school newsletter and meeting notification flyer sent home prior to the meeting.
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.

**Brevard Public Schools
Office of Title I
2019-2020 Parent and Family Engagement Plan (PFEP)**

What barriers will you address to encourage parents/families to attend?	All information was translated into Spanish prior to being sent home/published. The Title I Open House was held from 5:30 – 7:00 pm to accommodate working parents.
How will you get feedback from parents and families about the meeting?	Each adult attending was provided with a Title I exit survey to gauge understanding of the materials presented and to get feedback on Endeavour's Title I program.
How do parents and families who are not able to attend receive information from the meeting?	The slideshow presented at the Title I meeting has been uploaded to Endeavour's website and is available for review. In addition, a copy of the slide show is contained in the Title I parent binder in the front office.

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 staff and district resource teachers provide our staff with professional development in the area of parent involvement.
Title III-ESOL	Endeavour Elementary has 2 ESOL teachers and 4 ESOL instructional assistants. They work collaboratively with both teachers and staff. Every effort is made to make sure communications home are translated. We have translators at SAC, PTO, and other family engagement events at school. Blackboard messages are also in both English and Spanish.
Title IV-Well-Rounded Educational/School Safety/Educational Technology	Endeavour Elementary collaborates with the Office of Educational Technology at the district. Technology resource teachers offer training to our teachers in various programs including FOCUS. FOCUS promotes parent involvement by allowing parents to communicate, access grades, and get information through the classroom website.
Title IX-Homeless	Endeavour Elementary students are identified as students in transition (homeless) receive services through Title X. These students are eligible for free tutoring, school supplies, school uniforms and other services as needed and identified. This is a collaborative effort between all employees and families of Endeavour Elementary.
FDLRS/ESE services	Professional development opportunities are provided for staff, parents of students with disabilities, and families through district personnel/resource teachers from the Office of Exceptional Education, Florida Diagnostic and Learning Resource Systems (FDLRS), and Title I.
Preschool Programs (Head Start/VPK)	Endeavour Elementary currently has 5 VE/PreK classes each with 1 highly qualified teacher and assistant currently serving 72 students. This program provides comprehensive child development services to predominately economically disadvantaged children and families, with a special focus on helping preschoolers develop the early reading and math readiness by enhancing the social, cognitive, and emotional development of preschool children through the provision of educational, health, nutritional, social and other services to enrolled children and families.
SAC	SAC committee meetings are held monthly. Elected parents, community members and Endeavour teachers discuss the School Improvement Plan (SIP) and other Title I topics, as well as take requests from teachers for funding of materials/programs directly related to the SIP.
PTO/PTA	PTO meetings are held monthly to allow parents and teachers to come together and discuss the SIP and other ways to parent involvement at school. Childcare is provided so that finding childcare is not an obstacle to participating in the PTO.
Community Agencies/Business Partners	We currently have partnerships with many agencies and businesses through our Community HUB. Some of these include but are not limited to: City of Cocoa, Children's Home Society, Brevard Health Alliance, Eckerd Youth Programs, Church at Viera, Eastern Florida State College and University of Central Florida.

**Brevard Public Schools
Office of Title I
2019-2020 Parent and Family Engagement Plan (PFEP)**

3. Utilize strategies to ensure meaningful communication and accessibility.

Describe the methods that will be used to ensure meaningful, ongoing communication between home, school and community.	Endeavour Elementary believes that parent involvement in school functions and meetings is vital to or school culture and student achievement. Our events are based on feedback received from parents through surveys and other sources. Handouts and information are sent home and/or placed on our school website, facebook page and in the newsletter (which is translated into Spanish). In addition, many individual teacher and grade levels also send home newsletters.
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.	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.
Explain how families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	Families receive information sent home via teachers in interim reports, progress reports, and parent conference night. In addition, many teachers have additional communications with parents via text, phone call, class dojo and other methods.
Describe how your school provides information to families in their native language. What languages do you provide?	Every effort is made to make sure communications home are translated. We have translators at SAC, PTO, and other family engagement events at school. Blackboard messages are also in both English and Spanish.
How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Every effort is made to ensure Endeavour is ADA compliant. We provide visual and auditory representation of materials. One on one assistant is also provided when needed.
Describe the opportunities families have to participate in their child's education.	Parents are encouraged to volunteer at school in a variety of capacities. In addition, events such as Dads to Work, Boys to Men Night, Girls to Women Night and other parent engagement events.
Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.	These documents are shared via electronic media (website and facebook page) as well as available in the Parent Title I book located in the front office. Many of these documents are also sent home with students and made available at school events.

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>
Building Parent/Teacher Relationships	Building a positive rapport between parents and teachers contributes to the academic success of a student.	Article study	Admin/staff	1/24/20

**Brevard Public Schools
Office of Title I
2019-2020 Parent and Family Engagement Plan (PFEP)**

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

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

Building Capacity of Families to Support Learning at Home

<u>Topic</u>	<u>Title</u>	<u>Tentative Date/Time</u> Are they flexible?	<u>Adult learning goal: What skill that reinforces student learning at home will families gain during this training?</u>	<u>List the Schoolwide improvement plan (SWP) goal this event directly supports</u>	<u>Translation provided</u>	<u>Take home materials provided</u>
Curriculum Areas	Math & Science Night Literacy Night	10/3 & 1/30	Math & Science: Parents will learn how Math & Science are connected and how to implement strategies to help their children at home. Literacy: Parents will learn strategies to help their children with Reading and Writing.	Increase math proficiency 11 points to 70% on the 2019-2020 FSA. Increase science proficiency by 9 points to 40% on the 2019-2020 FSA. Increase ELA proficiency 8 points to 60% on the 2019-2020 FSA.	Yes	Math games, manipulatives, books
State Assessments & Achievement Levels	Open House	9/20	Parents are informed about curriculum, FSA Scores, Florida Standards, Positive Behavior Support and CHAMPS, and other classroom procedures.	Improve attendance to 95%. Decrease discipline referrals by 25%. Increase math proficiency 11 points to 70% on the 2019-2020 FSA. Increase science proficiency by 9 points to 40% on the 2019-2020 FSA. Increase ELA proficiency 8 points to 60% on the 2019-2020 FSA.	Yes	
Technology, FOCUS/LaunchPad	Focus Handout/Newsletter	8/20, August newsletter	Allow parents to receive additional information on how to access their child's grades and communication with teachers through the FOCUS app.	Improve attendance to 95%. Decrease discipline referrals by 25%. Increase math proficiency 11 points to 70% on the 2019-2020 FSA. Increase science proficiency by 9 points to 40% on the 2019-2020 FSA. Increase ELA proficiency 8 points to 60% on the 2019-2020 FSA.	yes	Flyer
Transition (Kdg, MS, HS)	Kindergarten Orientation Middle School Visits	TBD Spring 2020	Orientation for incoming kindergarten students is held each spring. Materials are provided to help make the transition smooth for both families and their kindergartener. Guidance counselors from area middle schools visit to speak with and assess our 6 th grade students in math. This assessment helps in the selection of appropriate math class placement in 7 th grade. Middle School bands visit to encourage participation in band at the middle school level. Endeavour provides information to parents on Middle School parent nights for incoming students.	Improve attendance to 95%. Decrease discipline referrals by 25%. Increase math proficiency 11 points to 70% on the 2019-2020 FSA. Increase science proficiency by 9 points to 40% on the 2019-2020 FSA. Increase ELA proficiency 8 points to 60% on the 2019-2020 FSA.	Yes	Handouts
Parent/Teacher Conferences	Parent Conference Night	10/29, 2/11	Families will have the opportunity to learn about academic expectations and results at parent conference which will allow them to build connections between academic	Improve attendance to 95%. Decrease discipline referrals by 25%. Increase math proficiency 11 points to 70% on the 2019-2020 FSA. Increase science	Yes	Report Card, Compact

**Brevard Public Schools
Office of Title I
2019-2020 Parent and Family Engagement Plan (PFEP)**

				proficiency by 9 points to 40% on the 2019-2020 FSA. Increase ELA proficiency 8 points to 60% on the 2019-2020 FSA.		
*College & Career						
*Graduation Requirements & Scholarships						

* Required for secondary schools

How will workshops/events for families be evaluated to determine return on investment?	Attendance at events are analyzed year over year to see that we are maintaining a sufficient amount of attendance for each event. In addition, exit tickets are used for planning future events.
How will the needs of families be assessed to plan future events?	Needs of families are assessed through the annual Parent Survey and using exit tickets received at each event.
What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)	Translation seems to be one of the biggest barriers facing Endeavour families. We continue to offer translation services at all Family Engagement events, Parent Conference Night, and including parents who come to school needing additional information.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Events are offered/held during both the day and evening to accommodate a variety of family schedules.

Brevard Public Schools
Office of Title I
2019-2020 Parent and Family Engagement Plan (PFEP)

<p>How do families who are unable to attend building capacity events receive information from the meetings?</p>	<p>Information on events held are receive information via the newsletter, website and newsletter.</p>
<p>What strategies were used to increase family and community engagement in decision-making?</p>	<p>Information is collected from parents at a variety of events including SAC, PTO, Food Pantry & Resource Fair Nights, and any other event or meeting where parents will be in attendance.</p>