



**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 Paulette Brancaccio at 321-676-1319 ext. 43098.*

*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 Paulette Brancaccio at 321-676-1319 ext. 43098*

**School's vision for engaging families:** Columbia's Parent Involvement Program is to bridge the gap between parent, school, and community. We aim to improve relationships between home and school, empowering families to become proactive in their children's education on a continuous basis. The program does this by providing information, training, and assistance through family/parent education courses, activities, and referral services.

**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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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>	September 2, 2021 May 10, 2021	Title I Annual Meeting SAC Meeting	Parents and community members were invited to attend both meetings and provide input.	Meeting Minutes Exit Slips
<b>Parent and Family Engagement Plan (PFEP)</b>	September 2, 2021 September 14, 2021	Title I Annual Meeting SAC Meeting	Parents and community members were invited to attend both meetings and provide input.	Meeting Minutes Exit Slips
<b>School-Home Compact</b>	September 2, 2021 September 14, 2021 Ongoing throughout the year	Title I Annual Meeting SAC Meeting Parent-Teacher Conferences	Parents and community members were invited to attend Columbia's Annual Meeting. Teachers provided the parents with the school-home compact and provides input. Parents and community members were invited to attend the SAC meeting and provide input.  Teachers will discuss the compact with parents during their conferences.	Parent Feedback Exit Slips Meeting Minutes Conference notes
<b>Title I Budget &amp; Framework</b>	September 2, 2021	Title I Annual Meeting	During our annual meeting, we went over how funds were used and asked for input via parent feedback exit slip.	Parent Feedback Exit Slip
<b>Parent &amp; Family Engagement Funds</b>	September 2, 2021	Title I Annual Meeting	During our annual meeting, we went over how funds were used and asked for input via parent feedback exit slip.	Parent Feedback Exit Slip

*\*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.**



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<b>Tentative date &amp; time(s) of meeting</b>	September 2, 2021 5:00-6:00
<b>How are families notified of the meeting?</b>	Flyer sent home and emailed Newsletter invite sent via email Facebook Post
<b>What information is provided at the meeting?</b>	The Office of Title I provides each school with a Power Point Presentation and feedback form that incorporates information 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.
<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>	We are going to modify the times of the events to best fit the majority of our working families. We will hold the meeting virtually in order to assist with attendance.
<b>How will you get feedback from parents and families about the meeting?</b>	We will provide surveys and/or exit slips at each meeting/event.
<b>How do parents and families who are not able to attend receive information from the meeting?</b>	Parents who are not able to attend are encouraged to call the school and speak with the Title I contact in order to receive the information presented. We will offer opportunities throughout the week for parents to get a condensed version of what they may have missed, in a smaller setting.

**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>	Columbia Elementary teachers, the district K-12 Parent Involvement Resource Teacher, the Title I Family Involvement Resource Teacher and office of Educational Leadership & Professional Development staff work collaboratively to provide school staff with professional development in working effectively with parents.
<b>Title III-ESOL</b>	



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	Columbia Elementary teachers and staff work together with our ELL department staff to provide translations for meetings and documentation to strengthen communication between non English-speaking families and staff when possible. We collaborate with the ESOL department when making decisions about our students' needs.
<b>Title IV-Well-Rounded Education/School Safety/Educational Technology</b>	Columbia Elementary teachers, Columbia Elementary Technology Associate and the District Office of Education Technology work together to address the needs of students and families. We work together collaboratively to plan and implement appropriate programs, services and training opportunities for school staff and families, including opportunities to access and utilize FOCUS as a means of communication between home and school.
<b>Title IX-Homeless</b>	Since the number of homeless students in our county has increased significantly over the past few years, our office clerk, social worker, and guidance counselor work closely together to identify families that are in transition. These staff members and the district Homeless Liaison work collaboratively to meet the varying needs of the identified youth and families, without duplicating services, to ensure that their needs are met.
<b>FDLRS/ESE services</b>	In order to ensure our teachers and staff are meeting the needs of our students with IEP's or 504's, we have coordinated with our ESE team and FDLRS to provide training opportunities for our staff. This is our fourth year that we are implementing an inclusion model at Columbia, therefore an information/planning meeting was held prior to school beginning for proper ESE scheduling and services for those students.
<b>Preschool Programs (Head Start/VPK)</b>	Our Title I staff will invite area preschools to age appropriate parent workshops that are offered at Columbia that may assist them in fully participating in the education of their children. Parents and their preschool children who will be attending kindergarten next year will be able to observe a kindergarten class and will be given a tour of the Columbia school facility.
<b>SAC</b>	Our School Advisory Committee meets monthly to discuss the needs of our school, set goals, and implement strategies to achieve them on a school wide level.
<b>PTO/PTA</b>	N/A
<b>Community Agencies/Business Partners</b>	We currently partner with WaWa, Texas Roadhouse, Kona Ice, Sam's Club, Publix, Dunkin Donuts, Dominoes, and Chuck E Cheese. Columbia collaborates with Kinder Consulting and Children's Home Society for counseling services. The Children's Hunger Project provides food that we send home with our students on Friday's so that they have food for the weekend.

**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>	Mrs. Julian sends out a weekly newsletter in order to inform parents of upcoming events, announcements, etc. Our teachers communicate with families through FOCUS, the student planner and weekly newsletters. We utilize Facebook, email, texts, and Blackboard as well.
<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.



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<b>Explain how families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</b>	During our Open House, parents can visit their students' classrooms. The teacher provides ongoing information on the curriculum, state standards and assessment plans via classroom newsletters. The principal goes over the school's progress, achievement levels, etc. before parents visit with the teachers during Open House.
<b>Describe how your school provides information to families in their native language. What languages do you provide?</b>	Columbia Elementary translates documents using Google Translate to help us in informing families in their native language. We provide Creole and Spanish translation options. Translation equipment is available for general meetings, if requested. Translation services for other languages are made available through the Title I district office as necessary upon request. Staff members who speak Spanish are available to teachers and staff to assist in communication with parents if needed and may be available to attend Parent workshops/activities and conferences.
<b>How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b>	Every reasonable effort is made at Columbia Elementary to ensure that accommodations are made to allow people with disabilities have access to meetings, workshops, and other events.
<b>Describe the opportunities families have to participate in their child's education.</b>	Parents are invited and encouraged to attend SAC meetings and attend Literacy, Science and Math Night. At Literacy, Science and Math night, parents and students can read together, play games together, and learn about the standards that match their grade level. FSA Night also gives parents the opportunity to learn more about the standards in Math, ELA and Science.
<b>Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.</b>	We make an announcement via Facebook and the marquee in the front of the school telling community members that these documents are available in the front office and on our website.

**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>
Family Engagement Training	The training focuses on the importance of establishing and maintaining communication with parents/guardians, define the difference between family involvement and family engagement, and different ways to engage our families.	Presenter, small group discussions, educational articles, videos	Columbia Staff	January 20, 2022



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**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.

<b><u>Building Capacity of Families to Support Learning at Home</u></b>						
<b><u>Topic</u></b>	<b><u>Title</u></b>	<b><u>Tentative Date/Time</u></b> Are they flexible?	<b><u>Adult learning goal: What skill that reinforces student learning at home will families gain during this training?</u></b>	<b>List the Schoolwide improvement plan (SWP) goal this event <u>directly</u> supports</b>	<b>Translation provided</b>	<b>Take home materials provided</b>
<b>Curriculum Areas</b>	Literacy Night Math Night Science Night	January 27, 2022 March 3, 2022  October 7, 2021 Dates are flexible and subject to change	Families will learn different ways to support their students in reading, writing, math and science.	Standards Aligned Instruction to Increase ELA Proficiency  Standards Aligned Mathematics Instruction to Increase Proficiency  Standards Aligned Science Instruction to increase proficiency  Learning gains for SWD	As needed if requested	Make and take math games.  Handouts on promoting literacy provided. Science Fair Information
<b>State Assessments &amp; Achievement Levels</b>	FSA Parent Night	February 10, 2022	Families will learn about the structure of the test as well as the different types of questions that students may encounter on state assessments. Parents will learn what level is considered on grade-level and which are not.	Standards Aligned Instruction to Increase ELA Proficiency  Standards Aligned Mathematics Instruction to Increase Proficiency  Standards Aligned Science Instruction to increase proficiency  Learning gains for SWD	As needed if requested	Handout on how to prepare a child before a test at home provided.



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<b>Technology, FOCUS/LaunchPad</b>	Registration Meet and Great Open House	July 26, 2021 August 9, 2021 September 2, 2021	Families will have the opportunity to learn about FOCUS and will be shown how to access both FOCUS and Launchpad during the teacher meet and greet, open house, and when registering their student(s).	Student engagement	As needed if requested	FOCUS Pin letters.
<b>Transition (Kdg, MS, HS)</b>	Kindergarten Transition Middle School Transition	May 2022	Families of students who will be entering kindergarten in the 2022-2023 school year will have the opportunity to tour a kindergarten classroom and ask questions that they may have.  Middle School Teachers set up assemblies to disseminate information on registration, middle school activities, and programs students can apply to.	Standards Aligned Instruction to Increase ELA Proficiency  Standards Aligned Mathematics Instruction to Increase Proficiency  Learning gains for SWD	As needed if requested	Handouts on ways to help your child get ready for Kindergarten
<b>Parent/ Teacher Conferences</b>	Parent/Teacher Conference Nights	October 19, 2021 Ongoing as needed	Families will have the opportunity to learn about the struggles their children may be facing in class and strategies to support them at home.	Standards Aligned Instruction to Increase ELA Proficiency  Standards Aligned Mathematics Instruction to Increase Proficiency  Learning gains for SWD	As needed if requested	Teachers may have handouts that align with their curriculum.
<b>*College &amp; Career</b>						
<b>*Graduation Requirements &amp; Scholarships</b>						

\* Required for secondary schools

<b>How will workshops/events for families be evaluated to determine return on investment?</b>	Workshops and events for families will be evaluated by Attendee Feedback Survey immediately following the event. This survey will include questions on the efficacy of the event which will be used to determine the return on investment of the event.
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<p><b>How will the needs of families be assessed to plan future events?</b></p>	<p>Parent/District/Client Survey results as well as survey results from each individual event will be assessed in order to best plan future family engagement events.</p>
<p><b>What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)</b></p>	<p>Barriers facing families include lack of childcare and conflicting work schedule. We strive to overcome these barriers by providing childcare for parents during workshops and by scheduling events later in the evening.</p>
<p><b>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</b></p>	<p>Columbia will offer flexible meetings, such as meetings in morning and evening and various days as determined by our annual Parent/District/Client Survey. Evening and virtual events are offered after 5pm to accommodate parent work hours.</p>
<p><b>How do families who are unable to attend building capacity events receive information from the meetings?</b></p>	<p>If parents are unable to attend a meeting, we will make every effort to the extent practical, to work with their schedule. Each flyer will contain information advising those parents to contact anyone on our school's Title I team for other arrangements. If they still cannot attend and would like the information, a phone conference will be offered, and materials will be sent home with the student. The Title I Annual Meeting will be videotaped and may be viewed on our school website. Columbia may provide for other services with Title I funds as such services relate to family involvement.</p>
<p><b>What strategies were used to increase family and community engagement in decision-making?</b></p>	<p>In order to increase family and community engagement in our decision making we utilized the Parent/District/Client Survey as well as brought up events at SAC meetings in order to get direct input from family and community stakeholders.</p>