



**Brevard Public Schools
Office of Title I
2020-2021 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: Kristi Shorts at shorts.kristin@brevardschools.org or 321-723-2566

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: Kristi Shorts at shorts.kristin@brevardschools.org or 321-723-2566

School's vision for engaging families:

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: _____

11/20/2020

EVERY TITLE I SCHOOL IN BREVARD COUNTY WILL:



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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.

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)	10/15/2020 10/26/2020	Flyer in backpack, posted on website, Facebook, Peachjar and the marquee	Parents were given the most recent student data during the Annual Title 1 Night. They offered feedback on a Google Form. SAC members reviewed the SWP. Community members and parents offered input through a Google Form.	ZOOM attendance sheets Agenda & minutes - SAC Google Form Exit Surveys
Parent and Family Engagement Plan (PFEP)	10/15/2020 10/26/2020	Flyer in backpack, posted on website, Facebook, Peachjar and the marquee	Following the Annual Title 1 Night, parents were given an opportunity to give feedback through a Google Form. SAC members reviewed the PFEP. Community members and parents offered input through a Google Form.	ZOOM attendance sheets Agenda & minutes - SAC Google Form Exit Surveys
School-Home Compact	10/15/2020 10/26/2020	Flyer in backpack, posted on website, Facebook, Peachjar and the marquee	Teachers and students discussed & signed in class. Parents reviewed, signed and returned the compact to us. COMPACT is discussed in all parent conferences. SAC members reviewed the COMPACT. Community members and parents offered input through a Google Form.	ZOOM attendance sheets Agenda & minutes - SAC Google Form Exit Surveys Signed compacts
Title I Budget & Framework	10/15/2020 10/26/2020	Flyer in backpack, posted on website, Facebook, Peachjar and the marquee	Following the Annual Title 1 Night, parents were given an opportunity to give feedback through a Google Form. SAC members reviewed the Title 1 Budget & Framework. Community members and parents offered input through a Google Form.	ZOOM attendance sheets Agenda & minutes - SAC Google Form Exit Surveys
Parent & Family Engagement Funds	10/15/2020 10/26/2020	Flyer in backpack, posted on website, Facebook, Peachjar and the marquee	Following the Annual Title 1 Night, parents were given an opportunity to give feedback through a Google Form.	ZOOM attendance sheets Agenda & minutes - SAC Google Form Exit Surveys



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			SAC members discussed the PFEP funds. Community members and parents offered input through a Google Form.	
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**All Title I schools are required to hold at least one face-to-face conference in which the compact is discussed with families.*

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

Tentative date & time(s) of meeting	October 1, 2020 5:30 PM
How are families notified of the meeting?	Parents were notified of this meeting in multiple ways. An initial flyer as well as a reminder flyer were sent home in backpacks, posted on the website, posted on the marquee, and posted on teacher FOCUS pages and Google Classrooms. There was also a school wide text reminder and the flyers were posted on Facebook. Flyers were provided in both English & Spanish.
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?	The first barrier we will address is social distancing due to COVID. Our family engagement nights will be offered via ZOOM until it is safe to resume in person activities. The second barrier will be reaching all families whether brick and mortar or e-learning about the events. Multiple methods will be used to inform everyone.
How will you get feedback from parents and families about the meeting?	A Google Form will be used following each meeting to get feedback from parents and families. Parents were given contact information for our Title 1 contact and encouraged to reach out to her with questions.
How do parents and families who are not able to attend receive information from the meeting?	A recording of the Zoom meeting will be available for anyone that was not able to attend the meeting.



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

Title II- Professional Development	Professional development opportunities will be provided by the district. Additional professional development will be offered to teachers by the Title 1 Contact and teacher leaders. This will be to support the needs of staff related to parental involvement and working effectively with parents. On-going training is being done to support using technology to communicate with families. This includes FOCUS, Google Classroom and other platforms being used.
Title III-ESOL	The university Park Elementary ESOL teacher and ESOL assistant will encourage and support families to participate in school events. They will assist in translating documents, and communicating with parents. The ESOL teacher and/or the ESOL assistant will attend all events to provide translation when requested.
Title IV-Well-Rounded Education/School Safety/Educational Technology	FOCUS will be used to communicate grades and important information to all families. Google Classroom, ZOOM, Microsoft Teams and other platforms will be used for online instruction. On-going training continues on the use of these platforms for parents and teachers.
Title IX-Homeless	University Park's Social Worker and staff will communicate and assist families in transition with appropriate resources and assistance opportunities.
FDLRS/ESE services	University Park teachers including ESE teachers and MTSS facilitator will encourage and support parents whose children have an IEP. We will make phone calls and send flyers and newsletters. Supplemental instructional support provided by the Title 1 will be discussed with parents during the development of the child's Individual Education plan (IEP). Teachers and parents of students with exceptionalities will have access to FDLRS for diagnostic and instructional support services.
Preschool Programs (Head Start/VPK)	University Park has expanded the school program by adding multiple Head Start units for three and four year olds. The Head Start program provides comprehensive child development services to predominantly, economically disadvantaged children and families. Head Start has a special focus on helping pre-school children develop early reading and math skills. Head Start promotes school readiness by enhancing the social, cognitive and emotional development of preschool children. This is done through the provision of educational health, nutritional, social, and other services to enrolled students and families.
SAC	University park encourages parents, teachers, and community members to become involved in planning, review and improvement of our programs. Participation in our SAC is essential to our continued improvement. SAC meetings are held monthly and faculty, staff, parents and community members are invited through e-mail, newsletter, marquee and Blackboard Connect. Agendas and minutes are available upon request. Our SAC committee is representative of our school population.
PTO/PTA	University Park does not currently have this form of parent participation.
Community Agencies/Business Partners	University park attends business partner meetings through the business partner liaison. The community will be invited to attend events and programs hosted by University Park. The community members are also invited to attend SAC meetings.

3. Utilize strategies to ensure meaningful communication and accessibility.



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Describe the methods that will be used to ensure meaningful, ongoing communication between home, school and community.	UPE teachers, including Title 1 teachers will encourage and support parents & community members to attend school events. We will send information by way of invitation, monthly newsletter, through e-mail, Class Dojo, Google Classrooms and Blackboard Connect.
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.	Information about academic curricula, Florida Standards and academic assessment used to measure student performance will be shared with parents and community members at the Title 1 Annual Night, during parent conferences, on the website, grade level curriculum nights and at any time by parent request.
Describe how your school provides information to families in their native language. What languages do you provide?	Flyers are translated and translation during events is provided upon request. We provide translation in Spanish and Arabic.
How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	At University Park, parents and students with disabilities are provided accommodations in a timely manner and to the extent possible. Alternative formats will be provided at the request of a person with a disability, as needed.
Describe the opportunities families have to participate in their child's education.	We encourage and support parents and community members to attend events at University Park. We offer monthly Family Engagement Nights. These events allow the parents to gain a better understanding of the curriculum being taught and how to better assist their children. Currently our engagement nights are virtual, due to COVID-19. Through E-learning, parents and teachers are finding new ways to communicate to better serve the students. Parents do attend online classes and meetings.
Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.	University Park shares the PFEP, SWP, CAN and other Title 1 Documents in multiple ways. We invite parents and community members to monthly SAC meetings where these are shared. These documents are also kept in binder in the front office and are available for review by any stakeholders.

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>
Professional Development	Teachers will be given opportunities to be trained on how to effectively communicate with parents from low-income areas. These opportunities will assist in building relationships between the families and school personnel.	Workshop during PD (Shorts)	Faculty & staff	January 2021



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Technology Communication	Teachers will be given opportunities to be trained on how to effectively use FOCUS as well as Google Classroom to communicate with families.	Training by: Title 1 contact (Shorts) ESE Resource Teacher (Hunt)	All classroom teachers	September 2020 On-going
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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.

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 School wide improvement plan (SWP) goal this event <u>directly</u> supports	Translation provided	Take home materials provided
Curriculum Areas	Science Fair Night Math Night SEL Night Reading Night	10/15/2020 Jan. 2021 Feb 2021 March 2021	These events will assist parents in understanding the curriculum and how to assist their children at home. They will meet the coaches and teachers that they can go to for help in all academic areas.	Instructional practice specifically relating to standards-aligned instruction.	Upon request	USB Drive
State Assessments & Achievement Levels	Annual Title 1 Night	10/1/2020	The most recent testing information is provided to all in attendance. Teachers will explain the grade level curriculum and expectations. Parents will learn how to best assist their child.	Instructional practice specifically relating to standards-aligned instruction.	Upon request	Yes
Technology, FOCUS/LaunchPad	Google Classroom support	On-going	We will assist parents with accessing and utilizing FOCUS and Google Classroom throughout the year.	Instructional practice specifically relating to standards-aligned instruction.	Upon request	Yes
Transition (Kdg, MS, HS)	Kindergarten Info Night Middle School Transition	April 2021 Spring 2021	The Title 1 team, Kindergarten liaison and Kindergarten teachers will prepare a presentation in which parents are informed of upcoming procedures, events and curriculum. The Title 1 team and 6 th grade teachers will work with the middle school to share important dates and curriculum information for the upcoming year.	Instructional practice specifically relating to standards-aligned instruction.	Upon request	Yes
Parent/Teacher Conferences	Parent / Teacher Conference Nights	Jan 2021	Conferences are held twice per year as well as at the request of the parent or teacher. Curriculum information is shared as well as ways that parents can assist their children at home.	Instructional practice specifically relating to standards-aligned instruction.	Upon request	



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*College & Career	N/A	N/A	N/A	N/A	N/A	N/A
*Graduation Requirements & Scholarships	N/A	N/A	N/A	N/A	N/A	N/a

* Required for secondary schools

How will workshops/events for families be evaluated to determine return on investment?	Families and community members are asked to complete an exit ticket at the end of each event. All stakeholders will be asked to complete a survey in the Spring of 2021 to evaluate the program as a whole and which events / topics they would like to participate in for the following year.
How will the needs of families be assessed to plan future events?	Following each event, parents and community members are asked to complete a Google Form. The information obtained from these survey will allow us to see what the needs of our families are and plan events to address them.
What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc.)	One barrier that our families face is scheduling meetings at a convenient time for them. This year our meetings have been through ZOOM due to Covid-19. This allows parents that could not attend the live event can have access to the recording at a later time.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	At University Park, we understand the importance of parental involvement and therefore we offer a variety of activities at various times to allow more parents to attend. Teachers and administrators are also available before, during or after school based on the need of the family. Virtual evets also allow us to share the video recording of the events upon request.
How do families who are unable to attend building capacity events receive information from the meetings?	University Park faculty and staff encourage parents to reach out when they cannot attend an event. Currently, video recordings of our meetings are all available upon request. Parents may also request any materials provided at the events.
What strategies were used to increase family and community engagement in decision-making?	Following each event, all attendees complete an exit ticket. The information collected from each of these events is used in planning future events. We also make sure to provide different events at different times of day to ensure that all families have a chance to provide feedback.



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