

## Parent Notifications

As required by Every Student Succeeds Act (ESSA) the following information is to be shared annually with parents:

### Right to Know Information

All parents of a student in our school have the right to request information about the professional qualifications of the teachers or teaching assistants who serve their child. This information may be requested at the front office.

### Non-State Certified Teacher Notification

ESSA requires us to notify parents when a teacher, who does not meet State certification or licensure requirements at the grade level and subject area in which they are assigned, teaches your child for four consecutive weeks. It is Brevard Public Schools' policy to only employ state certified teachers. However, we will send home a letter providing you with specific details about the situation if this ever occurs.

### Title I Complaint Procedure

If any LEA or School Plans (e.g. Title I LEA Plan, Title I LEA PFEP, Title I School PFEP or SIP) are not satisfactory to the parents of participating children, the school district will submit any parent comments with the Title I, Part A plan when the school district submits the plan to the State Department of Education. Parents must be informed of their rights to submit comments. Comments received at Title I schools **MUST** be forwarded to the Office of Title I and those comments will be included with submission of the LEA Title I Plan, as required.

## What is Title I?

Title I provides support through resources and research-based training, enabling schools to develop high quality, enriched programs that meet the individual needs of all children, families, and staff.

Title I is a federally funded program designed to improve achievement at schools with a high percentage of students eligible for free and reduced priced lunches. Every student enrolled in our school is eligible for Title I services. Programs are designed to serve children who need extra help in meeting state standards.

Our school has coordinated the Title I plan with our Schoolwide Improvement Plan (SWIP). Parents who are elected to serve on the School Advisory Committee (SAC) participate in the development and review of all school plans. Copies of plans are available upon request from the front office or at the school website.

At University Park Elementary School our Title I program provides services to students in grades K-6. Title 1 staff supports students through small group intervention based on student needs. Title I staff also provides support within the classroom in ELA, math, and Science.

University Park Elementary School

500 W. University Blvd.  
Melbourne, Florida 32901  
(321) 723-2566

Website: [www.brevardschools.org/University ParkES](http://www.brevardschools.org/UniversityParkES) Contact: Jessika Beard

## University Park Elementary School

2022-2023

## Parental and Family Engagement Plan Summary



Principal: Ana Diaz

Assistant Principal: Sejal Shah

This document may be accessed in its entirety by request from the front office or at the school website at:  
[www.brevardschools.org/University ParkES](http://www.brevardschools.org/UniversityParkES)

# University Park Elementary School 2022-2023 Parent and Family Engagement Plan (PFEP)

Mission Statement: To empower students with a love of learning in a safe and caring learning environment.

## Involving Parents

University Park Elementary School believes in involving parents in all areas of the Title I program. Parent participation in our School Advisory Council (SAC) is essential to our continuous improvement and success of the program. SAC members review the School Improvement Plan (SIP), Parent and Family Engagement Plan, and School Compact. Evaluations and suggestions for our Title I program are gathered throughout the year after each Title I event, during the spring Title I evaluation, Comprehensive Needs Assessment Team, and district surveys.

## Title I Annual Meeting

All parents and guardians were invited to University Park's Annual Title I meeting on September 22, 2022. This meeting happens every school year in the fall. Invitations are sent home in the backpack, posted on our school website, and on the school's marquee. A blackboard Connect phone and e-mail messages are sent as well.

## Supporting Partnerships

University Park's faculty and staff have a strong belief in the importance of parental involvement. Meeting and events are offered on a variety of days and times to suit varied schedules, as suggested in our most recent parent surveys. University Park implements activities that build the capacity for strong parental involvement. Title I funds are used to provide any needed materials for Title I parent events.

University Park faculty and staff have a strong commitment to consistent communication between families and school. Faculty and staff regularly utilize FOCUS, weekly school newsletters, Blackboard connect messages and emails, school calendars, student agendas, and communication folders to keep in contact with our families.

Parents are provided materials and strategies to help support their child's learning at home. We have a Parent Resource Room, which enables parents to check out helpful resources to better assist their children.

We also offer parent training throughout the school year. These include Math Night, Literacy Night, STEM night, Winter Wonderland to support learning over Winter break, and Community Connection Night.

University Park has parent/teacher conference nights twice a year. Teachers and administration are also available for conferences through out the year when needed.

## Coordinating Programs

University Park coordinates and integrates programs and activities with the Brevard Afterschool Program, Community Organizations, Head Start, and local day care centers. We also collaborate with Title II, Title IV, Title IX, Title III district departments to ensure all student needs are met at University Park.

## Full Participation

University Park provides opportunities for all families to participate in parental involvement activities. Translation is provided for all programs and Title I events. Special accommodations are provided upon request (interpreters, wheelchair access, transportation, and staffed computer lab time). Childcare is provided for parents to attend monthly SAC meetings.

## Training School Staff

Administrators, Title I teachers, and teacher leaders will provide training to faculty and staff during faculty meetings, district in-service days, and team collaborative meetings throughout the year. Second through 4<sup>th</sup> grade teachers will receive training from West Ed. Through the APTT Title I grant. Training will include but is not limited to: parent conferencing, building collaborative relationships, and working with parents to ensure academic success.