



**Brevard Public Schools
Office of Title I
2023-2024 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 Christine Therber therber.christine@brevardschools.org or 321-633-3489 extension 44802.

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 therber.christine@brevardschools.org or 321-633-3489 extension 44802.

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: _____

[Handwritten Signature]
[Handwritten Date: 10/31/23]



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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.**

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)	April 26, 2023 Oct 18, 2023 Ongoing surveys	FOCUS text emails & phone calls, newsletters, website, Facebook	Annual Title 1 mtg Parent Family Engagement nights Surveys Faculty mtgs w/Community	Exit Slips Surveys Sign in sheets
Parent and Family Engagement Plan (PFEP)	April 26, 2023 Oct 18, 2023 Ongoing surveys	FOCUS texts, emails & phone calls, newsletters, website, Facebook	Parent Family Engagement nights Surveys Faculty mtgs w/Community	Exit Slips Surveys Sign in sheets
School-Home Compact	April 26, 2023 Oct 18, 2023 Ongoing surveys	FOCUS texts, emails & phone calls, newsletters, website, Facebook	Parent Family Engagement nights Surveys Faculty mtgs w/Community	Exit Slips Surveys Sign in sheets
Title I Budget & Framework	Annual Title 1 mtg	FOCUS texts, emails & phone calls, newsletters, website, Facebook	Parent Family Engagement nights Surveys Faculty mtgs w/Community	Exit Slips Surveys Sign in sheets
Parent & Family Engagement Funds	April 26, 2023 Oct 18, 2023 Ongoing surveys	FOCUS texts, emails & phone calls, newsletters, website, Facebook	Parent Family Engagement nights Surveys Faculty mtgs w/Community	Exit Slips Surveys Sign in sheets

**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	
How are families notified of the meeting?	Newsletters, website, Facebook, FOCUS texts, emails & phone calls



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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?	Offer meeting virtually due to transportation issues with many of our families. Convenient time & place to hold meeting Meeting recorded so families who cannot participate when scheduled will have opportunity to be involved.
How will you get feedback from parents and families about the meeting?	Exit slips Question & answer time during meeting
How do parents and families who are not able to attend receive information from the meeting?	Emails, phone calls, website, Facebook or recording

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	We will work with Eckerd Connects as well as staff from district professional development dept. We are continuing "Relationships, Responsibilities and Regulations" then we will move into "The Little Book Restorative Took" as our professional development book studies this year.
Title III-ESOL	All materials are offered in the native language through the guidance department
Title IV-Well-Rounded Education/School Safety/Educational Technology	Speak and fortify online anonymous incident reporting
Title IX-Homeless	We have a partnership with Eckerd Connects and Second Harvest Food Bank who provides resources/services to our students. Eckerd provides, clothing, shoes and computers and Second Harvest provides food for our students.



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FDLRS/ESE services	We have a partnership with Eckerd Connects who provides resources/services (computers) to our students.
Preschool Programs (Head Start/VPK)	N/A
SAC	N/A
PTO/PTA	N/A
Community Agencies/Business Partners	Eckerd Connects, Brevard County Sheriff Department & Second Harvest Food Bank

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.	Intakes, Phone Calls, email, Facebook, FOCUS texts, emails & phone calls, website and conferences
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.	Intakes, FOCUS, newsletters, administrative conferences, teacher conferences & school counselor
Describe how your school provides information to families in their native language. What languages do you provide?	We send information home in the language in which the family requests
How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	All parent information is on our website, phone mtgs & sent out through FOCUS messages
Describe the opportunities families have to participate in their child's education.	Intake meetings FOCUS Parent/Teacher conference Parent Family Engagement nights



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Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.	Website, newsletters, FOCUS messages & Title I book in front office
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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>
Growth Mindset	When we have a growth mindset, we are open to thoughts & ideas out of our experiences/comfort zone. We then build on this concept as time has progressed as we continue the professional development & conversation. This helps the relationships with all stakeholders as we then begin to see things outside of our own experiences/beliefs & can begin to retrain our brains.	Professional development bi-monthly for all staff	All Staff	4 times a semester 1:15-2:30 on Friday
PBIS/Restorative Practices	Restorative Practices is a way of thinking & being based on a foundation of caring, collaboration & respectful relationships. Positive Behavior Intervention Support is a proactive approach that schools use to improve school safety & promote positive behavior. This helps the relationships with all stakeholders as we then begin/continue to restore relationships that have been broken or foster positive relationships as they develop.	Professional development bi-monthly for all staff	All Staff	4 times a semester 1:15-2:30 on Friday

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



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<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	Intake Parent Engagement night Administrative meetings School Counselor meetings	Intake Mtg Conferences Yes	Reading strategies Math sites for supplementation	Positive Behavior Intervention Support Growth Mindset Restorative Practices	Yes (if needed)	Yes
State Assessments & Achievement Levels	Intake Parent Engagement night Administrative meetings School Counselor meetings Teacher conferences	Intake Mtg Conferences Yes	School Counselor meets with students and families to discuss state assessments and achievement levels.	Positive Behavior Intervention Support Growth Mindset Restorative Practices	Yes (if needed)	Yes
Technology, FOCUS/LaunchPad	Intake Parent Engagement night Administrative meetings School Counselor meetings Teacher conferences	Intake Mtg Conferences Yes	Edgenuity – online platform for core classes FOCUS – gradebook Launchpad – one stop to access all apps that are used in BPS Teachers meet with or speak with students and walks them through each platform	Positive Behavior Intervention Support Growth Mindset Restorative Practices	Yes (if needed)	Yes
Transition (Kdg, MS, HS)	Intake/Transition meetings Administrative meetings School Counselor meetings	Intake Mtg Conferences Yes	During intake Administrator speaks about transition meetings for return to sending school	Positive Behavior Intervention Support Growth Mindset Restorative Practices	Yes (if needed)	Yes
Parent/Teacher Conferences	Intake Parent Engagement night Administrative meetings School Counselor meetings Teacher conferences	Intake Mtg Conferences Yes	Students and families will understand the teachers course work, grading system and expectations.	Positive Behavior Intervention Support Growth Mindset Restorative Practices	Yes (if needed)	Yes
*College & Career	Intake Parent Engagement night Administrative meetings School Counselor meetings Teacher conferences	Intake Mtg Conferences Yes	FAFSA is discussed with students and families and if a student needs help it is completed with all seniors in October at school with the School Counselor	Positive Behavior Intervention Support Growth Mindset Restorative Practices	Yes (if needed)	Yes
*Graduation Requirements & Scholarships	Intake Parent Engagement night Administrative meetings School Counselor meetings	Intake Mtg Conferences Yes	School Counselor meets with any parent/legal guardian to review	Positive Behavior Intervention Support Growth Mindset Restorative Practices	Yes (if needed)	Yes

* Required for secondary schools



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How will workshops/events for families be evaluated to determine return on investment?	Parent feedback Community feedback Student feedback
How will the needs of families be assessed to plan future events?	Feedback from parents/legal guardians and community
What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)	Distance Transportation Transient
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Intakes, one on one meeting, phone calls for families that can't make event In person events with a virtual option Recording of event
How do families who are unable to attend building capacity events receive information from the meetings?	Intakes, one on one meeting, phone calls for families that can't make event Website In person events with a virtual option Recording of event



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<p>What strategies were used to increase family and community engagement in decision-making?</p>	<p>Speak about it at intake Notify families of Parent Family Engagement events Parent, Community and Student surveys BPS District</p>
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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 1 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 1 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 1 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 School Improvement Plan (SIP). Parents participate by completing surveys when their student enters our school, interim stipulation surveys and participating in Parent/Family Engagement nights to help develop and review all school plans. Copies of plans are available upon request from the front office or at the school website.

At N/C ALC our Title 1 program provides support to teachers in reading and math. Funds are also used to pay for instructional materials, classroom supplies, computers and other technology.

N/C ALC

2023-2024

Parent and Family Engagement Plan Summary



N/C Alternative Learning Center

301 Grove Boulevard

Merritt Island, FL 32953

321-633-3489

This document may be accessed in its entirety by request from the front office or at the school website at: www.brevardschools.org

N/C ALC 2023-2024 Parent and Family Engagement Plan (PFEP) Summary

At North/Central Alternative Learning Center, we believe that students can learn from their mistakes. We strive to teach students the importance of effective decision making and the positive consequences of making good choices. The value of lifelong learning is reinforced through our individualized curriculum and positive behavior support program.

Involving Families

N/C ALC gathers parent input starting with the Parent/Student intake. We know that engaging the parents in the education of their student will positively impact their student's achievement. Participation in the Annual Title 1 meeting and Parent/Family Engagement nights are recommended and encouraged. During these events, discussion, exit slips and surveys prove to be the best way of getting ideas and suggestions for the use of Title 1 funds, Comprehensive Needs Assessment, School Improvement Plan, Parent/Family Engagement Plan and the School-Parent-Student Compact. The Parent Liaison also gets feedback with interim stipulation parent surveys, student surveys and community surveys.

Title I Annual Meeting

N/C ALC holds the Annual Title 1 meeting at the beginning of the school year. At this meeting we go over Title 1, PM, curriculum information and opportunities for parent and family engagement.

Supporting Partnerships

N/C ALC uses many different forms of communication to build relationships with families. Monthly newsletters and Blackboard Connect messages are sent via phone, email and text to disseminate important information. The school website is another avenue of getting information to families. Parents have access to check their students MESH (math, English, science & history) grades through FOCUS. N/C ALC has graduation ceremonies for the students who are eligible to graduate. We also have a SRO on site to promote respect and positive behavior, along with Eckerd Connects School based prevention education program.

Coordinating Programs

Our ESE resource teacher services students who have IEPs with one on one and small group instruction. Also, the literacy coach and Instructional Assistant's help service students in need of academic support.

Full Participation

We believe that all families should have the opportunity to be involved in their student's education.

Training School Staff

The teachers and staff at N/C ALC strive for excellence. They take advantage of opportunities for learning throughout the district. We have district personnel or guest speakers educate our faculty and staff on best practices in reaching out, communicating and building partnerships with families.