



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 Danielle Carter at (321) 454-1070.

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 Danielle Carter at (321) 454-1070.

School's vision for engaging families:

MILA Elementary believes family engagement is an ongoing process that includes active participation, consistent communication and meaningful collaboration between parents and schools. We believe that parents, schools, families and communities working together will create strong partnerships that support a positive social emotional foundation for all students and lead to gains in student achievement.

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: _____



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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) Comprehensive Needs Assessment (CNA)	8/23/19- Coffee and Conversation 8/23/19 and 9/6/19- SAC	Parents were invited to a Coffee and Conversation via flyer and school newsletter where they had an opportunity to look at and provide feedback for our CNA and SWP. Community members and parents also were notified of SAC meetings via email, website and newsletter.	Coffee and Conversation (8/23/19)- Parents were able to come view our School Improvement Plan, Parent and Family Engagement Plan, School Compact and Assessment Data. They were able to ask questions and fill out an exit slip for feedback. SAC (8/23/19 and 9/6/19) members listened to data presented by administration and Title 1 Teachers and were asked to analyze findings and provide a list of strengths, areas of concern and a possible plan to put in place.	Exit Slips, SAC Minutes
Parent and Family Engagement Plan (PFEP)	5/17/19 SAC 8/23/19 Coffee and Conversation 9/6/19 SAC	Parents were invited to a Coffee and Conversation via flyer and school newsletter where they had an opportunity to look at and provide feedback for our Title 1 school wide documents. Community members and parents also were notified of SAC meetings via email, website and newsletter.	SAC (5/17/19 and 9/6/19)- members were able to review and make suggestions for our 2019-2020 Parent and Family Engagement Plan. Coffee and Conversation (8/23/19)- Parents were able to come view our School Improvement Plan, Parent and Family Engagement Plan, School Compact and Assessment Data. They were able to ask questions and fill out an exit slip for feedback.	Exit Slips, SAC Minutes



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<p>School-Home Compact</p>	<p>3/29/19 SAC 8/23/19 Coffee and Conversation</p>	<p>SAC Meeting- stakeholders were notified via school calendar and weekly newsletter. Link in school Newsletter to view the Compact on our school website and provide feedback Coffee and Conversation to view Title 1 documents and provide feedback- families were invited via flyer sent home and advertised in school newsletter</p>	<p>SAC Meeting (3/29/19)- members reviewed and made suggestions for the 2019-2020 School Compact. Coffee and Conversation (8/23/19)- Parents were able to come view our School Improvement Plan, Parent and Family Engagement Plan, School Compact and Assessment Data. They were able to ask questions and fill out an exit slip for feedback.</p>	<p>Survey (from school newsletter), Exit Slips, SAC Minutes</p>
<p>Title I Budget & Framework</p>	<p>4/12/19 SAC 9/12/19 Annual Title 1 Meeting 9/20/19 SAC 10/18/19 SAC</p>	<p>SAC Meeting was held April 2019 to review the Framework Evaluation and then on 9/20/19 and 10/18/19 to review current year's budget/Framework- the meeting was advertised via school calendar and weekly newsletter. 9/12/19 Families were provided information of our school Title 1 Budget as well as what we spend our funds on during our Annual Title 1 Meeting. This meeting was advertised via flyer, newsletter and on our school calendar.</p>	<p>Stakeholders were able to review our Title 1 program and budget with MILA's School Advisory Committee (SAC) during the 4/12/19 and 9/20/19 meetings. Parents also had the opportunity to hear information about our Title 1 Framework during our Annual Title 1 Meeting (9/12/19) and were asked to fill out a Title 1 Survey. The Framework is shared with stakeholders in its entirety during the 10/18/19 SAC Meeting and members are asked to fill out an exit slip.</p>	<p>Exit Slips, SAC Minutes, Annual Meeting Title 1 Survey</p>
<p>Parent & Family Engagement Funds</p>	<p>8/23/19 Coffee and Conversation 9/12/19 SAC</p>	<p>Coffee and Conversation to view Title 1 documents and provide feedback- families were invited via flyer sent home and advertised in school newsletter SAC Meeting was held on 9/12/19 to review the draft of the PFEP- the meeting was advertised via school calendar and weekly newsletter.</p>	<p>Stakeholders were able to view and provide feedback during our Coffee and Conversation event (8/23/19) as well as see the draft of the PFEP including what we allocate funds to be spent on.</p>	<p>Exit Slips, SAC Minutes</p>



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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	September 12, 2019 at 5:00-6:00p.m. for Prek-2 nd grade families; 6:00-7:00p.m. for 3 rd -6 th grade families.
How are families notified of the meeting?	Parents are notified through a flyer that is sent home in both English and Spanish as well as it being listed in our weekly school newsletter and on our calendar. Parents also receive a text message and email reminding them of our Annual Title 1 Meeting. The event will also be advertised on our school website.
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?	An attempt for translation will be made when needed as well as all information is sent home in both English and Spanish; Our ESOL Assistant is also be available to translate. We have will be purchasing a translation device to overcome this barrier. Families are encouraged to come with their students for our Annual Title 1 Meeting because we know that childcare could be an obstacle for families.
How will you get feedback from parents and families about the meeting?	Families will complete an Exit Slip asking for feedback at the conclusion of each meeting. Also, all families will receive a Title 1 Survey on the back of our school newsletter and are encouraged to return it to school; this is important to reach the families that were unable to attend the meeting.
How do parents and families who are not able to attend receive information from the meeting?	Information will be sent home with students the following day via their backpack. Also, teachers will attempt to meet face to face with any parent that was unable to attend our Annual Title 1 Meeting. The PowerPoint used will be uploaded to our website for families to view.



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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	Throughout the year, MILA will offer several professional development trainings that will help support our school wide goals. Trainings will include topics such: understanding how to work with parents as partners, Literacy, Positive Behavior Interventions and Support, Eureka Math, Science Instruction, i-Ready, Socio-Emotional Learning and also the MTSS process. Our whole staff also was able to participate in a Poverty Simulation which was held on August 8, 2019.
Title III-ESOL	Language Instruction for English Language Learners (Title III) works to address the needs of our ESOL students through collaboration with our ESOL instructional assistant and Brevard Public Schools ESOL Resource Teacher. MILA strives to provide families with school documents in their native language such as school newsletter and Compact, and events/meetings can be translated when needed/requested.
Title IV-Well-Rounded Education/School Safety/Educational Technology	MILA has a Social Worker who will support students' needs socially, emotionally and physically as well as be a resource for the families.
Title IX-Homeless	MILA's Guidance Counselors meet with parents as needed to support the needs of our homeless students and those in transition. We provide several services for those families including a partnership with the Children's Hunger Project and Sharing Center which provides meals for families and also through several business partners, families are given things such as school supplies.
FDLRS/ESE services	Individuals with Disabilities Act (IDEA) is a joint partnership that helps provide professional development opportunities as well as training for Title 1 parents of ESE students through the Office of Exceptional Education, Title 1 and FDLRS. We collaborate with our families to best meet the needs of their student.
Preschool Programs (Head Start/VPK)	Voluntary Pre-Kindergarten has Title 1 funding that helps supplement the program, allowing us to offer full day services for our VPK students and their families. Our VPK teacher conducts home visits and also has quarterly night events to support families.
SAC	SAC meetings are held monthly on early-release Fridays in our Media Center. All are encouraged to attend-meeting dates are listed in the school calendar, website and weekly newsletter as well as reminders sent via text messages/emails.
PTO/PTA	PTO meetings are held monthly on early-release Fridays in our Media Center. All are encouraged to attend-meeting dates are listed in the school calendar, website and weekly newsletter as well as reminders sent our via text messages. PTO also has several events they host throughout the year and will ask for parent volunteers to help coordinate.



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Community Agencies/Business Partners	We have several business and community partners including Grace Methodist Church and First Baptist of Merritt Island; both have members on our school SAC committee and provide multiple resources including providing us with volunteers throughout the year to help families. Grace Methodist Church also provides families in need an opportunity to shop at their Country Store for items such as toiletries, cleaning supplies and food.
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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.	Meetings and night events are announced via our school calendar, newsletter, flyers sent home, posted on school website, text messages sent via BlackBoard Connect, and on our BPS mobile app.
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 an overview of curriculum, achievement levels, progress monitoring and assessments at our Annual Title 1 Meeting and Back to School Night Event. Parents are encouraged through our newsletter if they have specific questions regarding these topics to contact their child’s teacher and/or Assistant Principal.
Describe how your school provides information to families in their native language. What languages do you provide?	We provide translation in Spanish through our ESOL Assistant as well as make the offer to all families to have our school documents provided in their native language. Families were shown during our Annual Title 1 Meeting how to use the translation assistant on our district/school website. We also have a translation device to utilize at our events and meetings.
How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Alternative formats of materials and information provided can be provided upon request for families with disabilities. MILA will provide special accommodations for parents or students with disabilities as needed or requested to ensure equal opportunity to participate when feasible.
Describe the opportunities families have to participate in their child’s education.	MILA Elementary strives to provide families with timely information regarding Title 1 programs. We use various methods to communicate such as weekly newsletter, flyers, posting on school website, marquee, Peachjar (digital flyer), text messages sent via BlackBoard Connect, and use of BPS mobile app, scheduled meetings, school calendar and phone calls home. Information about Title 1 programs, Florida State Standards, school data, and also district and state wide assessments will be shared at our Title 1 Annual



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	<p>Meeting, SAC/PTO meetings as well as in print in our school newsletter and posted electronically through MILA's website.</p> <p>Parents will receive information regarding their child's specific grade level requirements at our Back to School as well as during parent conferences, IPST meetings and during Curriculum Nights.</p> <p>Parents will have an opportunity to provide feedback after every Title 1 Night Event as well as participate in the District's Parent Survey in the spring.</p>
<p>Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.</p>	<p>MILA will post documents such as our School Improvement Plan and PFEP as well as other important documents on our website as well as present the information at SAC meetings. We have representation at SAC as well as on campus frequently helping meet our school needs from two of the local churches (community partners) that serve as business partners. Community members will have an opportunity to provide feedback at these meetings.</p>

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>
Poverty Simulation	Participants have a better understanding of what challenges families in poverty face.	Workshop- simulation experience	All staff members	August 8, 2019
Engaging Parents in the Learning Process	Participants will have a better understanding of how to engage families and build the home school connection.	Presentation during faculty meeting/ Articles will be given to read, discuss and use for an activity to enhance learning.	Faculty	January 2019 (exact date TBD)



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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						
<u>Topic</u>	<u>Title</u>	<u>Tentative Date/Time</u> Are they flexible?	<u>Adult learning goal:</u> What skill that reinforces student learning at home will families gain during this training?	List the Schoolwide improvement plan (SWP) goal this event <u>directly</u> supports	Translation provided	Take home materials provided
Curriculum Areas	Back to School Night	9/12/19 5:00-7:00 p.m. Materials posted on website for those who cannot attend.	Families will gain an overview of what students are expected to learn in their specific grade level.	SIP Title 1 Requirement #1 the school plans to build positive relationships with parents, families, and other community stakeholders to fulfill the school's mission and support the needs of students.	Yes- as needed	Yes
	Math Night	3/10/19 5:00-6:30 p.m. Times flexible	Families will learn strategies and activities that will help their child(ren) be successful on our math standards.	Area of Focus-Math Learning Gains for the Lowest 25%	Yes- as needed	Yes
	Literacy Night	10/29/19 5:00-6:30 p.m. Times flexible	Families will learn strategies and activities that will help their child(ren) be successful with our ELA standards.	Area of Focus- ELA Proficiency and Learning Gains	Yes- as needed	Yes
State Assessments & Achievement Levels	Annual Title 1 Meeting	9/12/19 5:00-7:00 p.m. Materials posted on	Parents will get an overview of the State Assessments and also be provided with data of how our school and specific grade levels performed during the 2018-2019 school year.	SIP Title 1 Requirement #1 the school plans to build positive relationships with parents, families, and other community	Yes- as needed	Yes



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		website for those who cannot attend.		stakeholders to fulfill the school's mission and support the needs of students.		
Technology, FOCUS/LaunchPad	Back to School Night	9/12/19 5:00-7:00 p.m. Materials posted on website for those who cannot attend.	Parents will learn how to access FOCUS as well as how to download the app if they choose.	SIP Title 1 Requirement #1 the school plans to build positive relationships with parents, families, and other community stakeholders to fulfill the school's mission and support the needs of students.	Yes- as needed	Yes
Transition (Kdg, MS, HS)	Kindergarten Round-Up	4/7/20 5:00 p.m. Yes, times are flexible- parents can set up a tour if they cannot make meeting.	Parents will be invited to our school to learn about what kindergarten looks like (day to day schedule) as well as the instructional focuses. Parents will gain an overview of what resources that the school can assist with and staff such as guidance and activity teachers will be present in case there are questions.	SIP Title 1 Requirement #3: Strategies the school employs to support incoming and outgoing cohorts of students in transition from one school level to another.	Yes- as needed	Yes
Parent/Teacher Conferences	Parent Conference Night and Student-Led Conferences	10/24/19 2/13/20 Yes, they are flexible	Parents will leave with a better understanding of how their child(ren) are performing and what are some areas of both success and needs of improvement. Parents when needed will be provided resources/ activities to help at home.	Area of Focus-Math Learning Gains for the Lowest 25% Area of Focus- ELA Proficiency and Learning Gains	Yes- As needed	Yes



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*College & Career						
*Graduation Requirements & Scholarships						

* Required for secondary schools

How will workshops/events for families be evaluated to determine return on investment?	Parents will have an opportunity to provide feedback after every Title 1 event as well as participate in the District's Parent Survey in the spring.
How will the needs of families be assessed to plan future events?	We will use feedback from the Exit Slips as well as the District Annual Survey to make changes and help us plan for future events.
What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)	Barriers include translation, time of day and childcare. In order to support our families needing translation, we attempt to have documents available in their native language as well as a translator or use of a translation device available. We use the district survey results to help us determine the time of day that would best fit the needs of our families. For our night events, we always encourage families to bring their children.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	MILA has taken feedback from our District Survey and planned family night events for no earlier than 5:00 PM. Also, we will continue to hold our SAC and PTO at times to accommodate families and generate better attendance by holding them right after dismissal on early release Fridays. SAC and PTO will be held at 2 and 2:30 PM each month. Meetings and night events are announced via our school calendar, newsletter, flyers sent home, text messages sent via BlackBoard Connect, posted on school website and also on our BPS mobile app.



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How do families who are unable to attend building capacity events receive information from the meetings?	An offer is always made that if they cannot attend at the specific times, they can contact the teacher or Title 1 Contact to meet at a more convenient time. All handouts and Title 1 documents are also posted on the school website as well as hard copies placed in the Title 1 Parent Resource Binder located in our front office.
What strategies were used to increase family and community engagement in decision-making?	We implemented a “Coffee and Conversation” event to encourage families to come out and learn and provide feedback about our Title 1 program as well as the documents such as the Compact, School Improvement Plan, Parent and Family Engagement Plan etc. This event is planned quarterly for the 2019-2020 school year.