



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 Sejal Shah at 321-723-2566 Ext 1007

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 Sejal Shah at 321-723-2566 Ext 1007

School's vision for engaging families:

University Park values the participation of parents at school. We encourage our families to be involved in planning, reviewing and improving our programs. We offer membership to our School Advisory council (SAC) to all parents and community members that would like to participate. School members are then voted in based on the number of slots available. The announcement of meetings and recruitment of members take place through the school's newsletter, marquee, state of school meeting, Title I annual night, FOCUS, Peachjar, Blackboard Connect and various academic Title I nights throughout the school year.

Members of the SAC are involved in input and approval of the school improvement plan. Parent input is essential for developing the parent and families engagement plan(PFEP). Parents are encouraged to participate in Parent Surveys to provide feedback. Parents and community members are encouraged to sign up to be a registered volunteer to assist teachers and school in field-trips, classroom activities and school-wide events.

Various Academic as well as Social Emotional support events are held throughout the school year. The events are published in the school calendar. These events provide families with academic as well as social strategies they can use with their children at home to excel at school. Exit Slips and feedback forms are handed out at all these events. This feedback provides us with proper funding resources, and review and implementation of our Title I services.

University Park's Staff and faculty strive to increase Parent participation and engagement throughout the school year.

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.



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- 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:

- 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)	9/19/2019 10/18/2018 08/26/2019	Flyer that went home/emailed to partners in the community, added to weekly email and phone call home using blackboard connect, as well as on the school website.	A state of school meeting held on Oct 2018 invited families and community members to give input of on the new school improvement plan. Data from the meeting was used to develop areas of focus for the current SIP In the school's Annual Title I meeting School Grades were presented. Parents were invited to provide input for the school improvement plan. School advisory council included members Parents and members of the community. During the SAC meeting , FSA data was presented and input was asked for development of the SIP	Sign in , Agenda, Minutes from SAC, Flyers
Parent and Family Engagement Plan (PFEP)	8/12/2019 10/18/2018 08/26/2019	The volunteer, family and parent engagement booth at registration setup in room 205, send home to parents. State of school meeting, blackboard connect as well as on the school website	A state of school meeting held on Oct 2018 invited families and community members to give input of on PFEP. Data from the meeting was used to develop areas of focus School advisory council included members Parents and members of the community. During the SAC meeting, community member and parents gave their input. During annual night parents were provided opportunity to give input . Input are reviewed and incorporated when possible.	Sign in , Agenda, Minutes from SAC, Flyers
School-Home Compact	8/12/2019 08/26/2019	The volunteer, family and parent engagement booth at registration setup in room 205, send home to parents. blackboard connect as well as on the school website	At the family and engagement booth during registration, parents were asked for input which was received by the school staff SAC members were asked for input. During annual night parents were provided opportunity to give input . Input are reviewed and incorporated when possible.	Sign in , Agenda, Minutes from SAC, Flyers
Title I Budget & Framework	08/26/2019 9/19/2019	During the SAC meeting parents and community members were asked for input Annual night parents were asked for input to use the funds	SAC meeting community members and parents were asked for input. Annual night parents were asked for input in on a survey they took.	Sign in , Agenda, Minutes from SAC, Flyers
Parent & Family Engagement Funds	08/26/2019 9/19/2019	During the SAC meeting parents and community members were asked for input Annual night parents were asked for input to use the funds	SAC meeting community members and parents were asked for input. Annual night parents were asked for input in on a survey they took.	Sign in , Agenda, Minutes from SAC, Flyers

**All Title I schools are required to hold at least one face-to- face conference in which the compact is discussed with families.*



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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 19 th 2019 5:30 – 7:00
How are families notified of the meeting?	The families are notified via flyer, email, phone call home, website, as well as sign in the school pick up line.
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. We personalize the Power Point by elaborating on how the Title I funds are used to increase student achievement and promote parent and family engagement, ways parents can be involved at our 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. At UPE, these documents are translated into Arabic and Spanish. They are provided to families during conferences
What barriers will you address to encourage parents/families to attend?	University Elementary provides flexibility to parents by running the presentation continuously when they visit the classroom to meet the teachers. We also provide multiple sessions. If parents are unable to attend a presentation it will be made available on our school website for parents to watch when convenient. The presentation was formatted into a speaking presentation for those that are unable to translate written English. University Park also offers the parents a translator if requested. In the last 2 years there has been a remarkable increase in recent attendance at the events.
How will you get feedback from parents and families about the meeting?	University Park Elementary received feedback immediately following the meeting. Parents were also offered an opportunity to meet with the Title I Coordinator Sejal Shah, following each session or by appointment.
How do parents and families who are not able to attend receive information from the meeting?	Any parents and families unable to attend our Title I Annual Night they were informed by phone as well as by email that the presentation would be placed on our school website to view at their convenience. Information of whom and how to contact for questions was also provided.

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. University Park's Parental Involvement Contact, University Park's technology teachers (FOCUS), and University Park's teacher leaders for University Park teachers will also be utilized to support the professional development needs of the staff related to parental involvement and working effectively with parents. Brevard Public Schools Title I Office will provide support and monitor the implementation to ensure that training is provided. University Park ESOL assistants, will encourage and support ESOL families to attend events at University Park by making phone calls home and sending home newsletters and flyers using translation software to insure information is received in their native language. The ESOL assistants will also attend events when needed to assist with translation
Title III-ESOL	University Park ESOL assistants, and the ESOL resource teacher, will encourage and support ESOL families to attend events at school by making phone calls and sending home newsletters and flyers using translation software to insure information is received in their native language. The ESOL assistants will also attend events when needed to assist with translation. ESOL assistant and teachers also provides support with RTI and Tutoring



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Title IV-Well-Rounded Education/School Safety/Educational Technology	Focus will be used by teachers as a communication tool between school and home. Training will be offered for parents to learn about this valuable resources and professional development will be offered for all teachers to participate with Focus as needed. Title IV funds also provides an MTTs clerk who assists in data entry and RTI
Title IX-Homeless	University Park's Social Worker and Staff will ensure to inform parents of Homeless students in transition receive appropriate services.
FDLRS/ESE services	University Park's teachers, including ESE teachers, and MTSS Facilitator will encourage and support parents whose child/children with an IEP to attend events at University Park by making phone calls home and sending home newsletters and flyers. Supplemental instructional support provided by the Title I will be discussed with parents during the development of the student's Individual Education Plan (IEP). Teachers and parents of students with exceptionalities may use FDLRS for diagnostic and instructional support services.
Preschool Programs (Head Start/VPK)	University Park was able to expand the school program to include a Head start program for three year old along with four-year old children. The Head Start program provides comprehensive child development services to predominately economically disadvantaged children and families. Head Start has a special focus on helping preschool children develop the early reading and math skills they need to be successful in school. 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. Parent, teacher, and community participation in our School Advisory Council (SAC) is essential to our continued improvement and success. All stakeholders are invited to be in the SAC committee and to attend all meetings. All parents, teachers, and community business partners receive an invitation to participate at the SAC meeting, by Blackboard Connect phone as well as email and invitation in students' folders. Monthly SAC meetings are held the third Monday of every month at 3:00 pm in the room 206. We will have provide services to for parents who attend for their children to be watched by a staff member while parents attend these important meetings. All families are welcome and encouraged to become active members in SAC and asked to provide meaningful input into the development of all plans related to school improvement. The SAC committee provides input into the development, implementation, and evaluation of the following: the School Improvement Plan (SIP), the Title I Parental and Family Engagement Plan (PFEP), the Title I Teacher/Parent/Student Compact, the Title I Annual Needs Assessment Survey, and how the 1% of Title I funds reserved for parental involvement will be used. More than 50% of the members of the SAC are parent (non-employee) representatives, with every effort to create a committee representative of our school population. The other SAC members are community members, business partners, and school staff. Minutes from each SAC meeting will be made available to all parents online or parents may request a copy in the front office.
PTO/PTA	The school currently does not have this format of parent participation.
Community Agencies/Business Partners	University Park will attend business partner meetings through their business partner liaison and build relationships with business in the community. The Community will be invited to attend events and programs hosted by University Park Elementary School. The community will also be invited to attend our month School Advisory Council meetings to assist in improving the school needs.

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.	UPE teachers, including Title I teachers, will encourage and support parents and community members to attend events at University Park by sending information by way of invitation, in the newsletter, on the monthly calendar, through email, through class Dojo, as well as through blackboard connect voice call.
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 curriculum, Florida Standards and academic assessment used to measure student performance as well as achievement levels will be shared with parents and community members at Open House, the Title I Annual Meeting, during parent conferences, on University Park's website, Grade Level Curriculum Nights, University Park Title I nights, and/or anytime by parent request. At Open House in September, classroom teachers will hold classroom meetings where information will be presented about the curriculum and academic assessments. Classroom teachers will



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	explain the grade level curriculum and Florida State Standards. Parents will learn how to schedule parent-teacher conferences, how to help at home, and will learn about opportunities for participation in decisions related to the education of their child. The What should your child know in each grade level flyer is also uploaded on the website
Describe how your school provides information to families in their native language. What languages do you provide?	University Park will provide opportunities for the participation of all parents including parents with limited English proficiency, parents with disabilities, etc. Information about University Park and its programs will be provided to parents in a timely manner and to the extent possible, in a language that parents can understand. Standardized documents will be made available in English and Spanish. Written communication will be provided for parents in English and Spanish. If requested in advance, translators will be available at parent meetings to provide translation services to ensure that parents are able to fully participate in parent meetings. ESOL assistants and other staff members will be available to assist parents with individual needs. Translation software for other languages is made available through the Title I district office and will be used if requested by parents. FIT also provides help in providing translators needed in specific language.
How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	At UPE, parents of students with disabilities are provided in a timely manner and to the extent possible. Alternative formats will be provided upon the request of parents with disabilities as needed. University Park will provide special accommodations for parents or students with disabilities (for example wheelchair access, sign language interpreter, etc.) as needed or requested, to ensure the opportunity for full participation when feasible. Email, text and phone calls are made to parents who have IEP meetings. The MTSS Facilitator ensures the communication is sent out in a timely manner.
Describe the opportunities families have to participate in their child's education.	University Park teachers, including Title I teachers, will encourage and support parents and community members to attend events at University Park. The Title I office will work with teachers, parents and community members alike to coordinate engaging events that will support the families at home in working with their children and having a better understanding of the curriculum being taught. These events will be held at least once a month through either the "Parent Party" or a curriculum night event. These events will not only assist parents in understanding how to work with their children, but also provide them resources to use at home. The parents will not only gain a better understanding of the curriculum and expectations of their children, they will also learn who to speak to on particular matters and where to access more information or materials when needed. In order to increase family and community engagement we invite the families and community members through numerous portals such as email, phone, letters, newsletters, website, class Dojo and social media and we offer incentives for those that come. Parents conference nights are available for parents to review the child's progress with teacher, PMP and IPST information.
Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.	University Park SAC members are asked to provide meaningful input into the development of all plans related to school improvement. The SAC committee provides input into the development, implementation, and evaluation of the following: the School-wide Improvement Plan (SWP), the Title I Parental and Family Engagement Plan (PFEP), the Title I Teacher/Parent/Student Compact, the Title I Annual Needs Assessment Survey, and how the 1% of Title I funds reserved for parental involvement will be used. The finalized documents are then shared with families and community members during via SAC meetings, on our school website, or upon request in the front office.

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.

Topic/Title	<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 on communicating and working with parents of low income	Teachers will be given an opportunity to be trained on how to effectively communicate with parents from low income areas. This will assist in building relationships between our families and school personnel.	Presentation by Title I District Office	Teachers	Fall 2019



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Technology communication	Teachers will be given opportunity to be trained on how to effectively use FOCUS as well as Class Dojo as a communication tool to build ties between school and home	Presentation by Title I coordinator, TOAD and Guidance Counselor	Teachers	October 2019
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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: 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 <u>directly</u> supports</u>	<u>Translation provided</u>	<u>Take home materials provided</u>
Curriculum Areas	Celebrating our differences Academic Night(Math and Reading, Science) Antibullying and social emotional support Stem Night	Oct. 10-2019 4-6 p.m. Jan. 16, 2020 5-7 p.m. March 05, 2019 4:30-6:30 p.m. Nov. 7th, 2019 4:30-6:30	UPE Title I team will work with teachers, parents and community members alike to coordinate engaging events that will support the families at home in working with their children and having a better understanding of the curriculum being taught. These events will not only assist parents in understanding how to work with their children, but also provide them resources to use at home. The parents will not only gain a better understanding of the curriculum and expectations of their children, they will also learn who to speak to on particular matters and where to access more information or materials when needed.	ELA 3+ and Learning Gains Math 3+ and Learning Gains Science (grade 5) 3+ prof. Decrease Bullying reports Decrease behavior issues	Upon Request	Yes
State Assessments & Achievement Levels	Open House	Sept 19 th 2019	Information about Achievement Levels as well as state assessments such as the Florida Standards and academic assessment used to measure student performance will be shared with parents and community members at Open House. Classroom teachers will explain the grade level curriculum and Florida State Standards. Parents will learn how to help at home and resources that are available to them.	ELA 3+ and Learning Gains Math 3+ and Learning Gains	Upon Request	Yes
Technology, FOCUS/LaunchPad	Focus Information	Aug. 12 2019	The UPE Title I team will work with parents on how to access, sign in, and utilize Focus to meet their needs as well as their child's needs during registration	ELA 3+ and Learning Gains Math 3+ and Learning Gains	Upon Request	Yes
Transition (Kdg, MS, HS)	Kindergarten Info Night Middle School Transition Informational Nights	May 2020- Kdg. March 20 2020 Middle school	The UPE Title I team and Kdg. Liaison will work collaboratively with Kindergarten teachers to prepare a presentation in which parents are informed of upcoming procedures, events, curriculum, Achievement Levels, as well as assessments that will be required by their incoming Kindergarten student.	School-wide SEL and PBIS	Upon Request	Yes



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			Parents will receive a tour of the school and have an opportunity to meet and ask questions of the personnel. The Title I team will work with surrounding Middle Schools to coordinate information regarding the transition to middle school for the parents and students at University Park.			
Parent/ Teacher Conferences	Parent/Teacher Conference Nights	October 24, 2019 4-6 p.m. January 23, 2020 4-6 p.m.	Conferences will be held in person bi-yearly. Parents will learn how to schedule parent-teacher conferences, how to help at home, and will learn about opportunities for participation in decisions related to the education of their child.	ELA 3+ and Learning Gains Math 3+ and Learning Gains	Upon Request	Yes
*College & Career	N/A					
*Graduation Requirements & Scholarships	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 conclusion of each event. In addition, all stakeholders will be asked to complete a survey in the spring of 2020 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?	Families and Community Members are asked to complete an exit ticket at the conclusion of each event. On the ticket the families will have an opportunity to list any topics/events that will benefit them for the current school year. In addition, all stakeholders will be asked to complete a survey in the spring of 2020 to evaluate the program as a whole and which events/topics they would like to participate in for the following year.
What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)	University Park will work hard to minimize any barriers by parents and community members. According to numerous exit ticket feedback, the main barrier that parents have is work. They are unable to come to events during or immediately afterschool due to work obligations. In an effort to maximize participation we have added more evening events to meet the needs of all of our families. Another barrier that we have found is that the information is not being communicated or received by the parents in a timely manner. University Park is now sending home multiple notices and invitations starting two weeks prior to the event. University Park is also sending home a monthly calendar, monthly newsletter, posting information on the website, as well as sending a voice call and email home each Monday in an attempt to inform our parents and community of the weekly and upcoming events. Finally, to reach all of our families University Park is sending home a translated version to any parent that has requested this. Translators are also available during all Title I family events, as well as they are made available upon request during any conference between the parent and teacher. It is important to University Park to make all efforts to meet the needs of our families and community members so that we can work together to meet the needs of our students.



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<p>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</p>	<p>University Park Elementary School has a strong belief in the importance of parental involvement and therefore offers a variety of meetings at convenient times for parents to attend throughout the school year. We have scheduled our SAC meetings for Monday afternoons at 3:00 y. Parents are encouraged to contact University Park to address specific needs/requests to make participation possible. Parent resource room is available for parents to checkout materials to help their children at home. Parents will learn how to monitor their child's progress and work with educators to improve the achievement of their child. The evening events will be held on different days and will range over a period of two hours to ensure that parents are able to attend. University Park will maximize parental involvement and participation in their children's education by arranging school meetings at a variety of times. Teachers will work with parents to meet with them before, after, or during school hours. Head Start Staff will conduct Home Visits to introduce the Head Start Program and conference with their parents throughout the year.</p>
<p>How do families who are unable to attend building capacity events receive information from the meetings?</p>	<p>All University Park staff members will encourage and support parents in fully participating in the education of their child. Therefore, all staff members are available for parents at any reasonable time. The University Park staff member may direct the parent to a Title I teacher, Literacy Coach or other teacher leaders for help/support. The staff member or Title I teacher will provide event activities and materials at the request of the parent.</p>
<p>What strategies were used to increase family and community engagement in decision-making?</p>	<p>UPE teachers, including Title I teachers, will work with parents and community members alike to coordinate engaging events that will support the families at home in working with their children and having a better understanding of the curriculum being taught. These events will not only assist parents in understanding how to work with their children, but also provide them resources to use at home. In order to increase family and community engagement we invite the families and community members through numerous portals such as email, phone, letters, newsletters, website, class Dojo and social media and we offer incentives for those that come. Concluding each event, we ask that participant complete an exit ticket that will further assist us in making decisions based on the needs of the parents, families, and community members.</p>