



**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 Jane Araguez 321-633-3535 extension: 49820, araguez.jane@brevardschools.org*

*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 Jane Araguez 321-633-3535 extensión: 49820, araguez.jane@brevardschools.org*

**School's vision for engaging families:** To serve every family with excellence as the standard.

**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: Kori Hurst

Date: 11-6-2020



**Brevard Public Schools  
Office of Title I  
2020-2021 Parent and Family Engagement Plan (PFEP)**

**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.**

<b>Title I Documents</b>	<b>Date of meeting to gather family/community input.</b>	<b>List outreach strategies used to invite families and community to provide input.</b>	<b>Describe the method in which family and community members were involved.</b>	<b>What evidence do you have to document family/community participation?</b>
<b>Schoolwide Improvement Plan (SWP) Comprehensive Needs Assessment (CNA)</b>	4-9-2020 10-12-2020	<ul style="list-style-type: none"> <li>• School Newsletter</li> <li>• Saturn Facebook Page</li> <li>• SRO Invite</li> <li>• BPS phone messaging system</li> </ul>	Family and community members were presented with Saturn's 19/20 school year data via a Power Point presentation through Teams meeting. Data was reviewed, questions and concerns were generated, and suggestions were presented from families regarding specific areas within Saturn's school data.	Family and community participation are documented in the meeting minutes as well as within the Monkey Survey that was posted to Facebook and sent out to parents as well as discussed during the meeting.
<b>Parent and Family Engagement Plan (PFEP)</b>	4-9-2020	<ul style="list-style-type: none"> <li>• School Newsletter</li> <li>• Saturn Facebook Page</li> <li>• SRO Invite</li> <li>• BPS phone messaging system</li> </ul>	Family were presented with Saturn's 19/20 Parent and Family Engagement Plan as well as Saturn's 19/20 family engagement data via a Power Point presentation. Data was reviewed, questions and concerns were generated, and suggestions were presented from families regarding parent involvement in various school wide event and activities.	Family and community participation are documented in the meeting minutes as well as within the 2019-2020 Parent Survey results.
<b>School-Home Compact</b>	10-12-2020	<ul style="list-style-type: none"> <li>• School Newsletter</li> <li>• Saturn Facebook Page</li> <li>• SRO Invite</li> <li>• BPS phone messaging system</li> </ul>	Family and community members were presented with Saturn's 19/20 School-Parent-Student Compact. Each section of the compact was reviewed and discussed. A School-Parent-Student Compact for Learning Suggestions/Revisions for 2020-2021 survey was sent out to parents to take.	Family and community participation are documented in the meeting minutes as well as within the School-Parent-Student Compact for Learning Suggestions/Revisions for 2020-2021 survey.
<b>Title I Budget &amp; Framework</b>	9-24-2020	<ul style="list-style-type: none"> <li>• Flyer</li> <li>• School Newsletter</li> <li>• Saturn Facebook Page</li> <li>• BPS phone messaging system</li> </ul>	An annual Title I meeting is held each year to inform families and community members on Saturn's Title I program. A Power point presentation is presented where information is shared on Saturn's Budget, how we intend to spend our allocated funds and why we chose to allocate funds in specific areas within the school.	Family participation is documented via Survey Monkey in which families gave input into the Title I program.
<b>Parent &amp; Family Engagement Funds</b>	9-24-2020	<ul style="list-style-type: none"> <li>• Flyer</li> <li>• School Newsletter</li> <li>• Saturn Facebook Page</li> <li>• BPS phone messaging system</li> </ul>	An annual Title I meeting is held each year to inform families and community members on Saturn's Title I program. A Power point presentation is presented where information is shared on Saturn's Budget, how we intend to spend our allocated funds and why we chose to allocate funds to specific areas.	Family participation is documented via Survey Monkey in which families gave input into the Title I program.

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



**Brevard Public Schools  
Office of Title I  
2020-2021 Parent and Family Engagement Plan (PFEP)**

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

<b>Tentative date &amp; time(s) of meeting</b>	Thursday 9-24-2020 5:00 and 6:00
<b>How are families notified of the meeting?</b>	To inform families of the annual meeting, Saturn sends home flyers to each student, post the meeting on the school's Facebook page, sends out a phone and text message to families and advertises the meeting in the school newsletter. This method of communication assures that all families are aware of the meeting and can make arrangement to attend in a timely manner.
<b>What information is provided at the meeting?</b>	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.
<b>How are parents and families informed of their rights?</b>	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.
<b>What barriers will you address to encourage parents/families to attend?</b>	Expected barriers may include families not having access to a computer to be able to attend the Annual Meeting. The presentation will be made available to families to view at their request. To encourage families to attend the annual meeting, Saturn will hold the annual meeting on the same night as our Open House and offer two times that families can join the meeting, 5:00 and 6:00 PM. Parents will be able to attend both events, Title I annual Meeting and the Open House on the same night, opposed to having to attend two separate evenings.
<b>How will you get feedback from parents and families about the meeting?</b>	Feedback form families will be gathered by means of an electronic survey through Survey Monkey. The link for the survey will be provided during the Annual meeting as well as posted on Saturn's Facebook page.
<b>How do parents and families who are not able to attend receive information from the meeting?</b>	Families that are not able to attend the Annual Meeting will be able to view and or request a copy of the presentation.

**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.**

<b>Title II- Professional Development</b>	Teachers will participate in professional development opportunities that impact student achievement in the subject of reading. Teachers will receive training trauma awareness as well as social emotional learning.
---	--



**Brevard Public Schools  
Office of Title I  
2020-2021 Parent and Family Engagement Plan (PFEP)**

<b>Title III-ESOL</b>	At the start of the year, non-English speaking families are identified, so that teachers and staff are aware that the need is prevalent for translation services. Saturn has a full time ESOL teacher that will be available at parents and families request to translate and provide language services. The ESOL teacher will support students and families with academic as well as non-academic needs such as, but not limited to school guidance and community partnerships. Staff work together with our ESOL teacher to provide translations for meetings and documentation. Communication is strengthened between families, staff, and students through sending home documents in parents' home language and utilizing additional faculty and staff that speak Spanish to assist in communicating with parents.
<b>Title IV-Well-Rounded Education/School Safety/Educational Technology</b>	Administrators, teachers, and staff meet provide education to our students in each grade level on bullying, how to prevent bullying, what bullying looks like and how to properly report bullying. Teachers utilize the CHAMPS Classroom Management Program as well as Stanford Harmony, which teaches school-wide and classroom expectations to all students. All students are required to attend a bullying presentation that introduces and for most students, reviews the Jeffrey Johnson Act. Under Title IV, parents have the right to request information on the qualifications of teachers and paraprofessionals here at Saturn Elementary. Information will be provided to parents in a timely manner and will be available to them upon request. A binder will be in the front office with credentials of all employees that teach or work with students for parents to access at any time.
<b>Title IX-Homeless</b>	Two guidance counselors and one social worker collaborate with the district's homeless liaison to ensure students identified are receiving the appropriate resources and services available. Students and families will connect with community agencies that can assist with transition needs such as housing, food, clothing, and medical assistance tutoring and transportation.
<b>FDLRS/ESE services</b>	Saturn works in conjunction with the district's Exceptional Student Education leaders provide support to families and teachers by providing students with educational opportunities that align with state standards and expectations. Saturn will provide each student that requires ESE services the appropriate support through certified ESE teachers, school psychologists, speech pathologists and an occupational therapist, that are available on campus during school hours. Saturn also utilizes the Florida Diagnostic & Learning Resources System (FDLRS) provides diagnostic, instructional, and technology support services to district exceptional education programs and families of students with disabilities.
<b>Preschool Programs (Head Start/VPK)</b>	Saturn currently has 3 Head Start classes and 2 Pre-K three-year-old classes all of which are available for parent to utilize if their child meets the criteria for the program. We provide a safe and smooth transition into our kindergarten program, hosting meetings between district liaisons and parents each month.
<b>SAC</b>	Saturn will hold a SAC meeting each month via Zoom, in which parents and families will be notified of in a timely manner via, Facebook, school newsletter and phone and text messaging system. Parents and families will have the opportunity to give input into Saturn's SIP, PFEP and Compact as well give input and suggestions on improvements and or changes into Saturn.
<b>PTO/PTA</b>	Saturn currently does not have a PTO/PTA. In the event that parents would like to form a PTO/PTA, it is Saturn's wish that they will assist with various school activities/functions/services, provide financial assistance where needs are identified within the school, foster a community atmosphere, and support the mission and vision of Saturn and Brevard Public Schools.
<b>Community Agencies/Business Partners</b>	Saturn will maintain partnerships with various community agencies and businesses that support teachers, families and students in a way that promotes academic achievement and social emotional growth.

**3. Utilize strategies to ensure meaningful communication and accessibility.**

<b>Describe the methods that will be used to ensure meaningful, ongoing communication between home, school and community.</b>	Methods that will be used to ensure meaningful, ongoing communication between home, school and community include continuing the use of Saturn's Facebook page, school newsletters and flyers as well as our phone and text messaging system. Families that are pre identified as needing translation services and or documents as well as those requesting translation services and or documents will receive school related documents in a timely manner. Saturn's Title I and
---	---



**Brevard Public Schools  
Office of Title I  
2020-2021 Parent and Family Engagement Plan (PFEP)**

	business partner coordinator will also provide community members and Partners in education with monthly events via emails, so that they are better prepared and able to attend events at Saturn.
<b>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.</b>	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.
<b>Explain how families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</b>	Families are provided information regarding curriculum, progress monitoring and achievement levels via Open House presentations held the month of September, given by classroom teachers. During Saturn's Annual Title I meeting held in September, families are also informed of state and district assessments, along with expected achievement levels for each assessment. Parents and families are also provided the opportunity to attend two conference nights, one in the fall and one in the spring, to receive information and detailed report regarding their child's academic and behavioral progress. Parents are also able to request a meeting at anytime during the school year to discuss their child progress.
<b>Describe how your school provides information to families in their native language. What languages do you provide?</b>	Saturn will provide documents and information to families in their native language upon request. Saturn also has a translator available to translate in the language of Spanish at parents request or if we the staff find that a translator would be beneficial to the understanding of the conversation. In addition, at the request of parents we will translate documents into any language by utilizing the Google Translate program.
<b>How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b>	Families with disabilities are accommodated to ensure access to meetings, workshops, and events by assuring invitations and flyers are sent home in a timely manner so that families can decide to attend. Accommodations will be made in the case that families are not able to attend, such as sending home materials, scheduling an additional meeting time, and posting meeting presentations online so that parents have access to them.
<b>Describe the opportunities families have to participate in their child's education.</b>	Families will have the opportunity to participate in their child's education during the 2020-2021 school year though parent teacher conferences, fundraising events, volunteering opportunities through their child's classroom teacher and through district provided workshop and meetings.
<b>Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.</b>	Saturn shares the PFEP, SWP, CNA and other Title I documents with community members during SAC meetings and other meetings arranged for the sole purpose of sharing these documents. Saturn's Partners in Education (PIE) coordinator sends out an invite or personal phone call and or emails in a timely manner, so that community members have sufficient time to make arrangement to attend meetings. Saturn Also has an SRO on campus that will be available for community input.

**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>
--------------------	--	---	-----------------------------	----------------------------



**Brevard Public Schools  
Office of Title I  
2020-2021 Parent and Family Engagement Plan (PFEP)**

Trauma Informed Training	The Trauma Informed training will give teachers insight and knowledge into how trauma effects family dynamics with an emphasis on the educational setting.	Teachers will participate in 6 modules via a facilitator using a distance learning and face to face model.	All teachers, staff, and administration	August-February (1 module each month)

**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.

<b>Building Capacity of Families to Support Learning at Home</b>						
<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>
<b>Curriculum Areas</b>	Teacher Assigned informational bulletins, classroom curriculum guides and web pages	Ongoing	Due to the Covid Pandemic Saturn is currently not able to hold events on campus. Teachers will send home curriculum-based guides as well as utilize classroom-based web sites to support and enhance student leaning at home.	Plan using the Enhance Standards Focus Document to monitor effectiveness of instruction by conducting weekly classroom walk-throughs to ensure that small group and interventions are being implemented with fidelity. Follow up with coaching as needed. eLearners received the necessary instructional supports through parent pick or home delivery.	yes	yes
<b>State Assessments &amp; Achievement Levels</b>	Annual Title I Meeting	9/24/20 5:00 and 6:00 PM	Families were introduced to the various assessments their child will be taking this school year, as well as the required achievement levels expected form the state and district. Parents and families will begin to determine what their child needs to improve upon, from previous scores, to either maintain or achieve appropriate FSA scores.	Implement a school-based plan related to iReady Standards Mastery for grade 2-6 to include data discussion at grade level meeting and planning for reteaching for those who have not met mastery. A like model is being used in grades K-1 to address priority standards.	yes	no
<b>Technology, FOCUS/Launchpad</b>	Registration  Open House	8-17-2020 8:00 AM -7:00 PM  9-24-2020 5:00 and 6:00 PM	Registration and Open House will give families the opportunity to obtain their child's access codes for FOCUS as well as directions on how to access the site.	According to the 2020 Parent Survey (171 of 851 responses), 73% of families want more academic support materials to use at home with their children which will be addressed through PFEP and the below listed activities and supports. The initial invitation for family involvement will be	yes	no



**Brevard Public Schools  
Office of Title I  
2020-2021 Parent and Family Engagement Plan (PFEP)**

				made at our virtual Meet and Greet family event during pre-planning. At this time the families will be invited onto campus to meet their teachers, ask questions, take a virtual tour of the campus, and familiarize themselves with the Saturn staff. This was also used as a means to build a relationship between the parents and teachers. At the Annual Title 1 Meeting in September 2020, parents will be informed about the Title 1 programs and how the programs pertain to their child along with ways they can support their child's education		
<b>Transition (Kdg, MS, HS)</b>	Kindergarten Transition Meeting	5/6/21 5:30-6:30 PM	Parents will learn what the kindergarten expectations are, assessments administered and how they can assist their child with specific skills over the summer months so their child will be academically and socially ready for the upcoming school year. Saturn will also host a middle school informational night where local middle schools will attend to be on hand to give parents and students pertinent information regarding their school's various academic programs, clubs, and sports opportunities.	Saturn will promote the transition between VPK and Kindergarten and 6th grade to middle school through shared experiences with families related to these important educational transitions. We will partner with the local VPKs and middle schools to provide information and options to families.	yes	yes
	Middle School Informational Night	1/28/21 5:00-7:00 PM				
<b>Parent/Teacher Conferences</b>	Parent Teacher Conferences	Throughout the school year, at parents' or teachers' request.	Parents and families will have the opportunity to meet with their child's teacher to discuss academic and behavioral progress. During these meetings parents will have the opportunity to voice their concerns and get feedback from their child's teacher on how to assist with areas of concern. Teachers will collaborate with parents to give them the tools they need to track their child's progress at home, such as the daily planner, Focus account and how to assist with homework or areas of weakness.	The school has scheduled virtual Partners in Progress conferences to be held twice per year. However, the parents and teachers may request a conference throughout the year to discuss student progress. Partners in Progress conferences will be a student-led conference model, allowing parents, students, and teachers to collaborate with student achievement data to set goals and monitor student achievement.	yes	yes
<b>*College &amp; Career</b>						
<b>*Graduation Requirements &amp; Scholarships</b>						

\* Required for secondary schools



**Brevard Public Schools  
Office of Title I  
2020-2021 Parent and Family Engagement Plan (PFEP)**

<b>How will workshops/events for families be evaluated to determine return on investment?</b>	Due to the COVID-19 pandemic Saturn is unable to host events or workshops on campus. We will notify families in a timely manner when events will resume. Saturn will receive feedback from families via surveys sent home throughout the year as well as the 2020-2021 Parent survey.
<b>How will the needs of families be assessed to plan future events?</b>	The needs of Saturn families will be assessed through surveys sent home as well as the 2020-2021 Brevard County Schools Parent Survey. Parents can also call the school and speak with administration at any time regarding concerns or ideas they may have regarding Saturn.
<b>What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)</b>	Due to the COVID-19 pandemic, Saturn will not be hosting events on campus until further notice. 2019-2020 parent/family data suggests the greatest barriers for families include the availability to attend and childcare for younger children. Families that are not able to attend an event will be given the opportunity to set up a meeting where information, materials and guidance can be given. Saturn is also working to utilize space in the building where families can access childcare for the allotted time parent workshops are taking place.
<b>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</b>	Parents have the option to request a meeting with their child's teacher anytime throughout the school year. Teachers are available before school, during their planning time and after school to meet with families. Special arrangements will be made for parents to meet with their child's teacher if they are unable to meet during offered times. Families may also request to meet via online through one of Brevard Public Schools approved platforms such as Zoom or Teams.
<b>How do families who are unable to attend building capacity events receive information from the meetings?</b>	Families who are unable to attend meetings can receive information in various ways by call Saturn's front office to request a meeting with administration, requesting that the information given out at the meeting be sent home and or by calling and speaking with the appropriate staff member to be given the information verbally over the phone
<b>What strategies were used to increase family and community engagement in decision-making?</b>	Family and community members are invited to become members of Saturn's School Advisory Council, (SAC) via a monthly newsletter, Facebook post, and phone and text messaging system sent out at the beginning of the school year. Parents and community member are invited to review and discuss changes to the following documents: School Improvement Plan, Parent and Family Engagement Plan and the School-Parent-Student Compact for Learning. Saturn also encourages parents to participate in SAC meetings, which are held once a month. Saturn will also hold a focus group in the spring for parents and community members to come together with Saturn staff in identifying areas within the school that need improvement.