



Brevard Public Schools
Office of Title I
2021-2022 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, Amanda Galioto (Galioto.amanda@brevardschools.org 321-267-1773 ext. 45959).

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 Amanda Galioto (Galioto.amanda@brevardschools.org 321-267-1773 ext. 45959).

School's vision for engaging families:

Through a unified partnership of teachers, staff, parents, families, and community members, Imperial Estates is committed to improving student achievement, growing student character, and developing life-long learners.

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: Cynthia Rades

Date: 9/27/21

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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?
<p>Schoolwide Improvement Plan (SWP) Comprehensive Needs Assessment (CNA)</p>	<p>District parent survey – April 2022 Title I parent survey – May 2022 Title I faculty survey – May 2022 SAC Meetings – April and May 2022 PBIS Meeting – May 2022 Community survey -- May 2022 Annual Meeting – August 2022</p>	<p>District parent survey will be sent to all parents and listed with a link in the newsletter. The Title I survey link will be sent to parents and communities, as well as linked in the newsletter. Paper copies will be available for these surveys in the front office as well. Exit tickets will be filled out following each Title I event and SAC meetings. PBIS data will be collected in May 2021. The community survey will be sent to PIE partners and local churches, city officials, and businesses in May 2021.</p>	<p>Families and community members will be given a Title I survey for the effectiveness of the 2020-2021 plan and to conduct the comprehensive needs assessment. Community members will be asked how they could help the school and what we could do for the community. Information from the results will be used to begin to formulate the plan for the next year.</p>	<p>Survey results; exit tickets; Zoom Sign in Report</p>
<p>Parent and Family Engagement Plan (PFEP)</p>	<p>Title I parent survey – May 2022 Title I parent meeting – May 2022 Title I events -- October 2021 – May 2022</p>	<p>The Title I survey link will be sent to parents and communities, as well as linked in the newsletter. Paper copies will be available for this survey in the front office as well. Exit tickets will be filled out following each Title I event. Parents will be surveyed to see if their children are ELL or ESE so that we will get a good representation of the school population. Parents will be invited at the end of the year, to a Title 1 Parent Night where we will look over the Parent and Family Engagement Plan (PFEP) to ask questions and receive input for the 22-23 PFEP. They will be notified via school newsletter, flyer, Facebook, and Blackboard Connect.</p>	<p>Through the open-ended responses on the parent survey, families will be able to give any suggestions for improvement of the PFEP. At the Title 1 Parent Night in May of 2022, parents will be able to give direct feedback and ask questions about the PFEP. There will also be an exit slip to gather any more information.</p>	<p>Title I survey results; Title I event exit slips, Title I meeting exit slips, exit slip from the Title 1 Parent Night in May of 2022</p>

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<p>School-Home Compact</p>	<p>Title I parent survey – May 2022 Title I faculty survey – May 2022 SAC Meeting – May 2022 Title 1 Parent Meeting – May 2022 Parent conferences – throughout 2021-2022 school year</p>	<p>The Title I survey will be sent electronically through Blackboard Connect and a link on the school newsletter. All parents will be invited to SAC meetings via school newsletter, Facebook, and Blackboard Connect. Parents will be invited at the end of the year, to a Title 1 Parent Night where we will look over the Compact to ask questions and receive input for the 22-23 compact. They will be notified via school newsletter, flyer, Facebook, and Blackboard Connect.</p>	<p>The Title I parent survey will give all families the opportunity to give input into any changes for the compact. This opportunity will also be available at SAC meetings. Community members attend SAC meetings so we will be able to get community input into all Title I documents this way as well. At the Title 1 Parent Night in May of 2022, parents will be able to give direct feedback and ask questions about the Compact. There will also be an exit slip to gather any more information.</p>	<p>Title I survey results; SAC minutes, exit slip from the Title 1 Parent Night in May of 2022</p>
<p>Title I Budget & Framework</p>	<p>Title I parent survey – May 2022 Title I faculty survey – May 2022 Title 1 Parent Meeting – May 2022 Annual Meeting – August 2022</p>	<p>Families will be invited to take the Title I parent survey and attend the Annual Meeting. Parents will be invited at the end of the year, to a Title 1 Parent Night where we will look over the Framework to ask questions and receive input for the 22-23 Framework. They will be notified via school newsletter, flyer, Facebook, and Blackboard Connect.</p>	<p>Input will be taken for the 2022-2023 Title I budget from the Title I parent survey, faculty meeting, and annual meeting. The first two areas of input are tentative as we may not be sure that we will be Title I for 2022-2023. Families will be asked to submit budget input at the Annual Meeting. At the Title 1 Parent Night in May of 2022, parents will be able to give direct feedback and ask questions about the Framework. There will also be an exit slip to gather any more information.</p>	<p>Title I survey results, Annual Meeting exit tickets; faculty survey results, exit slip from the Title 1 Parent Night in May of 2022</p>
<p>Parent & Family Engagement Funds</p>	<p>Facebook poll, April 2022 Title I family survey – May 2022 Title I faculty survey – May 2022 SAC Meeting – May 2022 Annual Meeting exit ticket – August 2022</p>	<p>Families will be sent a link to the Title I parent survey, Facebook page, and Annual Meeting information through Blackboard Connect messages as well as a link in the school newsletter. Parents will be invited at the end of the year, to a Title 1 Parent Night where we will look over the Parent and Family Engagement Funds to ask questions and receive input for the 22-23 Parent and Family Engagement Funds. They will be notified via school newsletter, flyer, Facebook, and Blackboard Connect.</p>	<p>Many of the families follow the Facebook page and will take the poll. Families will be given information at the August 2022 Annual Meeting and will be able to give input about ways they feel the funds should be spent. The Annual Meeting PowerPoint will be placed on the school website and available for comments. This will also be discussed at a SAC meeting. At the Title 1 Parent Night in May of 2022, parents will be able to give direct feedback and ask questions about the Parent and Family Engagement Funds. There will also be an exit slip to gather any more information.</p>	<p>Screenshot of Facebook page; survey results; SAC minutes; Annual Meeting exit slips, exit slip from the Title 1 Parent Night in May of 2022</p>

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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 14 @ 8:30am (virtual-live), September 14 @ 5:00 pm (virtual-live/in person)
How are families notified of the meeting?	Notification was through a flyer, school newsletter, school Facebook site, and Blackboard Connect (by email and text).
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?	Last year we decided to offer 2 different times for the meetings. They were held virtually due to the nature of the 2020-2021 school year. This year, we are offering 2 meetings virtually with one of them being hybrid and having an in-person option. One meeting was held in the morning and one was held in the evening to accommodate parent schedules. Additionally, for families that could not attend, we created a voice over power point of the presentation that will be shared with parents through our Facebook page and on the School Website. The complete PowerPoint was presented at both meetings as well as the voice over PowerPoint.
How will you get feedback from parents and families about the meeting?	Parents and families were asked to complete exit slips about the Annual Meeting. We provided families with a link to access a google form to respond to the exit ticket. The google form will also be posted by the voice over PowerPoint on Facebook and the School Website for parents to share any input.
How do parents and families who are not able to attend receive information from the meeting?	The Annual Meeting PowerPoint with the voiceover is on the school website and Facebook. Parents are notified that this is available in the school newsletter.

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	During the school year, the Title I contact covers ways for the staff to work with parents. This may be through a Friday PD, an article, or a PLC discussion. District resource personnel are also asked to present to the staff for assistance with this as well as holding District trainings for our teachers to be ESOL Endorsed, Reading Endorsed and Gifted Certified to meet our student's diverse needs. For the 2021-2022 school year, Imperial will take part in Conscience Discipline training, this will take place at school level PDs as well as weekly emails from our Assistant Principal.
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Title III-ESOL	The district ESOL representative and the school based ESOL contact assist staff when working with ELL families. Our newsletter is currently being translated into Spanish, Vietnamese, and Arabic as requested by parents.
Title IV-Well-Rounded Education/School Safety/Educational Technology	Families are supported by supplying a well-rounded education (including art, music, PE, Media, SEL). The District Safety Department (Brevard County Sheriff's Department), school SRO (Titusville Police Department), and school staff are available to meet with parents if they have questions/concerns concerning safety. We have a 100% ID check for anyone coming on campus. Educational Technology is supported through the district use of E-Rate funds to purchase WAPS, switches, and other technology required equipment. We are also using a variety of computer-based programs that children can use at home to extend their educational learning.
Title IX-Homeless	Families of homeless students are supported by Title I funds for tutoring, if necessary. We support these families through donated new clothes, shoes, and toiletry items from individual persons and local churches.
FDLRS/ESE services	Our ESE families receive frequent updates on their child's progress and suggestions about ways to work with their students. Parents are also made aware that they may contact FDLRS for assistance at any time.
Preschool Programs (Head Start/VPK)	Our VE Preschool program is supported through district funds. Parents are invited to all Title I events and encouraged to take part in their child's early education.
SAC	Parents are invited to all SAC meetings through the school newsletter, school's Facebook page, marquee, and Blackboard Connect messages. Additionally, we have 2 community members on SAC, representing different areas. These persons include a representative of local faith-based church and a life safety specialist with the local fire department. SAC minutes are placed in the Parent Resource Notebook in the front office.
PTO/PTA	Imperial currently does not have a PTO/PTA. We advertise all the events through flyers, school newsletters, classroom newsletters, school website, marquee, school Facebook page and Blackboard Connect. We encourage all parents to become volunteers and welcome them into classrooms, book fairs, etc. as volunteers when restrictions have been lifted.
Community Agencies/Business Partners	Community agency events and information are advertised in the school newsletter, PeachJar, and Blackboard Connect. Our business partners are surveyed for the comprehensive needs assessment. Area churches contribute items for our families, such as toiletries, school supplies, etc.

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.	We use every possible way to communicate with families and the community. These methods include flyers, school newsletters, school website, classroom newsletters, PeachJar, teacher's Google Classrooms, the marquee, school Facebook page, and Blackboard Connect for voice, email, and text messages. Teachers are asked to reach out to families in their classrooms by phone or email. The School-Home compact is used during 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.	Imperial holds academic nights at the beginning of the year. Instead of a traditional Open House, teachers provide information about the curriculum, achievement levels, and assessments through a video shared with parents. During the Annual Meeting, achievement levels are reviewed. Parents are given progress monitoring information through interim report cards, report cards, emails, virtual conferences, and phone calls.

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Describe how your school provides information to families in their native language. What languages do you provide?	Information for families is translated when requested. Currently, we are translating the newsletter and other documents sent home into Spanish, Vietnamese, and Arabic using Google Translate. We have several teachers and staff members on campus who are fluent in Spanish and who can translate when needed.
How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Imperial encourages all families to attend, and we are sensitive to the needs of disabled persons. When planning an event, we make sure that there is plenty of room in the event area to accommodate wheelchairs, crutches, etc.
Describe the opportunities families have to participate in their child's education.	We have many opportunities for families to participate in their child's education, including volunteering in the classroom, going on field trips (when field trip restrictions have been lifted), doing projects for teachers from home, volunteering for Book Fairs, vision and hearing, etc., and attending Title I events and academic nights, both in-person and virtual.
Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.	All documents are posted on the school website and are available for review in the front office in the Parent Resource Notebook. Notification is sent out in the school newsletter and on our school Facebook page.

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>
Family Engagement and Student Success: What the Research Says	This article will help teachers and staff see the research behind family engagement and student success in the classroom. They will see the benefits of partnering with families and show students that the school-parent relationship is important. The article also discusses homework and how that can be difficult for families to complete. It gives teachers tips on how to approach homework with families who are unsure of how to help and those who may not be at home at night to help. This article will get our teachers and staff members thinking about how to keep those lines of communication open when it comes to our families.	Virtual – Google Form to collect input	Teachers and Staff	October 12, 2022
How to begin positive relationships with families: 8 tips to try	This article gives teachers and staff a chance to try different ways in starting a positive relationship with families. This article is an extension to the first article that was read by teachers and staff. This article asks questions that allow teachers and staff to think back on their practices to how they built relationships with families. The articles give activities that teachers and staff can do if they are struggling with building positive relationships.	PLC Meeting	Teachers and Staff	January 12, 2022

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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						
Topic	Title	Tentative Date/Time Are they flexible?	Adult learning goal: What skill that reinforces student learning at home will families gain during this training?	List the Schoolwide improvement plan (SWP) goal this event directly supports	Translation provided	Take home materials provided
Curriculum Areas	Eureka Strategies Night (K-1, 2-3, 4-5) Big Ideas Strategies Night (6) Reading Strategies Night	October 27, 28 2021 November 3, 2021 November 4, 2021 February 15, 2022	Math - We will teach parents Eureka's top math strategies and how to use the homework assistant so they can help their child at home with homework. We will also do a sample lesson so parents can understand the Eureka process. Reading – ways to work with student to improve reading skills	SIP Goal #1 (Small Group ELA/Math) SIP Goal #1 (Small Group ELA/Math) and #3 (ELA Instruction)	As requested	Yes
State Assessments & Achievement Levels	FSA Information for Parents	3/3/22 @ 6:00 pm 3/8/22 @8:30 am	Resources available to families to work with their students to prepare for FSA assessments, as well as an explanation for families what the achievement levels mean	SIP Goal #1 (ELA/Math) and #3 (ELA Instruction)	As requested	Information packets
Technology, FOCUS/LaunchPad	Launchpad for Parents	October 15, 2021 (virtual meeting)	Familiarize parents with Launchpad and how their child uses it and the apps within daily at school.	SIP Goal #1 (ELA/Math) and #3 (ELA Instruction)	As requested	No
Mental Health Awareness	Social Emotional Speaker	January 19, 2022	Give families the tools to recognize potential issues with their children and ways to help their students and acquire necessary resources	SIP Goal #2 Priority need for social -emotional instruction	As requested	Information packets
Transition (Kdg, MS, HS)	*Middle School Choice Night *Kindergarten Round up	December 2021 Virtual presentation April 2022	5 th and 6 th grade parents will have the opportunity to chat with choice middle schools to garner information about where they may like to have their students attend before the applications are due. Kindergarten Round-up gives families information about our school's Kindergarten program and the	Title I Framework – Transitions	As requested	Registration packets and information packets; K readiness kits

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Parent/ Teacher Conferences	Conference Nights	As requested by parents and/or teachers throughout the year	Families will gain an understanding of where their child is academically and where the child needs to be by the end of the school year. The Title I Home-School Compact would be referenced during these meetings.	Title I Framework – Parent and Family Engagement	As requested	Conference notes; possibly supplies to use at home
*College & Career						
*Graduation Requirements & Scholarships						

* Required for secondary schools

How will workshops/events for families be evaluated to determine return on investment?	There will be exit slips/google forms for every Title I event. These will be collected/submitted and analyzed for comments to improve on future events, as well as gauge understanding of concepts presented. On the Spring 2022 Title I parent survey, parents will be asked specific questions as to how they used the materials and knowledge received was used at home and whether or not the parent felt that their child benefited from them.
How will the needs of families be assessed to plan future events?	Imperial will use the district parent survey, Title I school parent survey, and feedback from this year's exit tickets/google forms to plan future events.
What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)	In the past we have always held events on Thursday evenings at 5:30 pm because parents indicated that weeknights were the best times. This year we have varied the days of the week and the times of the events. According to the Spring 2021 District Parent Survey and our own Title I survey, parents felt that their work schedules and meetings being held at inconvenient times were the main reason why they could not attend Title I events. As a result of the survey, our events will be recorded and posted to the school's website and Facebook for parents who work evenings or were unable to attend at the time of event/presentation can access them. They will still have access to the take home materials that were given at the event.

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How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Despite that we have set dates for our events, many of them will be recorded and posted to the school's website. We have them scheduled live on various days and times throughout the week instead of only having them on one day and only in the evening. For example, the Annual Meeting was held two times – 5:00 pm on 9/14/2020 and 8:30 am on 9/14/2020. We also have our Eureka math night planned for 4 different nights over 2 weeks this year. We will also record this session for parents as well incase they cannot attend.
How do families who are unable to attend building capacity events receive information from the meetings?	The Annual Meeting PowerPoint voice over was posted on the school website and a copy of it is in the Parent Resource Notebook. Information presented at all Title I events will be available on the school website and can be printed and sent home with students. The Title I contact will answer questions, emails, and phone calls from families with questions and information will be translated as requested.
What strategies were used to increase family and community engagement in decision-making?	This school year we will reach out to even more community members for their input, as well as survey our families, so that we can use their input for future plans. Since our events are aligned with the survey results from 2020-2021, we hope that more families will participate and leave feedback through their exit tickets/google forms. We are also holding events at different times and different days, as well as recording and posting the presentations on the school's website. Through the surveys and new events and times, we hope to increase our family and community engagement.