



**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, Cindy Shaheen, [shaheen.cynthia@brevardschools.org](mailto:shaheen.cynthia@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 I Cindy Shaheen, [shaheen.cynthia@brevardschools.org](mailto:shaheen.cynthia@brevardschools.org).*

**School's vision for engaging families:**

**Mission Statement:** At Apollo, our mission is to educate all students with excellence as the standard, working together in a safe professional learning community. Apollo's Title I program works to strengthen individual student's current academic level. Title I will communicate the need for parent involvement at home and school and the positive relationship this has on student success. To foster parental involvement, materials, training, assistance, and resources will be provided. Apollo will strive to build strong and meaningful relationships with our students and their families.

**Assurances:**

**We will:**

- Involve an adequate representation of parents, or establish a parent advisory board to represent families, in developing and evaluating the "School Parent and Family Engagement Plan" that describes how the school will carry out its required family engagement activities.
- Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved. Offer other meetings/workshops at flexible times.
- Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are to be used.
- Involve parents in the planning, review, and improvement of the Title I program.
- Develop a school-parent compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement, and describes how parents and teachers will communicate.
- Offer assistance to parents in understanding the education system and the state standards, and how to support their children's achievement.
- Provide materials and training to help parents support their child's learning at home.
- Provide staff development to educate teachers and other school staff, including school leaders, on how to engage families effectively.
- Coordinate with other federal and state programs, including preschool programs.
- Provide information in a format and language parents can understand, and offer information in other languages as feasible.
- Include the School and District Parent and Family Engagement Plans on our school website and in the Parent Engagement Notebook in the front office.

Principal: \_\_\_\_\_

Date: \_\_\_\_\_



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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 School wide 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.**

<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>	4/18/19 9/10/19 9/13/19	Invited YMCA and local daycares that support Apollo families to attend EOY event, 4/18/19. Nacho Bingo night and Annual meeting flyers asked for input. PTO meeting on 9/13/19 asked for input.	Many families completed EOY Title 1 survey at Nacho Bingo night and annual meeting and exit slips from each Parent & Family Engagement event. PTO members gave input at meeting.	EOY Title 1 Surveys Exit Slips from Parent & Family engagement events. PTO minutes
<b>Parent and Family Engagement Plan (PFEP)</b>	4/18/19 9/10/19 9/13/19	Invited YMCA and local daycares that support Apollo families to attend EOY event, 4/18/19. Nacho Bingo night and Annual meeting flyers asked for input. PTO meeting on 9/13/19 asked for input.	Many families completed EOY Title 1 survey at Nacho Bingo night and annual meeting and exit slips from each Parent & Family Engagement event. PTO members gave input at meeting.	EOY Title 1 Surveys Exit Slips from Parent & Family engagement events. PTO minutes
<b>School-Home Compact</b>	4/18/19 9/10/19 9/13/19	Invited YMCA and local daycares that support Apollo families to attend EOY event, 4/18/19. Nacho Bingo night and Annual meeting flyers asked for input. PTO meeting on 9/13/19 asked for input.	Many families completed EOY Title 1 survey at Nacho Bingo night and annual meeting and exit slips from each Parent & Family Engagement event. PTO members gave input at meeting	EOY Title 1 Surveys Exit Slips from Parent & Family engagement events. PTO minutes
<b>Title I Budget &amp; Framework</b>	4/18/19 9/10/19 9/13/19	Invited YMCA and local daycares that support Apollo families to attend EOY event, 4/18/19. Nacho Bingo night and Annual meeting flyers asked for input. PTO meeting on 9/13/19 asked for input.	Many families completed EOY Title 1 survey at Nacho Bingo night and annual meeting and exit slips from each Parent & Family Engagement event. PTO members gave input at meeting	EOY Title 1 Surveys Exit Slips from Parent & Family engagement events. PTO minutes
<b>Parent &amp; Family Engagement Funds</b>	4/18/19 9/13/19 9/10/19	Invited YMCA and local daycares that support Apollo families to attend EOY event, 4/18/19. Nacho Bingo night and Annual meeting flyers asked for input. PTO meeting on 9/13/19 asked for input.	Many families completed EOY Title 1 survey at Nacho Bingo night and annual meeting and exit slips from each Parent & Family Engagement event. PTO members gave input at meeting	EOY Title 1 Surveys Exit Slips from Parent & Family engagement events. PTO minutes

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

- 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>	
<b>How are families notified of the meeting?</b>	Flyer home via backpack. Newsletter, marquee, Blackboard Connect



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<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>	Working families often cannot attend due to other commitments. Title 1 annual meeting is held the same night as Open House/Curriculum night as a convenience to "busy" families.
<b>How will you get feedback from parents and families about the meeting?</b>	All families attending the Annual meeting are given an exit slip to complete at the end of the meeting.
<b>How do parents and families who are not able to attend receive information from the meeting?</b>	Title 1 will place a notice in the Apollo newsletter, stating that parents and families who are not able to attend to contact Title 1. The announcement was also made at the PTO and SAC meetings.

**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>	Apollo Title 1 will work with District Title 1 office and outside presenters to provide school staff training on the value of parental involvement and how it correlates to student achievement
<b>Title III-ESOL</b>	Apollo has 1 ESOL Coordinator, 1 ESOL Itinerant teacher to support Apollo's 10 ESOL students and 37 ESOL certified teachers. The ESOL coordinator will identify the ELL/ESOL families. The ESOL coordinator will work together with the Title 1 Parent Involvement contact to provide materials, resources and other programs, as needed in their native language. Translated documents are provided in English and Spanish, as well as other languages by request.
<b>Title IV-Well-Rounded Education/School Safety/Educational Technology</b>	Apollo utilizes BPS mobile app, Blackboard Connect, Apollo and PTO Facebook pages to connect with parents electronically regarding events. FOCUS is used as a means for parents to monitor their student's academic progress and to connect with teachers. FOCUS training will be provided at Learning Jamboree, our Saturday Parent Engagement event.
<b>Title IX-Homeless</b>	Administration, Guidance and Title 1 will work together, to the extent that is practical, to ensure that the needs of Apollo's Students in Transition (SIT) families are met to allow full participation at Title 1 events.
<b>FDLRS/ESE services</b>	Title 1 will coordinate with ESE to assure that all students and families with disabilities receive services to allow full participation at Title 1 events.



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<b>Preschool Programs (Head Start/VPK)</b>	Apollo Elementary will conduct a Kindergarten Round up in the spring. Parents will receive volunteer and parental involvement opportunities information. Parents will learn expectations for students entering kindergarten and how they can work with their student at home. They will also learn the correlation of parental involvement and successful student academic achievement.
<b>SAC</b>	Parents will share needs, barriers, and suggestions to Comprehensive needs assessment (CNA), School Improvement Plan (SIP), School Compact, Parent Family Engagement Plan, Title 1 budget and Framework.
<b>PTO/PTA</b>	Parents will share needs, barriers, and suggestions to Comprehensive needs assessment (CNA), School Improvement Plan (SIP), School Compact, Parent Family Engagement Plan, Title 1 budget and Framework.
<b>Community Agencies/Business Partners</b>	Support Parent and Family engagement events with donations. Provide input to support Apollo's goals.

**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>	Communication between home, school and community is a top priority at Apollo. An Apollo school calendar outlining the year's events is provided to families at the beginning of the school year. Blackboard connect, Apollo and Title 1 website, Apollo and PTO Facebook pages, newsletters, marquee, event flyers home, and planners are all utilized to communicate between home, school and community.
<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 curriculum information, achievement levels, progress monitoring and assessments at open house/curriculum night, Learning Jamboree, parent/teacher conferences as well as family engagement events.
<b>Describe how your school provides information to families in their native language. What languages do you provide?</b>	Apollo has bilingual staff members who are easily accessible on a daily basis to provide translation services for Spanish speaking families. Translation devices as also available on campus for families speaking other languages. Written information can be printed in English, Spanish and Haitian Creole, other languages through the use of Google Translate. Translation services for hearing/impaired deaf are also available through a staff member. Translation devices are available through District Title 1 for use at Parent Engagement events.
<b>How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b>	Title 1 will coordinate with ESE to assure that all students and families with disabilities receive services to allow full participation at Title 1 events.
<b>Describe the opportunities families have to participate in their child's education.</b>	Apollo families have the opportunity to participate in their child's education by participating in PTO, SAC. Parents may volunteer in the child's classroom, chaperone on field trips, and participate in parent/teacher conferences, EAP meetings. By attending Title 1 academic events, parents will receive strategies to assist them with their child's education at home.
<b>Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.</b>	Apollo continually strives to involve our local community. Apollo and PTO Facebook pages, SAC, PTO are used to share and make community aware of the availability of school and Title 1 documents



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**4. Educate and build the capacity of school staff (administration, teachers, instructional assistants, custodial, front office, etc) on ways in which to work with and engage families effectively as well as the importance of parent and family engagement in increasing student achievement. Explain your plan for this school year.**

<u>Topic/Title</u>	<u>How does this help staff build school/family relationships?</u>	<u>Format for Implementation: workshop, book study, presenter, etc.</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
Student in Transition (SIT) briefing	Staff becomes aware of how students qualify as SIT, the benefits they are entitled and the barrier their must overcome to attend school.	Presentation by Lisa Keysor, BPS District Homeless Liaison	Apollo Faculty	8/9/19 8:00 am
Exceeding Expectations Conference	Participants will learn strategies for improving school climate and how to grow our Title 1 program.	Conference	Title 1, Administration, Reading Coach, and 4 grade level team leads	10/29-30 8 am – 4 pm

**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><u>Building Capacity of Families to Support Learning at Home</u></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>	Curriculum night Family Game Night Learning Jamboree Brownies & Books Starry Night Nacho Bingo/summer slide/Book Bash	9/10/19 6:30 pm 9/24/19 530 pm 10/5/19 10-12 11/5/19 6:00 pm 1/27/20 630-830 4/23/20 530-730	All of our events, contain “learning components” for parents to use are home. Curriculum night – grade level academic expectations for the school year. Family Game night-Eureka Math. Learning Jamboree, Saturday event, targeting, Eureka math, reading at home, sight words, tips on writing, math games for home use, hands on science, and Middle School transition. Brownies & Books reading at home and school compact, Starry Night hands on science and Planetarium by Orlando Science Center, local astronomers with telescopes. Nacho Bingo end of the year event, families receive summer slide bags and books.	#1 Learning Gains for Lowest 25 percent #2 Science 3+ Proficiency #3 ELA/Math 3+ Proficiency and Learning Gains #4 Building capacity of families	Upon request Flyer - yes	Yes
<b>State Assessments &amp; Achievement Levels</b>	FSA results pick up  Curriculum night	Summer  9/10/19 6:30 pm	AT the time parents pick up their student’s FSA results, they have the opportunity to meet or make an appointment with Admin to discuss state assessments and achievement levels. Parents are briefed on state assessments & achievement levels required for the current school year.	#4 Building capacity of families	Upon request	No  yes



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<b>Technology, FOCUS/LaunchPad</b>	Learning Jamboree	Saturday, October 5 10-12	During Learning Jamboree parents will attend a “breakout session” covering Launchpad, FOCUS, myON and Pepplego,	#4 Building capacity of families	Upon request Flyer - yes	yes
<b>Transition (Kdg, MS, HS)</b>	Kindergarten Round Up	April 2020 evening	Parents will learn expectations for students entering kindergarten, how they can work with their student at home and prepare them for Kindergarten.	#4 Building capacity of families	Upon request Flyer – yes	Yes
	Learning Jamboree	Saturday, 10/5, 10-12	Sixth grade parents will be briefed on Middle School transition events during the upcoming school year.		Flyer -yes	Yes
<b>Parent/Teacher Conferences</b>		10/24/19 1/23/20 5-7 pm	Parents and Teachers will discuss academic progress, state assessments and student achievement levels. School/parent/student Compact will be available to be discussed with parents. Parents may request conferences before and after school and during teacher planning as a convenience.	#3 ELA/Math 3+ Proficiency and Learning Gains #4 Building Capacity of families	Upon request	Yes
<b>*College &amp; Career</b>						
<b>*Graduation Requirements &amp; Scholarships</b>						

\* Required for secondary schools

<b>How will workshops/events for families be evaluated to determine return on investment?</b>	Exit slips from events and iready reading and math scores. Title 1 end of the year survey.
<b>How will the needs of families be assessed to plan future events?</b>	Exit slips, PTO and SAC meeting discussions. Title 1 end of the year survey.
<b>What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)</b>	Apollo family’s busy schedules – Saturday event. Events planned on different nights to accommodate busy families. Translation for events is available upon request, event flyers will notify families of this availability. Food – over 69% of Apollo students participate in Free & reduced lunch program, as well as over 100 Apollo students participate in the Children’s Hunger Project weekend meal program. Title 1, through PTO is now adding a food component to its events to assist families with “food issues”.



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<b>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</b>	Learning Jamboree, based on parent request, is scheduled for Saturday, October 5. All other family events are scheduled on different nights to accommodate family schedules.
<b>How do families who are unable to attend building capacity events receive information from the meetings?</b>	Title 1 will place a notice in the Apollo newsletter, stating that parents and families who are not able to attend to contact Title 1. The announcement will also be made at the PTO and SAC meetings.
<b>What strategies were used to increase family and community engagement in decision-making?</b>	Title 1 end of the year survey. Students whose parents who returned the completed survey, were give Eagle Bucks to use towards BPIS events.