



Brevard Public Schools
Office of Title I
2019-2020 Parent and Family Engagement Plan (PFEPP)

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, Michelle Stripp, stripp.michelle@brevardschools.org

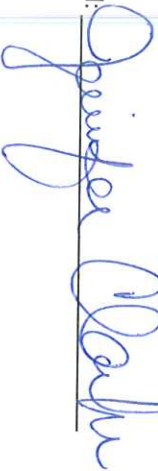
Se invitó y alentó a todas las familias y miembros de la comunidad a proporcionar aportes y sugerencias sobre el desarrollo /revisión de este plan. Este plan está disponible en el sitio web de nuestra escuela y en el cuaderno de participación de padres y familias del Título I ubicado en nuestra oficina principal. Si desea una copia impresa de este documento o necesita una traducción, comuníquese con nuestro contacto de Título I, Michelle Stripp, stripp.michelle@brevardschools.org

School's vision for engaging families: We will engage families in a supportive learning culture through opportunities to have an active role in their child's education and to facilitate success for all students.

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: 9.19.2019

EVERY TITLE I SCHOOL IN BREVARD COUNTY WILL:

1. Involve families and community members in the design, implementation and evaluation of their Schoolwide Improvement Plan (SWP) and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement plan, as well as the school-home compact, with an adequate representation of families.

| Title I Documents | Date of meeting to gather family/community input. | List outreach strategies used to invite families and community to provide input. | Describe the method in which family and community members were involved. | What evidence do you have to document family/community participation? |
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| Schoolwide Improvement Plan (SWP) Comprehensive Needs Assessment (CNA) | 9/9/19 May 2019 | School Newsletter, Marquee, Flyer, Facebook, Blackboard Connect, Brevard Public Schools Parent Survey 2018-2019 | Families and community members analyzed data. They then prioritized the needs based on the data. During the meeting, the group also provided input regarding action steps and strategies that could be used to help improve our school needs. Survey results were used to help develop action plans/ suggestions for improvement based on our needs. | Sign in sheets, minutes, survey results |
| Parent and Family Engagement Plan (PPEP) | 9/12/19 9/17/19 May 2019 Ongoing | School Newsletter, Marquee, flyer, Facebook, Parent online survey | Families were invited to complete the Brevard Public Schools Elementary Parent Survey 2018-2019 in May 2019. Families provided PPEP revision feedback on an exit slip for the Academic Nights. Input for this plan will be taken at all times. Parent exit slips will be collected at each family engagement activity requesting input/comments on future events. | Exit Slips from Family Academic Nights, Copy of parent online survey |
| School-Home Compact | 9/12/19 9/17/19 9/23/19 May 2019 | Parent Online Survey, Flyer, Marquee, Facebook, School Newsletter | Families were invited to complete the Brevard Public Schools Elementary Parent Survey 2018-2019 in May 2019. Families were also provided an opportunity to give revision feedback for the School- Home Compact on the Academic Night exit slip. The first revisions will be made and presented to SAC on 9/23 for further input/revisions. | Exit tickets from Family Academic Nights, copy of parent online survey, SAC Minutes |
| Title I Budget & Framework | 5/13/19 9/9/19 10/7/2019 Ongoing | Flyer, Marquee, exit slips | Families and Community were invited to attend SAC to review how the budget was spent in 2018-19 and to determine the effectiveness. We also discussed how to spend funds 2019-20 (Framework Review). Input for budget spending was taken at the SAC Meeting in September; the developed framework/budget will be presented to SAC for review and consideration. Families will be asked at each event how they would like to see the funds spent and revisions to budget will be made as necessary. A summary of how the money will be spent will be presented at the Annual Meeting in October and parents will complete an exit slip offering an opportunity to suggest how funds are spent. | Minutes, sign in sheets, exit slips |
| Parent & Family Engagement Funds | May 2019 9/9/19 Ongoing 2018-present | Parent online survey, SAC Meeting invitations, exit slips | Families are given the opportunity for input at each Title I event through exit tickets. All parents were asked to take the Brevard Public Schools Elementary Parent Survey 2018-19. Parents attending SAC also provide input on how family engagement funds should be spent. | Sign in sheets, minutes, Parent online survey, exit tickets |

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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.

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| Tentative date & time(s) of meeting | October 7, 2019 |
| How are families notified of the meeting? | Flyers, Facebook, BlackBoard Connect, Marquee |
| 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 School's 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? | We will offer childcare for school aged students. We are planning it on the same day as another family event so that it will be one trip to the school to complete more than one task. It will occur in the evening on a weekday. We will have food for purchase. These are all suggestions that parents made on the 2018-2019 Brevard Public School's Parent Survey. |
| How will you get feedback from parents and families about the meeting? | Parents will provide feedback by completing an exit ticket. Parents will also be informed to email the Title I Contact if they would like to provide any additional feedback. |
| How do parents and families who are not able to attend receive information from the meeting? | We will post the PowerPoint on our website and notify parents that is available through Facebook and 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.

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| Title II - Professional Development | Through the use of Title I funds, Atlantis offers professional development opportunities for teachers. Title II, Part D (Enhancing Education through Technology) – Atlantis works collaboratively to plan and implement appropriate programs, services and training opportunities for school staff and families, including opportunities to access and utilize FOCUS as a means of communication between home and school. All faculty will participate in Parent and Family Engagement PD given by Gevonne Blum, Title I, Brevard Public School district personnel. The reading coach, assistant principal, and Title I contact will attend Exceeding Expectations Conference in October and bring back information to present to staff. |
| Title III-ESOL | Title III (ESOL) - The ELL student population is less than 10 students of our 683 student membership. We provide support and resources to our ELL students based on their individual plan with the inclusion of Title I support. Information can be sent home in their native language. The offer to translate documents is always extended to families |

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| <p>Title IV-Well-Rounded Education/School Safety/Educational Technology</p> | <p>Title IV funds are utilized for the following programs at our school: National Elementary Honor Society, Yearbook, Odyssey of the Mind, TV Production, Art Club, and Safety Patrols.</p> |
| <p>Title IX-Homeless</p> | <p>Atlantis works with the district's homeless liaisons to ensure students in transition receive the appropriate services. If needed, school supplies, backpacks, referrals for tutoring, counseling, etc.</p> |
| <p>FDLRS/EEF services</p> | <p>Florida Diagnostic and Learning Resources System (FDLRS) FDLRS provides diagnostic and instructional support services to exceptional students and families of students with exceptionalities. Teachers and administration work collaboratively in planning, implementing, and evaluating various parent involvement initiatives and training opportunities. Individuals with Disabilities Act (IDEA) – Professional development opportunities are provided for staff. We collaborate to address the exceptional needs of students and families without duplicating services.</p> |
| <p>Preschool Programs (Head Start/VPK)</p> | <p>Brevard Public Schools, in collaboration with the Early Learning Coalition of Brevard, offers a Voluntary Prekindergarten Program (VPK) at selected schools with limited enrollment. VPK is a free early learning program to prepare four-year-olds for kindergarten and build the foundation for school success. Atlantis has one blended VPK class with 18 students, and two Pre-K-VE classes with 7 in each.</p> |
| <p>SAC</p> | <p>The Atlantis School Advisory Council meets on the 3rd Monday of each Month. SAC frequently gives input/reviews the Title I budgets to give suggestions on spending. We work collaboratively to identify school needs and make plans to address the needs of the school, including parent engagement. SAC assists with the development and revisions to the SIP, PFEF, and the School-Parent-Student Compact.</p> |
| <p>PTO/PTA</p> | <p>Atlantis PTO meets the first Wednesday of each month. They send out invitations welcoming all families to join in the meetings, as well as monthly newsletters about how to be more involved in the education of their child. PTO representatives are a balance of parents and representatives from each grade level. PTO plans family engagement activities, fundraising activities, etc. PTO gives input on how parent involvement funds are spent.</p> |
| <p>Community Agencies/Business Partners</p> | <p>Atlantis works with business partners to create family engagement nights, offer student mentoring, and fundraising activities. Beef O'Brady's hosts family engagement nights. Each night has an academic activity (planned and provided by Title I) for students to do with their families why dining. Families take home the materials and are able to practice the skills at home. A local church provides mentors for some students. A few partners are going to attend a family event-Sprint will share information about safe phone apps, Angels for Kids will share information regarding counseling, District personnel will be presenting bike safety, and Bright Smiles will share information about dental hygiene, Brevard County Health Department will share information about physical activity and nutrition. Local restaurants are supporting learning by providing free meal coupons when students meet a specific learning goal.</p> |

3. Utilize strategies to ensure meaningful communication and accessibility.

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| <p>Describe the methods that will be used to ensure meaningful, ongoing communication between home, school and community.</p> | <p>Meaningful ongoing communication will occur through flyers, Peachar, Blackboard messages, school and classroom newsletters, Facebook, email, school marquee, and other classroom connection tools such as Remind App, Classroom Dojo, student planners, etc</p> |
| <p>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.</p> | <p>Letters are sent home with every student that has been taught for four or more consecutive weeks by a teacher who is auditing purposes.</p> |
| <p>Explain how families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</p> | <p>Families are provided curriculum information at the grade level specific academic night, as well as brochure that is sent home with grade level expectations. Student grades are posted in FOCUS biweekly. Interim reports or report cards are posted every 4.5 weeks. Ready parent letters are sent home 3 times per year.</p> |
| <p>Describe how your school provides information to families in their native language. What languages do you provide?</p> | <p>Atlantis will provide information in the parent(s) native language as necessary or requested. Information will be shared via flyers, Peachar, Blackboard messages, school and classroom newsletters, school marquee, Facebook, Remind app, Bloomz, etc. The only non-English language spoken by students at Atlantis is Spanish. Our website has the google translate feature as well.</p> |

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| <p>How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</p> | <p>All Title I activities will take place in locations that are fully accessible as defined by ADA. Additional space will be given to accommodate wheelchairs and personnel will be available to assist anyone who needs it. Sign language interpreters will be available at Title I events as needed.</p> |
| <p>Describe the opportunities families have to participate in their child's education.</p> | <p>Parents are invited to attend an Academic Night where they learn about the curriculum and expectations of the grade level. The family involvement nights will be aimed at helping the parents understand what their child is learning in school and give them ideas on how to assist their child at home. Topics for the events will be chosen based on requests, academic data, surveys, exit tickets, SAC and PTO discussions, and survey information. Families are also asked for input for the School-Parent-Student Compact and the PFEF.</p> |
| <p>Describe how your school shares the PFEF, SWP, CNA and other Title I documents with community members.</p> | <p>Atlantis shares the PFEF, SWP, and CNA at the SAC meetings. We post the PFEF and SWP on our school website</p> |

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

| <u>Topic/Title</u> | <u>How does this help staff build school/family relationships?</u> | <u>Format for Implementation: workshop, book study, presenter, etc.</u> | <u>Who is the audience?</u> | <u>Tentative Date/Time</u> |
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| Family Engagement | Faculty will learn strategies to enhance family and community engagement. Atlantis has done well with getting families to the school. We need to focus on how to help parents become engaged in their child's learning, thereby increasing student achievement. | Presenter/workshop provided by Brevard Public Schools District Personnel, Gevonne Blum and Ginny Gleason | Faculty/Staff | January 2020 Friday afternoon 2pm-3:30pm |
| Parent/Teacher Success Team | Teachers will learn how to have a family engagement event where parents are involved in identifying their child's strengths and weakness, as well as creating a goal and action plan for their child. This will foster a partnership between the school and family. | Presenter and workshop. | Interested 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 | | | | | | |
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| <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 directly supports</u> | <u>Translation provided</u> | <u>Take home materials provided</u> |
| Curriculum Areas | Science Fair/ Science Support | 9-30-19 10-7-19 10-14-19 2:30pm-5 | This series of workshops is for students and parents alike. The families will go through the scientific process and complete all necessary steps to complete a science fair project. Families will learn the steps to the scientific method. | Standard Aligned Student Tasks <i>Improve and monitor Science instruction by consistently utilizing the SE model and leading with hands on exploration.</i> | Yes, as requested | yes |
| | Kindergarten Pirate Reading Night | 10/27/19 5:30pm | Families will learn the art of questioning for both fiction and nonfiction texts while reading to their child. They will also learn the importance of rhyming. Students will receive their first library card. | Standard Aligned Student Tasks <i>Utilize Informational Text to improve students' understanding of nonfiction text, nonfiction text structures, and build content knowledge.</i> | Yes, as requested | yes |
| | Orlando Science Center | January 2020 evening | Families will experience inquiry based learning hands on learning while completing the scientific process. All tasks are aligned to Florida standards. | Standard Aligned Student Tasks <i>Improve and monitor Science instruction by consistently utilizing the SE model and leading with hands on exploration</i> | Yes, as requested | No |
| | Academic Night | 9-12-19 9-17-19 Evening-staggered times | Families learned the about the curriculum and assessments for their child's specific grade level. Parents learned of activities that they could do at home to support their child's mastery of the skills. Grade level times are staggered so that parents with multiple children may attend all events. | Standard Aligned Student Tasks <i>Improve and monitor Science instruction by consistently utilizing the SE model and leading with hands on exploration</i> | Yes, as requested | yes |
| | Family Game Night | 9/27/19 | Families will attend a game night. A variety of indoor academic board games from our parent resource will room be available to play and check out to home. Outdoor games that integrate the core subjects will be available outside. Parents will learn how to make learning fun. Business partner booths will from Sprint will share information about safe phone apps, Angels for Kids will share information regarding counseling, District personnel will be presenting bike safety, and Bright Smiles will share information about dental hygiene, Brevard County Health Department will share information about physical activity and nutrition. | Standard Aligned Student Tasks | Yes, as requested | yes |

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| | Vocabulary Fair | February evening | Families will learn about vocabulary instruction through games and hands on activities. | Standard Aligned Student Tasks <i>Examine options and implement strategies to improve student acquisition and usage of vocabulary.</i> | Yes as requested | Yes |
| | *Academic Night | 9-12-17 9-17-17 Evening- staggered times | Parents will learn about the Assessments and the levels, what they mean. How the levels affect retention in 3 rd grade | Students within Subgroups will increase standard based achievement. <i>Monitor the progress of the students with disabilities and African American students as well as develop strategies for intervention for these students and the lowest 25%.</i> | Yes, as requested | Yes |
| State Assessments & Achievement Levels | *Conferences | as requested | An invitation to discuss the previous year's FSA scores went out to all parents. | | | |
| | *Annual Meeting | October- evening | The overview of School Grade and achievement data will be presented. | | | |
| Technology, FOCUS/LaunchPad | Evening- staggered times | 9/12/19 9/17/19 Evening- staggered times | Presented how to access online curriculum and resources through LaunchPad. Discussed FOCUS specifically how to retrieve grades, interim reports and report cards. Flyers also were sent home during registration with directions on accessing FOCUS | Standard Aligned Student Tasks | Yes, as requested | Yes |
| Transition to Kindergarten | Kindergarten Round Up | April evening/morning | Parents will learn about a day in the life of a kindergartener at school. Teachers will discuss the importance of listening and speaking skills. Families will experience learning stations for different content areas. | Standard Aligned Student Tasks | As Requested | Yes |
| Transition (Kdg, MS, HS) | Transition to MS Transitions to K | November- evening, weekday | Area middle and junior/senior high schools will present the programs that their schools have to offer. Parents will learn about corridor busing, applying to choice schools, etc. Parents will also learn about the social/emotional changes they can expect to see in their students during this transition. | Standard Aligned Student Tasks | As Requested | Yes |
| Parent/Teacher Conferences | Parent Teacher Conferences | At parent/teacher request | Families will learn about the progress of their child. Teachers will provide parents with data and suggestions on how to further their child's academic growth. | Standard Aligned Student Tasks | As Needed | Yes |
| How will workshops/events for families be evaluated to determine return on investment? | | Title I activities will be reviewed after every event, using parent and staff feedback, exit slips, and surveys. SAC and faculty will review the feedback from the events to assist in determining if the event was a good return on investment. | | | | |

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| <p>How will the needs of families be assessed to plan future events?</p> | <p>Parent exit slips will be collected at each family engagement activity requesting input/comments on future events. In addition, we will use the input that parents gave on the Brevard Public Schools Elementary Parent Survey 2018-19 to plan events based on parent need.</p> |
| <p>What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)</p> | <p>30% of parents that completed the BPS survey indicated that they needed assistance with childcare. Atlantis will provide free childcare for parents when there is an adult only type event. Interestingly enough 79% of parents would like events on weekday evenings, so we plan most of our meeting for that time; but 58% say those times aren't convenient. We are adding some workshops directly after school to help with this. We are also scheduling multiple events on the same night to alleviate the need for parents to schedule multiple nights at the school</p> |
| <p>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</p> | <p>The majority of the events are planned for the evening because 79% of families that took the survey indicated that evenings were the best time to attend the event. 21% indicated that right after school is a good time, so our Science workshop is planned for 2:30-5. 21% also indicated that before school is a good time, our DADS and Donuts is planned for the morning, however this isn't typically a Title I sponsored event. We have attempted Saturday events previously, however very few families attended.</p> |
| <p>How do families who are unable to attend building capacity events receive information from the meetings?</p> | <p>Parents are notified that they may always request that the materials and information be sent home. Some events, such as the Annual Meeting, will have the information posted on the Atlantis website.</p> |
| <p>What strategies were used to increase family and community engagement in decision-making?</p> | <p>Surveys and collected feedback from families and community were used to increase engagement in decision making. Community members and all parents were invited to a SAC meeting to contribute input on how to improve our school and make recommendations regarding student needs. Invitations were sent home with all students, it was advertised in the newsletter, as well as posted on our marquee, and Facebook page. SAC members from the 2018-19 school year were emailed with an invitation as well. During the SAC meeting, we discussed IReady data and FSA Academic Achievement, Growth and Assessment Charts for subgroups. Community and family members analyzed the data to determine priority needs. During that meeting parents also came up with suggestions, strategies and possible action plans. We ask for feedback at each family even. Monthly PTO and SAC meetings are an opportunity to participate in decisions regarding the education of their child.</p> |