



**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 (Michelle Wedel at [wedel.michelle@brevardschools.org](mailto:wedel.michelle@brevardschools.org) or 321-784-0284 ext. 3016).*

*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 Wedel at [wedel.michelle@brevardschools.org](mailto:wedel.michelle@brevardschools.org) or 321-784-0284 ext. 3016).*

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

Cape View Elementary believes that families, schools and communities working together will create meaningful partnerships that lead to gains in student achievement.

**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: \_\_\_\_\_



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

**EVERY TITLE I SCHOOL IN BREVARD COUNTY WILL:**

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

<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>	April 24, 2019 (CNA) May 21-28, 2019 (SWP) August 21, 2019 (CNA & SWP) August 26, 2019 (CNA) September 18, 2019 (CNA) September 19, 2019 (SWP)	Flyers/Invites are posted to ClassDojo, School Website, and Facebook Page. A paper survey is sent home with every student at the EOY in May. Dates are marked on our school calendar and school newsletter, sticker reminders are sent home on every student's shirt the day of meeting/event, and reminders are posted on our school marquee.	All families are given a paper survey at the end of the school year in May and in the beginning of the year during our Title I Annual Meeting. In addition, we are always asking for family and community members input at our SAC and PTO meetings throughout the year.	Agendas, Sign-In Sheets, Exit Slips, Surveys, Meeting Minutes
<b>Parent and Family Engagement Plan (PFEP)</b>	April 1-19, 2019 May 21-28, 2019 September 18, 2019 September 19, 2019	Flyers/Invites are posted to ClassDojo, School Website, and Facebook Page. A paper survey is sent home with every student at the EOY in May. Dates are marked on our school calendar and school newsletter, sticker reminders are sent home on every student's shirt the day of meeting/event, and reminders are posted on our school marquee.	All families are encouraged to complete the online Brevard Public Schools Parent Survey in the month of April. In addition, all families are given exit slips at the end of each of our school events to provide feedback, and they also receive a paper survey at the end of the school year in May and in the beginning of the year during our Title I Annual Meeting. We are also always asking for family and community members input at our SAC and PTO meetings throughout the year.	Agendas, Sign-In Sheets, Exit Slips, Surveys, Meeting Minutes
<b>School-Home Compact</b>	May 21-28, 2019 September 18, 2019	Flyers/Invites are posted to ClassDojo, School Website, and Facebook Page. A paper survey is sent home with every student at the EOY in May. Dates are marked on our school calendar and school newsletter, and reminders are posted on our school marquee.	All families are given a paper survey at the end of the school year in May which includes our schools current compact on the other side of the survey. In addition, we are always asking for family and community members input at our SAC and PTO meetings throughout the year.	Agendas, Sign-In Sheets, Surveys, Meeting Minutes
<b>Title I Budget &amp; Framework</b>	April 24, 2019 September 18, 2019 September 19, 2019	Flyers/Invites are posted to ClassDojo, School Website, and Facebook Page. Dates are marked on our school calendar and school newsletter, sticker reminders are sent home on every student's shirt the day of meeting/event, and reminders are posted on our school marquee.	All families are given a paper survey in the beginning of the year during our Title I Annual Meeting. We are also always asking for family and community members input at our SAC and PTO meetings throughout the year.	Agendas, Sign-In Sheets, Surveys, Meeting Minutes
<b>Parent &amp; Family Engagement Funds</b>	April 24, 2019 September 18, 2019 September 19, 2019	Flyers/Invites are posted to ClassDojo, School Website, and Facebook Page. Dates are marked on our school calendar and school newsletter, sticker reminders are sent home on every student's shirt the day of meeting/event, and reminders are posted on our school marquee.	All families are given a paper survey in the beginning of the year during our Title I Annual Meeting. We are also always asking for family and community members input at our SAC and PTO meetings throughout the year.	Agendas, Sign-In Sheets, Surveys, Meeting Minutes

*\*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  
2019-2020 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>	September 19, 2019
<b>How are families notified of the meeting?</b>	Families are notified of the meeting by the following: School Calendar, Sticker Reminders, School Newsletter, and Our School Marquee. In addition, we post flyers to our school website, ClassDojo, and our Facebook page.
<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>	According to the Brevard Public Schools Elementary Parent Survey, 75.23% of our parents prefer to receive information about events and/or their child's progress through ClassDojo. Cape View teachers are utilizing ClassDojo this year to effectivity share information about events and/or individual student progress.
<b>How will you get feedback from parents and families about the meeting?</b>	Families are given a paper survey during our Title I Annual Meeting that encourages them to provide valuable feedback regarding the parent and family engagement activities and programs. Survey results will be used to design strategies to improve effective family engagement, remove possible barriers to parent participation, and revise the parent and family engagement plan.
<b>How do parents and families who are not able to attend receive information from the meeting?</b>	We inform families on our school website, ClassDojo, and in our school newsletter that if they were not able to attend our Title I Annual Meeting, they may contact our Title I Contact (Michelle Wedel at <a href="mailto:wedel.michelle@brevardschools.org">wedel.michelle@brevardschools.org</a> or 321-784-0284 ext. 3016) if they would like to know the information shared at this event. We also upload the Title I Annual Meeting presentation to our website, and we keep a hard copy of the presentation in the front office in our parent resource binder.

**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>	Cape View Elementary staff will participate in a "Youth Mental Health Training" to recognize the signs of emotional distress. In addition, teacher training opportunities will be provided two times per year by district office personnel for social-emotional support called "Zones of Regulation".
<b>Title III-ESOL</b>	Our ESOL contact works directly with the district ESOL staff to address the needs of English Language Learners. Training opportunities are offered to staff and families of ELL students, without duplicating services.
<b>Title IV-Well-Rounded Education/School Safety/Educational Technology</b>	Cape View Elementary provides a well-rounded educational opportunities approach by requiring that all 8-year old's be screened using CogAT screener to identify Gifted students.
<b>Title IX-Homeless</b>	Any Cape View students identified as families in transition are eligible for tutoring services paid for by district Title I funds, if the students demonstrate academic deficiencies.
<b>FDLRS/ESE services</b>	FDLRS provides diagnostic and instructional support services to staff members and to families of students with exceptionalities. FDLRS and the district Title I office work collaboratively to implement and evaluate various parent involvement initiatives and training opportunities, such as the annual Parent University Conference, which we encourage our parents to attend. Joint professional development opportunities are provided for staff and training opportunities are offered to parents by the Office of Exceptional Education, Title I and FDLRS. Parents are informed of Title I services their child receives during conferences and/or meetings.
<b>Preschool Programs (Head Start/VPK)</b>	Title I funding supplements our VPK program, allowing us to offer full day services for our VPK students and families. Families of students in VPK and EELP are invited to all school-wide family involvement events.
<b>SAC</b>	During our SAC Meetings, SAC has the responsibility for developing, implementing, and evaluating the school level plans.
<b>PTO/PTA</b>	During our PTO Meetings, parents and teachers meet to support academic goals and find ways to raise funds to support those goals and implement community involvement.
<b>Community Agencies/Business Partners</b>	Our community business partners support our students during registration by providing every student with a backpack to start school. In addition, we have community and non-profit organizations that provide families with in-kind donations and financial emergency funds.



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

**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 the school and home is critical for student success. Cape View has supplied every student with a school calendar and a school planner (for intermediate grades). This helps keep parents informed of assignments, and they serve as a good medium for notes back and forth between parents and teachers. In addition, every teacher utilizes ClassDojo to better communicate with their families, and we make sure to keep our school website and Facebook Page up to date throughout the school year.
<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>	During our Back to School Night/Annual Parent Meeting, parents will have the opportunity to visit their child's classroom. At this time, teachers will provide information regarding curriculum, achievement levels, grade level expectations, assessment plans, and how parents can help their child at home. In addition, parents are encouraged to sign-up for ClassDojo if they have not done so already, and also sign-up for FOCUS to monitor their child's progress throughout the school year. The same information is sent home for all parents unable to attend.
<b>Describe how your school provides information to families in their native language. What languages do you provide?</b>	School informational flyers and documents that are uploaded to our school website and ClassDojo can easily be translated through those programs. In addition, school information that is sent home is translated in Spanish whenever possible. We also provide teachers with an iPad during parent-teacher conferences that may need assistance with translating.
<b>How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b>	Cape View Elementary provides full opportunities for the participation of families with disabilities. We arrange school meetings at a variety of times, conduct parent-teacher phone conferences when needed, and inform families of important school information on our school website, ClassDojo, and in our school newsletter.
<b>Describe the opportunities families have to participate in their child's education.</b>	Cape View Elementary hosts many opportunities for our families to get involved. We host workshops, award ceremonies, and family nights (book fairs, concerts, science night, literacy night, etc.), and we offer opportunities for parents to join our school leadership councils (SAC, PTO, and PLTM).
<b>Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.</b>	Cape View ensures that the PFEP, SWP, CNA and other Title I documents are shared with community members by including this information in our monthly school newsletters, uploading documents to our school website, ClassDojo, and our Facebook page, and sharing information during our Title I Annual Meeting and SAC and PTO meetings.

**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.**

<b>Topic/Title</b>	<b>How does this help staff build school/family relationships?</b>	<b>Format for Implementation: workshop, book study, presenter, etc.</b>	<b>Who is the audience?</b>	<b>Tentative Date/Time</b>
Parent / Family Engagement Staff Training	The Title I Team provides all staff with a Parent / Family Engagement Training that focuses on ways to build / increase parent involvement.	Article Review and Group Discussions	Teachers	February 2020 / 2:45 – 3:30 or 1:45 – 2:30 (ER Day)
Grade Specific Meetings	Grade specific meetings are conducted monthly to discuss individual student progress and analyze data through MTSS, IPST, Tier services and behavioral concerns. This information is then soon shared with parents to help increase and improve partnerships with parents and families to support students' academic success and socio-emotional health.	Grade Specific / Data Meeting	Teachers, Administrators, Literacy Coach, and Guidance Counselor (when needed)	Monthly (Starting October 2019) / During Teacher Planning Time



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

**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 directly supports</u>	<u>Translation provided</u>	<u>Take home materials provided</u>
<b>Curriculum Areas</b>	Family STEAM Nights	October 10, 2019 / 5:00-6:30 P.M.  January 30, 2020 / 5:00-6:30 P.M.  March 12, 2020 / 5:00-6:30 P.M.	The October 10 <sup>th</sup> family night is going to focus on science. Hands-on science activities will be purchased for the students to do on this night with their families. Science fair boards will be purchased for all our 4 <sup>th</sup> – 6 <sup>th</sup> grade students and science fair ribbons to give out at our science award ceremony.  The January 30 <sup>th</sup> family night will have a focus on literacy. Literacy week will be going on during this week as well, and ELA strategies will be shared with families to support learning at home.  Our last family night will be on March 12 <sup>th</sup> , where we plan to have fun, informational activities that provide parent training to educate their child at home. Parents receive materials and training from our faculty and staff, which has a direct impact on student learning at home and at school.	Increase Science Proficiency  Increase the rigor of standards-based instruction  Increase the ELA subgroup data for Students with Disabilities and English Language Learners	iPads will be available with Google Translate for any families needing translation.	Hands-on science activities, Science fair board, Science fair ribbon  ELA strategies & materials  Hands-on academic materials
<b>State Assessments &amp; Achievement Levels</b>	Annual Meeting	September 19, 2019 / 5:00-6:30 P.M.	During this event, teachers assist parents and families in understanding the education system and the state standards, and how to support their child’s achievement.	Building a two-way communication between parents and teachers to help support learning at home and at school.	iPads will be available with Google Translate for any families needing translation.	“What Your Child Should Know” Handout
<b>Technology, FOCUS / LaunchPad</b>	Annual Meeting	September 19, 2019 / 5:00-6:30 P.M.	During this event, parents are encouraged to sign-up for ClassDojo and for FOCUS to monitor their child’s progress throughout the school year.	Building a two-way communication between parents and teachers.	iPads will be available with Google Translate for any families needing translation, and FOCUS provides some language translations through the program.	FOCUS Codes & information on how to get signed up at home if they choose to do it on their own
<b>Transition (Kdg, MS, HS)</b>	Kindergarten Round-Up	April 2020 / 5:00pm	This event helps to inform parents about kindergarten expectations and procedures prior to them starting school. During this time parents are able to register their child for school and meet the current kindergarten teachers to ask any specific questions.	This is a strategy on our SWP that describes that our school employs to support incoming and outgoing cohorts of students in transition from one school level to another.	Handouts are available in Spanish if needed.	Hands-on academic strategies & materials
<b>Parent/Teacher Conferences</b>	Parent / Teacher Conferences	Throughout the year during a time convenient for the parent.	This year we are providing flexible options to families to come in and meet with teachers to see how their child is progressing and how they can help support their child at home.	Building a two-way communication between parents and teachers to help support learning at home and at school.	iPads will be available with Google Translate for any families needing translation.	Strategies and materials provided to families to take home if needed



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

<b>How will workshops/events for families be evaluated to determine return on investment?</b>	At every workshop/event that Cape View provides to families, we collect feedback from all the participants to evaluate each family's thoughts and suggestions of the workshop/event offered. In addition, we collect sign-in sheets from all our workshops/events to calculate the number of families that participated. Lastly, at the end of the year, faculty, parents, and community members evaluate the family engagement events on our schools' frameworks to determine return on investment.
<b>How will the needs of families be assessed to plan future events?</b>	Results of parent surveys and exit slips are collected from families and are reviewed throughout the year by the Title I Team to determine needed changes.
<b>What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)</b>	Based on last year's parent survey, parents expressed that they are not able to sometimes attend workshops/events because it was not scheduled at convenient times. On this same survey, 64% of our parents selected that evenings (M-F) are the best times for them to attend a school event for families. To help overcome this barrier, we have scheduled most of our family workshops/events during the evening hours. In addition, we inform families on our school website, ClassDojo, and in our school newsletter that if they were not able to attend a family workshop/event, they may contact our Title I Contact (Michelle Wedel at <a href="mailto:wedel.michelle@brevardschools.org">wedel.michelle@brevardschools.org</a> or 321-784-0284 ext. 3016) if they would like to know the information shared at an event.
<b>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</b>	Cape View schedules events at varying times. For example, our "Student of the Month Breakfast" is scheduled for first thing in the morning before school starts. Our SAC and PTO meetings are scheduled for right after school, "Family STEAM Nights" are offered in the evening hours, and our award ceremonies are planned during the school day.
<b>How do families who are unable to attend building capacity events receive information from the meetings?</b>	We inform families on our school website, ClassDojo, and in our school newsletter that if they were not able to attend a meeting, they may contact our Title I Contact (Michelle Wedel at <a href="mailto:wedel.michelle@brevardschools.org">wedel.michelle@brevardschools.org</a> or 321-784-0284 ext. 3016) if they would like to know the information shared at an event.
<b>What strategies were used to increase family and community engagement in decision-making?</b>	Cape View has created a feedback and input section on their school website to help increase family and community engagement in decision making. All families are encouraged to complete the annual online Brevard Public Schools Parent Survey in the month of April. In addition, all families are given exit slips at the end of each of our school events to provide feedback, and they also receive a paper survey at the end and at the beginning of the school year to provide input and suggestions on our SWP, PFEP, and School Compact. We are also always asking for family and community members input at our SAC and PTO meetings throughout the year.