



Brevard Public Schools  
Office of Title I  
2020-2021 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:**

**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: 10.16.2020

**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?
Schoolwide Improvement Plan (SWIP) Comprehensive Needs Assessment (CNA)	Spring 2020 9/8/2020	Invitations were sent home with each student, all families were sent a virtual message on Blackboard Connect, it was advertised in the school newsletter, put on the school marquee, and on the school's Facebook page. SAC members from the 2019-2020 school year were emailed with an invitation.	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, meeting minutes, survey results
Parent and Family Engagement Plan (PFEPP)	Spring 2020 9/8/2020 9/14to 9/17/2020 Ongoing	Invitations to a SAC were sent home with each student, all families were sent a virtual message on Blackboard Connect, it was advertised in the school newsletter, put on the school marquee, and on the school's Facebook page. SAC members from the 2019-2020 school year were emailed with an invitation.	Families were invited to complete the Brevard Public Schools Elementary Parent Survey 2019-2020 in March 2020. Families provided PFEPP 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 (virtual or in person) requesting input/comments on future events.	Exit Slips from Family Academic Nights, Copy of parent online survey, sign in sheets and minutes
School-Home Compact	Spring 2020 9/14-9/17/2020 10/5/2020	Parent Online Survey, Flyer, Marquee, Facebook, School Newsletter, email to community members, BlackBoard Connect Message	Families were invited to complete the Brevard Public Schools Elementary Parent Survey 2019-2020 in March 2020. Families were also provided an opportunity to give revision feedback for the School-Home Compact on the Academic Night exit slip. The first revisions were made and presented to SAC on 10/5. SAC members gave further input/revisions.	Exit tickets from Family Academic Nights, copy of parent online survey, SAC Minutes
Title I Budget & Framework	10/5/2020 10/14/2020 Ongoing	Flyer, Atlanta's Facebook page, Marquee, Exit Slips, email	Exit Slips and parent surveys from events in the 2019-2020 school year helped build the budget for 2020-2021. We invited parents and community members (an email was sent to our business partners letting them know we value their input and feedback with regard to our budget and SWIP) to our October SAC meeting. There we discussed how to spend funds	SAC Minutes, sign in sheets, exit slips- Exit slips, survey

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Parent & Family Engagement Funds	9/14- 9/17/2020 10/5/2020 10/14/2020 ongoing	Parent online survey, SAC Meeting invitations, exit slips from 2019-2020 events	2020-2021. 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.	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 2019-2020. Parents attending SAC also provide input on how family engagement funds should be spent.	Sign in sheets, minutes, Parent online survey, exit tickets, SAC Minutes
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*All Title I schools are required to report any concerns, concerns or suggestions to the district in a timely manner.*

**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	October 14, 2020	October 14, 2020	How are families notified of the meeting?	Fliers, Atlantis' Facebook page, BlackBoard Connect, School Newsletter, Teacher Newsletters, Email invitation	
What information is provided at the meeting?			How are parents and families informed of their rights?	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.	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 their backpacks for brick and mortar students, and emailed for elearning Families. 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?			How will you get feedback from parents and families about the meeting?	We are holding the meeting via Zoom because parents are not allowed on campus at this time. The meeting will be recorded and viewable on our Atlantis website for parents to view if they are not able to attend the meeting live. The option to have meetings recorded and played at a later time was mentioned by parents on the 2019-2020 Brevard Public Schools Parent Survey. Parents wanted multiple ways/times to attend meetings.	Parents will provide feedback by completing a Google Form exit ticket. Parents will also be informed to email the Title I Contact if they would like to provide any additional feedback.

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How do parents and families who are not able to attend receive information from the meeting?	The meeting will be recorded and the presentation will be posted to Atlantis' website under the Title I tab. We will also notify parents that the recorded information is available through Facebook and the school newsletter.
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**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	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 professional development in November with a focus on engaging families in virtual times!
Title II-ESOL	Atlantis has 7 ELL students of our 628 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.
Title IV-Well-Rounded Education/School Safety/Educational Technology	Title IV funds are utilized for the following programs at our school: National Elementary Honor Society, Yearbook, Odyssey of the Mind, Art Club, and Safety Patrol (all pending Brevard County Public Schools' Reopening Plan 2020-2021).
Title IX-Homeless	Atlantis works with Brevard County's homeless liaisons to ensure students in transition receive the appropriate services. If needed, school supplies, backpacks, referrals for tutoring, counseling, etc can be provided through various agencies.
SOLARS/ESSE services	Florida Diagnostic and Learning Resources System (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. Atlantis has 148 students of our 628 student membership who receive exceptional student education (ESE) services. Through the 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.
Preschool Programs (Head Start/VPK)	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 15 students, and two Pre-K-VE classes with 4 students in one class and 6 students in the other class.
SAC	The Atlantis School Advisory Council (SAC) meets on the fifth day of each month and consists of community members, staff, and parents. SAC frequently reviews the Title I budgets to provide input and 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 Schoolwide Improvement Plan, the Parent and Family Engagement Plan, and the School-Parent-Student Compact.

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PTO/PTA	<p>Atlantis' Parent Teacher Organization (PTO) meets on the first day 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>
Community Agencies/Business Partners	<p>Atlantis works with business partners to create family engagement nights, offer student mentoring, and assists with fundraising and donations. 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 while dining. Families take home the materials and are able to practice the skills at home. A local church provides mentors for some students. Business partners and community agencies are invited to our SAC meeting and are asked for input regarding our school.</p>

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

<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, Peachjar, Blackboard messages, school and classroom newsletters, Facebook, email, school marques, FOCUS and other classroom connection tools such as Classroom Dojo, student planners, Google Classroom, 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 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. This information is also posted in the school newsletter.</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 nights, as well as a brochure that is sent home with grade level expectations. Student grades are updated in FOCUS weekly. Interim reports are posted every 4.5 weeks and report cards are posted every 9 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. Schoolwide flyers will be translated for families automatically. The only non-English language spoken by students at Atlantis is Spanish. Our website has the google translate feature as well.</p>
<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 the Americans with Disabilities Act (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. Meetings will be offered in person and virtually.</p>
<p>Describe the opportunities families have to participate in their child's education.</p>	<p>Parents are invited to attend a virtual Academic Night where they learn about the curriculum and expectations of the grade level. There will be a virtual family math night for all families to attend. The family involvement nights will be held as the year progresses and aimed at helping the parents understand what their child is learning in school and give them strategies/tools to assist their child at home. Topics for the events will be chosen based on requests, academic data,</p>

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Describe how your school shares the PFEF, SWP, CNA and other Title I documents with community members.	surveys, exit tickets, SAC and PTO discussions, Schoolwide Improvement goals, and survey information. Families are also asked for input for the School-Parent-Student Compact and the PFEF.  Atlantis shares the Parent and Family Engagement Plan (PFEF), the Schoolwide Improvement Plan (SWP), and the Comprehensive Needs Assessment (CNA) at the SAC meetings. Required Title I documents are sent home with students, available on our Atlantis website, and included in our school newsletters. We post the PFEF and SWP on our school website. Our school website is posted on our Atlantis Facebook page for community members to access as well.
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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.**

Topic/Title	How does this help staff build school/family relationships?	Format for implementation: workshop, book study, presentation, etc.	Who is the audience?	Date/Time
Collaborative Staff Plan for Parent Communication	As a staff, we will share and discuss articles about parent and family engagement. We will chart the responses (or collect them virtually) and use this feedback to improve communication with all families.  Possible Articles: "Less Jargon, More Grace: Using Language That Parents Understand" "Using Technology to Connect with Parents" "How Teachers Can Extend Their Influence Beyond the Classroom" "Engaging Students in Virtual Instruction With the Camera Off" "5 Research-Based Tips to Improve Your Online Teaching Presence" "How to Choose Words That Motivate Students During Online Learning" Source: <a href="https://www.edutopia.org/article/less-jargon-more-grace-using-language-parents-understand">https://www.edutopia.org/article/less-jargon-more-grace-using-language-parents-understand</a>	workshop with provided articles	Faculty	11/13/2020 2:00pm

**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.

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Building Capacity of Families to Support Learning at Home						
Topic	Title	Iterative 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	Transition provided	Take home materials provided
Curriculum Areas	Academic Night	9/14/20- Prak 5:30pm & K 6:30pm	Families learned about grade level expectations, curriculum and assessments, character education, and grading/interim and report cards 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 on various nights and times so that parents with multiple children may attend all events. All academic nights were only offered virtually and recorded so that each session could be posted on Atlantis' school website for families to access whenever they need. Also, these can be accessed by incoming students throughout the year.	<b>Standard Aligned Student Tasks -</b> Students will increase ELA, math, and science proficiency.	Yes, as requested	Yes
		9/15/20- 1st/VE 5:30pm & 2nd 6:30			Yes, as requested	Yes
Curriculum Areas	Virtual Family Math Night	9/16/20- 3rd 5:30 & 4th 6:30	Families will be invited to attend a virtual family math night online through Math Unity. They will tune in at 6pm for a brief introduction and then be placed at different stations to work on math skills/games providing a virtual and hands-on experience. Each family that signs up will receive a packet to keep at home that includes everything the students/parents need to play the games and practice the skills that are taught. Activities include higher order questioning, a scavenger hunt, origami, estimation, and games.	<b>Standard Aligned Student Tasks -</b> Students will increase math proficiency.	Yes, as requested	Yes
		12/3/20- 6:00pm			Yes, as requested	Yes

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Curriculum Areas	Virtual Science Night	February 23, 2021	Families will be invited to attend a virtual family science night. Each family that signs up will receive a packet to keep at home that includes everything the students/parents need to conduct the science experiments and practice the skills that are taught.	<b>Standard Aligned Student Tasks-</b> Students will increase science proficiency.	Yes, as requested	Yes
Curriculum Areas	Virtual Reading Night	January 28, 2021	Families will be invited to attend a virtual family reading night. Each family that signs up will receive a packet to keep at home that includes everything the students/parents need to practice the skills that are taught.	<b>Standard Aligned Student Tasks-</b> Students will increase ELA proficiency.	Yes, as requested	Yes
State Assessments & Achievement Levels	Academic Night	9/14, 9/15, 9/16, 9/17/2020 Evening- Staggered times	Parents will learn about the Assessments and the meaning of achievement levels. Parents will also learn how the levels affect retention in 3rd grade.	<b>Standard Aligned Student Tasks-</b> Students will increase ELA, math, and science proficiency.	Yes, as requested	Upon request
State Assessments & Achievement Levels	Annual Meeting	10/14/2020	The overview of School Grade and achievement data will be presented. The Title I budget will also be reviewed and input encouraged.	<b>Standard Aligned Student Tasks</b>	Yes, as requested	Yes
Technology FOCUS/Launchpad	Technology Assistance and Guidance	August 2020 ongoing	Elearners without technology were loaned devices and hot spots as requested. Flyers were sent home during registration with directions on accessing Focus and online curriculum resources. Staff made calls and provided technology support. Our technology specialist is available by email during the school day for families needing support. Teachers provided links to the Parent FOCUS website.	<b>Standard Aligned Student Tasks</b>	Yes, as requested	Yes
Transition (K&A, NIS, HS)	Online Kindergarten Round Up	April 2021	Parents will learn about a day in the life of a kindergartener at school. Teachers each post a video of the classroom and explain to parents what their students will be doing each day. Families will experience what their students' classroom will look like and activities they will get to do. Along with the classroom supply list, and ideas of things to work on before kindergarten, parents will be given an Atlantis pre-registration form to complete so they could be given information as it becomes available.	<b>Standard Aligned Student Tasks</b>	As Requested	Yes



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Transition (K-5, MS, HS)	Transition to Middle School	January 20, 2021	Area middle and junior/senior high schools will present the programs that their schools have to offer. Parents will also learn about the social/emotional changes they can expect to see in their students during this transition.	<b>Standard Aligned Student Tasks</b>	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.	<b>Standard Aligned Student Tasks</b>	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, faculty, and the leadership team will review the feedback from the events to assist in determining if the event was a good return on investment.					
How will the needs of families be assessed to plan future events?	Parent exit slips will be collected (in person or virtually through Google Doc) 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 2020-2021 to plan events based on parent need.					
What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)	In previous year's BPS parent surveys, parents have indicated that they needed assistance with childcare. Atlants will provide free childcare for parents when there is an in-person, adult only type event. Our parents have also voiced that it is difficult for some to get to the campus on certain days or times. We will be hosting the majority of workshops/events virtually and record them for parents to watch after when the time is convenient for them.					
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	The majority of the events are planned for the evening times and are conducted virtually as well. PTO meetings are only conducted virtually, recorded, and posted to our Atlants' PTO Facebook page. SAC meetings are conducted in person and minutes are taken at each meeting. Minutes can be shared with parents upon request. The Annual Title I meeting will be conducted via Zoom. The meeting will be posted on Atlants' facebook page and on Atlants' web page under the Title I tab.					
How do families who are unable to attend building capacity events receive information from the meetings?	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 Atlants website. Meetings that are conducted virtually will be recorded and posted to Atlants' Facebook page and/or Atlants' website.					
What strategies were used to increase family and community engagement in decision-making?	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 2019-2020 school year were emailed with an invitation as well. Business partners were invited via email During the SAC meeting, we discussed Ready (reading and math) data, WriteScore data, Growth and Assessment Charts for subgroups, attendance data, and discipline data. 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 event through a Google Doc. Monthly PTO and SAC meetings are an opportunity to participate in decisions regarding the education of their child.					