

Cape View Elementary **2018-2019 Parent and Family Engagement Plan (PFEP)**

I, **Jill Keane**, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers and ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA). Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Family Engagement Mission Statement

Cape View Elementary School's mission is to promote student achievement and build a foundation for lifelong learning. We believe that family involvement and community support is key to fulfilling this mission. Cape View's plan is to bring all stakeholders together allowing each to become more involved in our students' education. We know that creating an atmosphere of instructional support and teaching rigorous standards, while meeting the needs of all students, will help give our students the tools and opportunities for sustained success.

Assurances:

- Families of children served in Title I, Part A are involved in decisions about how Title I, Part A funds are spent.
- Families are provided with a description of how the school will carry out the programs, activities, and procedures intended to provide them with educational engagement opportunities in accordance with the definitions in Section 8101 of ESEA
- Families are involved in planning, reviewing and improving the school-wide program plan throughout the year.
- The Parent and Family Engagement Plan (PFEP) was jointly developed/revised with families and made available to the local community.
- Findings from surveys and collected feedback from families are used to identify and design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan.
- The school will 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.
- The school will provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.
- The school will provide each family with an individualized student report about the performance of their child(ren) on the State assessments. [ESSA Section 1116]

Involvement of Families:

Cape View Elementary believes in the involvement of parents in all aspects of its Title I Program. Cape View's Title I program is planned and reviewed by the Title I Team and administration. These plans are presented to all Cape View families in order to solicit parent input and feedback into the plans. Parents are given multiple opportunities to provide feedback throughout the school year, and are given the opportunity to review the plans and offer their input prior to approval. For the Parent and Family Engagement Plan (PFEP), all parents are given surveys at the end of the school year and in the beginning of the year during our Title I Annual Parent Meeting to seek input on activities, training, and materials they needed to help their child. In addition, Cape View has created a feedback and input section on their school webpage to help increase family and community engagement in decision making. Results of parent surveys and feedback collected throughout the year from families and the community are reviewed by the School Advisory Council (SAC) to determine needed changes. During the SAC meeting when the PFEP is developed, the committee will decide, with the input from parents, how the parental involvement funds will be used. SAC members are elected by their peer groups. Parents are notified of openings on SAC via newsletters. A ballot is sent home and returned with a yes/no vote for the addition of new members to SAC. Teachers and staff elect representatives to SAC as well. Our SAC team is comprised of four parents, five staff members and two business leaders.

Coordination and Integration with Other Federal Programs:

- How will the school coordinate and integrate parent and family engagement programs and activities?
- How will the school coordinate and integrate parent and family activities that teach families how to help their child(ren) at home? [ESSA Section 1116]

VPK/EELP: 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.

Title II, Part A (Improving Teacher Quality): Cape View Elementary Title I staff, the district Title I Parent Involvement Resource Teacher, and the Office of Educational Leadership and Professional Development staff work collaboratively to provide school staff with professional development on working effectively with parents.

Title III, Part D (Enhancing Education Through Technology): Cape View teachers and the District Office of Educational Technology work together to address the needs of students and families. We collaborate to plan and implement appropriate programs, services, and training opportunities for school staff and families, including opportunities to access and utilize FOCUS as a communication tool between school and home.

Title III (ESOL): 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. Our ESOL assistant translates documents and translates at meetings, if feasible.

Brevard After School: Brevard After School staff provide before and after school child care for parents who need this service. Brevard After School staff members communicate with parents to best meet the children's needs.

Exceptional Student Education (ESE): 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.

Florida Diagnostic and Resources System (FLDRS): 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 Parenting in Today's World Conference, which we encourage our parents to attend.

Title IX (Transition): 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.

Annual Parent Meeting:

- Describe the specific steps the school will take to conduct the annual meeting in order to inform parents and families of participating children about the school's Title I program.
- A description of the nature of the school-wide Title I program that is shared with parents.
- A description of how the meeting will cover the rights of parents
- A description of how Florida School Grades are calculated and the 2017 School Grade achieved by the school. A useful tool to use for this purpose is the School Grade Overview: <http://schoolgrades.fldoe.org/pdf/1617/SchoolGradesOverview17.pdf>

Administration and the Title I team meet during the summer to schedule the Annual Parent Meeting on the school calendar. Notices of the Annual Parent Meeting are posted to Cape View's Dojo and Facebook page a week prior to the meeting, and invitations and flyers will be sent home to all families. During the Annual Parent Meeting, families will visit their child's classroom to receive information about our Title I program. The Title I Annual Meeting Presentation will be shown to all families to share information regarding the Title I budget, Parents Right to Know, Compact for Learning, Parent and Family Engagement Plan (PFEP), and assessments and curriculum. The 2018 School Grades Overview will be available, and sign in sheets and exit surveys will be collected and reviewed.

Flexible Parent Meetings:

- How will the school offer a flexible number of meetings, such as meetings in the morning, afternoon or evening?
- How will the school provide, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement? [ESSA Section 1116]

The leadership team and staff of Cape View Elementary have a strong belief in the importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. Our annual meeting for parents of participating children was offered in the evening to accommodate the most families. For those who were unable to attend, we have the ability to present them with the information at a time more convenient to them upon request. Parents are able to request conferences before school starts, after school ends, some meetings are held during the teachers planning, and there are several parent conference evenings scheduled throughout the year.

Some events are scheduled at varying times. For example, our "Meet Your Teacher" in the beginning of the school year is offered in the morning and in the afternoon, "Family STEAM Nights" are offered in the evening hours, and our award ceremonies are planned during the school day. The times we schedule events are modified as needed based upon parents' participation and feedback. In addition, materials are purchased and given away for free to families during "Family STEAM Nights", and our Parent Resource Center provides materials and resources that parents may check out to use at home.

Building Capacity:

- How will the school implement activities that will build the capacity for meaningful parent/family involvement?
- How will the school implement activities that will build relationships with the community in order to improve student achievement?
- How the school will provide materials and trainings to assist parents/families to work with their child(ren)?
- How the school will provide other reasonable support for parent/family engagement activities? [ESSA Section 1116]
- What strategies were used to increase family and community engagement in decision-making.

In August, we provide families with a *Back to School Night/Title I Annual Meeting*. This gives families the opportunity to visit their child's classroom and to meet and greet the teacher. Families receive information about Title I benefits and responsibilities, and are given information about what their child is expected to learn in that grade level. In addition, families are given expectations and procedures specific to their child's classroom.

In January, we provide parents and students with *Science Fair Make It Take Nights* where families are welcome to join their students after school to see how all the parts of their project come together while creating a display board for their project. In addition, we provide a *Science Fair Open House Night* where students get to show off their work to their families. This is a culminating activity as the students have spent months working through Science Standards to complete projects.

We provide monthly PTO and SAC Meetings. 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. During our SAC Meetings, SAC has the responsibility for developing, implementing, and evaluating the school level plans.

The district provides an annual *Parenting and Community / Parenting in Today's World* meeting to all parents. Parents receive information and strategies to assist them in improving the academic achievement of their children and improving their parenting skills from various experts.

Twice a year we provide award ceremonies where families are invited at the end of each semester to celebrate the accomplishments of our students. In addition, we provide several holiday music programs where families are entertained by their students performing some holiday favorites.

We provide a volunteer orientation at the beginning of the school year where parents are invited and informed of volunteering opportunities.

This year we are hosting three Parent Conference Nights where families are provided flexible option to come in and meet with teachers to see how their child is progressing and how they can help support their child at home.

Family STEAM Nights are provided in October, December, February, and in March. The October Family STEAM Night will be focused on Math and Science and how families can help support their child at home in these areas. The December Family STEAM Night will be focused on Art and Technology. Families will have the opportunity to interact with some of the ways that students are engaging in technology and art in the classrooms. The February Family STEAM Night will focus on math again since this is a big part of our SIP this year. Families will join Cape View at our nearby Publix to work together to solve real world questions specific to their grade level, and each family will be provided a goody bag of math supplies / manipulatives to take home. Our last Family STEAM Night will be an Engineering and Entrepreneur Night in March, where families will enjoy entrepreneur creations to take home and hands-on engineering activities.

Cape View has created a feedback and input section on their school webpage to help increase family and community engagement in decision making. Results of parent surveys and feedback collected from families and the community are reviewed throughout the year by the Title I Team, administration, and SAC to determine needed changes.

Staff Development:

- Provide a description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders, and other staff with the assistance of parents/families, **in the value and utility of contributions of parents/families?**
- Provide a description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, **in how to reach out to, communicate with, and work with parents/families as equal partners?**
- Provide a description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, **in implementing and coordinating parent/family programs, and in building ties between parents/families and the school?** [ESSA Section 1116]

Selected teachers and school personnel have been provided training during the summer in regards to how to use the new website for our school in order to effectively communicate with all stakeholders. In addition, we have our selected school personnel that will be providing trainings throughout the year to all teachers on how to use the new gradebook system called FOCUS, and our district technology integrator will also be providing open training/question days in October and December this year in our school's computer lab. These trainings are extremely important do to the fact that this will be the main communication between teachers and parents when sharing individual student grade / report card information.

Selected grade level teachers will be providing Classdojo trainings throughout the school year to teachers as needed. Classdojo will be utilized by all teachers this school year as a two-way communication tool between teachers and parents, and will also provide parents with important information in regards to upcoming events, assignments, field trips, pictures of things their child is doing in class, etc.

i-Ready professional development will be provided throughout the school year to train all teachers on how to utilize the program. Teachers will learn how to use the i-Ready Teacher Toolbox for resources, analyze their own student data to service their intervention groups, and monitor their students' progress. In addition, teachers will learn how they can share i-Ready data with their parents and how parents can utilize this program at home with their child.

The Title I Team provides all staff with a Parent / Family Engagement Training that focuses on how faculty can work / involve families in poverty.

Other Activities:

- How other activities, such as a parent resource center, the school will conduct will encourage and support parents and families in more meaningful engagement in the education of their child(ren)? [ESSA Section 1116]

Cape View's Title I staff periodically reminds parents of the Title I materials and resources available for them to checkout. Title I also offers free materials during "Family Nights" and access to computers to check FOCUS via request and to register for volunteers. We also have a Parent Resource Center in the front office that has parent information and helpful resources that are readily available.

Communication:

- How the school will provide timely information about the Title I programs?
- How the school will describe and explain the curriculum at each grade level, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?
- How, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)?
- How the school will submit parent/families comments if the school-wide plan is not satisfactory to them? [ESSA Section 1116]
- How will the school ensure that PFEP, SIP, CNA and other documents are shared with community stakeholders?

Communication between the school and home is critical for student success. Cape View has supplied every student with a calendar and a planner (for intermediate grades). These help keep parents informed of assignments, and they serve as a good medium for notes back and forth between parents and teachers. In addition, this school year we have developed and are implementing a school Dojo page and school Facebook page to better communicate with families as well.

Parents are encouraged to communicate with their child's teacher in order to make decisions relating to their child's education. Cape View will document and maintain copies of materials shared with parents throughout the year.

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 additional information on the subjects they teach, assessment plans, and how parents can help at home. The same information will be sent home for all parents unable to attend.

FOCUS is being implemented and teachers are posting and updating grades weekly, further providing parents with insight as to how their student is performing in class. The school's website and school's Dojo and Facebook page is maintained and up to date to inform parents of upcoming events, as well as providing a wealth of tools they can use at home to help assist their children.

We send out newsletters from the school itself and also from the district and the office of Title I as they are available. For special events we utilize the school's Dojo and Facebook page, students' planners, flyers, school marquee, and even the Blackboard Messaging service to inform our parents.

Most of our required Title I information is disseminated during our Annual Title I Meeting. Our schools Title I summary trifold along with the districts Title I summary trifold is backpacked home with our students, and is available for our parents in the front office and on our school website.

Parents are informed and have the right to submit comments regarding the school-wide plan. Comments will be turned in to the school and will be forwarded to the Office of Title I and those comments will be included with submission of the LEA Title I Plan, as required.

Cape View ensures that the PFEP, SIP, CNA and other documents are shared with community stakeholders by including this information in our monthly school newsletters, uploading documents to our school webpage and school Dojo and Facebook page, and sharing information during our Title I Annual Meeting and SAC and PTO meetings.

Accessibility:

- A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?
- A description of how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand?

Cape View Elementary provides full opportunities for the participation of parents with limited English proficiency and parents with disabilities. School brochures and informational flyers are sent home in Spanish whenever possible. Teachers work with the ESOL assistant to translate documents sent home on a regular basis. Our ESOL assistant is available during parent conferences to help translate between parents and teachers.

Discretionary Activities (optional):

- Any activities that are not required, but will be paid for through Title I, Part A funding (for example, home visits, transportation for meetings, activities related to parent/family engagement, etc.)

The Title I team host a variety of family evenings where we plan fun and informative activities that provide parent training to educate their students at home. Parents receive materials and training from our faculty and staff. Materials and training have a direct impact on student learning while at home that carries over into the regular school day.

VPK teachers conduct home visits to assist parents who are unable to attend a meeting at school for various reasons, and our School Resource Officer (SRO) is available to conduct home wellness checks. Involving parents in their student's education has a positive effect on student performance.

Barriers:

- Describe identified barriers that hindered participation by parents during the previous school year?
- A description of the steps the school will take during the upcoming school year to overcome the **barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children)?** [ESSA Section 1116]

According to the Brevard Public Schools Elementary Parent Survey, 69.72% of our parents prefer to receive information about events and/or their child's progress through email. To address this parent need of wanting communication done through email, Cape View teachers are utilizing "Classdojo" this year and the school has also developed a school Dojo and Facebook page to effectivity share information about events and/or their child's progress.

Our literacy coach will work to establish meaningful parent meetings to assist parents who request specific information related to community resources, curriculum and behavior. Parents have been provided with multiple opportunities to sign up for Edline and these opportunities will continue as we transition over to the new gradebook (Focus).

Signature of Principal

Date signed