



Brevard Public Schools
Office of Title I
2020-2021 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 or 321-784-0284 ext. 42461).

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 or 321-784-0284 ext. 42461).

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: _____



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EVERY TITLE I SCHOOL IN BREVARD COUNTY WILL:

- 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 (SWP) Comprehensive Needs Assessment (CNA)	Spring 2020 May 11, 2020 September 15, 2020 September 17, 2020 September 28, 2020 October 12, 2020	Flyers/Invites are posted to ClassDojo, our school website, and backpacked home. Dates are marked on school newsletters, sticker reminders are sent home on every student's shirt the day of meeting / event, and reminders are posted on our school marque and Blackboard Connect.	All families are encouraged to complete the online Brevard Public Schools Parent Survey in the Spring. We post presentations on ClassDojo and our school website, and we ask families at the end of each presentation to complete a Google Form Survey where they can provide feedback / input on this year's SIP. 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, ClassDojo and school website screenshots, Exit Slips, Surveys, Meeting Minutes
Parent and Family Engagement Plan (PFEP)	Spring 2020 September 15, 2020 September 20, 2020 September 28, 2020 October 12, 2020	Flyers/Invites are posted to ClassDojo, our school website, and backpacked home. Dates are marked on school newsletters, sticker reminders are sent home on every student's shirt the day of meeting / event, and reminders are posted on our school marque and Blackboard Connect.	All families are encouraged to complete the online Brevard Public Schools Parent Survey in the Spring. All families are given exit slips at the end of each of our school events to provide feedback, and we ask families to complete a Google Form Survey where they can provide feedback / input on this year's PFEP. We are also always asking for family and community members input at our SAC and PTO meetings throughout the year.	Agendas, Sign-In Sheets, ClassDojo and school website screenshots, Exit Slips, Surveys, Meeting Minutes
School-Home Compact	September 15, 2020 September 28, 2020 October 15, 2020	Flyers/Invites are posted to ClassDojo, our school website, and backpacked home. Dates are marked on school newsletters, sticker reminders are sent home on every student's shirt the day of meeting / event, and reminders are posted on our school marque and Blackboard Connect.	We ask families to complete a Google Form Survey where they can provide feedback / input on this year's Compact. We are also always asking for family and community members input at our SAC and PTO meetings throughout the year.	Agendas, Sign-In Sheets, ClassDojo and school website screenshots, Surveys, Meeting Minutes
Title I Budget & Framework	May 11, 2020 September 15, 2020 September 20, 2020 September 28, 2020 October 12, 2020	Flyers/Invites are posted to ClassDojo, our school website, and backpacked home. Dates are marked on school newsletters, sticker reminders are sent home on every student's shirt the day of meeting / event, and reminders are posted on our school marque and Blackboard Connect.	We ask families to complete a Google Form Survey where they can provide feedback / input on this year's Title I Budget / Framework. We are also always asking for family and community members input at our SAC and PTO meetings throughout the year.	Agendas, Sign-In Sheets, ClassDojo and school website screenshots, Surveys, Meeting Minutes
Parent & Family Engagement Funds	May 11, 2020 September 15, 2020 September 20, 2020 September 28, 2020 October 12, 2020	Flyers/Invites are posted to ClassDojo, our school website, and backpacked home. Dates are marked on school newsletters, sticker reminders are sent home on every student's shirt the day of meeting / event, and reminders are posted on our school marque and Blackboard Connect.	We ask families to complete a Google Form Survey where they can provide feedback / input on this year's Parent & Family Engagement Funds. We are also always asking for family and community members input at our SAC and PTO meetings throughout the year.	Agendas, Sign-In Sheets, ClassDojo and school website screenshots, 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.*



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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.

Tentative date & time(s) of meeting	October 6, 2020 @ 5:15 PM – Grades PreK, K, 1, & 2 October 7, 2020 @ 5:15 PM – Grades 3, 4, 5, & 6
How are families notified of the meeting?	Flyers/Invites are posted to ClassDojo, our school website, and backpacked home. Dates are marked on the 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 and Blackboard Connect.
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 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.
What barriers will you address to encourage parents/families to attend?	According to the Brevard Public Schools Elementary Parent Survey, 86% of our parents prefer to receive information about events and/or their child’s progress through ClassDojo. Cape View teachers are utilizing ClassDojo again this year to effectivity share information about events and/or individual student progress.
How will you get feedback from parents and families about the meeting?	We ask families to complete a Google Form Survey where they can provide feedback / input on this year’s Title I Programs. Hard copies of the survey are also provided if requested.
How do parents and families who are not able to attend receive information from the meeting?	All information / presentations from our annual meeting are posted to our school website and ClassDojo. We also 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.

Title II- Professional Development	Cape View Elementary teachers will participate in 3 two-hour <i>Conscious Discipline</i> professional development trainings during pre-planning through the first semester. In addition, <i>Trauma in the Classrooms</i> will be delivered through three professional development trainings by the guidance counselor, and Cape View will host two professional development trainings for all K-6 teachers to support a culturally responsive instruction.
Title III-ESOL	Title I works collaboratively with the Title III program (Language Instruction for English Language Learners) and staff to address the needs of our ESOL students and families. Cape View strives to provide families with school documents in their native language when needed and/or requested. In addition, our bilingual instructional assistant provides support to our ESOL students and families when needed.
Title IV-Well-Rounded Education / School Safety / Educational Technology	Activities to support well-rounded educational opportunities for students include that all 8-year old students be screened using CogAT screener to identify Gifted students, and by offering music and art programs throughout the year. Activities to support safe and healthy students include training school personnel in effective practices and specific Social Emotional Lessons delivered by our school guidance counselor. Activities to improve the use of educational technology include building technological capacity and infrastructure, carrying out blended learning activities, and providing professional development opportunities on the use of technology to enable teachers to increase student achievement.
Title IX-Homeless	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.
FDLRS/ESE services	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.
Preschool Programs (Head Start / VPK)	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 are invited to all schoolwide family involvement events.
SAC	During our SAC Meetings, SAC has the responsibility for developing, implementing, and evaluating the school level plans.
PTO/PTA	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.
Community Agencies / Business Partners	To support our families with back to school supplies, our business partners provide all students with free backpacks and supplies during registration. Our local churches help support families throughout the school year by donating food bags and hygiene products each week. In addition, we have community and non-profit organizations that provide families with in-kind donations and financial emergency funds.



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3. Utilize strategies to ensure meaningful communication and accessibility.

Describe the methods that will be used to ensure meaningful, ongoing communication between home, school, and community.	Communication between the school and home is critical for student success. Cape View supplies all primary students with a red communication folder and all intermediate students with a school daily planner. Teachers offer Parent/Teacher Conferences throughout the year and utilize ClassDojo and FOCUS to communicate their child’s progress. We share important information through our monthly school newsletters, school website, school marquee, Blackboard Connect Messages, FOCUS, and ClassDojo.
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.	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.
Explain how families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	During our Annual Parent Meeting, parents will have the opportunity to visit their child’s classroom virtually. 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 sign-up for FOCUS to monitor their child’s progress throughout the school year.
Describe how your school provides information to families in their native language. What languages do you provide?	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.
How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	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.
Describe the opportunities families have to participate in their child’s education.	Cape View Elementary hosts several events that offer families the chance to be engaged (Title I Annual Meeting, Family Science Night, Family Literacy Night, etc.). Families can participate in their child’s education by communicating with their child’s teacher, attending conferences, and using FOCUS to monitor their child’s progress. In addition, we offer opportunities for parents to join our school leadership councils (SAC, PTO, and PLTM).
Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.	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 and ClassDojo, 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.

<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>
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 2021 / 2:45 – 3:30
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 September 2020) / During Teacher Planning Time



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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						
Topic	Title	Tentative 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	Translation provided	Take home materials provided
Curriculum Areas	Family Nights	December 9, 2020 / 5:00-6:30 P.M. January 28, 2021 / 5:00-6:30 P.M. March 11, 2021 / 5:00-6:30 P.M.	The December 9 th family night will be done virtually, and families will learn ways to help support their child at home in science. Hands-on science activities will be purchased and sent home with every student to do with their families during this virtual event. Our January 28 th family night will have a focus on literacy, and Literacy Week will be going on during this week as well. ELA strategies will be shared with families, and funds will be used to purchase take-home literacy materials for families to use at home to support learning. At our March 11 th family night, we will provide families with informational activities that can support learning at home. Families will receive materials and training from our faculty and staff, which has a direct impact on student learning at home and at school. In addition, we plan to share with families the culturally appropriate and responsive teaching that occurs in the classroom that will transfer to home.	Instructional Practice specifically relating to Science Instructional Practice specifically relating to Standards-aligned Instruction & ESSA Subgroup specifically relating to Outcomes for Multiple Subgroups Instructional Practice specifically relating to Standards-aligned Instruction, ESSA Subgroup specifically relating to Outcomes for Multiple Subgroups, and Culture & Environment specifically relating to Parent Involvement	iPads with Google Translate	Hands-on science activities ELA strategies & materials Hands-on academic materials
State Assessments & Achievement Levels	Annual Meeting	October 6 & 7, 2020 / 5:15-6:00 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.	Culture & Environment specifically relating to Parent Involvement	iPads with Google Translate	Handouts
Technology, FOCUS / LaunchPad	Annual Meeting	October 6 & 7, 2020 / 5:15-6:00 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.	Culture & Environment specifically relating to Parent Involvement	FOCUS / ClassDojo provide language translations through the program	FOCUS / ClassDojo Codes & signing up information is provided
Transition (Kdg, MS, HS)	Middle School Kindergarten Round-Up	March 2021/9:00 A.M. April 2021/5:00 P.M.	Our assistant principal meets with the guidance counselor from Cocoa Beach Jr./Sr. High School to assist our 6th grade students with class schedules for 7th grade and talks about ESE / ESOL student opportunities that are available. They provide information to students and parents regarding electives and help them make informed decisions. This event helps to inform parents about kindergarten expectations and procedures prior to them starting school. During this time parents can register their child for school and meet the current kindergarten teachers to ask any specific questions.	Culture & Environment specifically relating to Parent Involvement	iPads with Google Translate & Handouts are available in Spanish	Handouts Hands-on academic strategies & materials
Parent / Teacher Conferences	Parent / Teacher Conferences	Throughout the year during convenient times for the parent	This year we are providing flexible options to families to meet with their child's teacher through virtual Parent / Teacher Conferences and/or meetings. These meetings are for families to see how their child is progressing and how they can help support their child's learning at home.	Culture & Environment specifically relating to Parent Involvement	iPads with Google Translate	Strategies & materials provided if needed



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How will workshops/events for families be evaluated to determine return on investment?	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.
How will the needs of families be assessed to plan future events?	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.
What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)	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, 79% of families prefer evenings (M-F) when attending a school event. To help overcome this barrier, we have scheduled most of our family workshops/events during the evening hours. In addition, we post all information / presentations from our family nights, events, and meetings to our school website and ClassDojo. We also keep a hard copy of the presentations in the front office in our parent resource binder.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Cape View schedules meetings/events at varying times. For example, parent/teacher conferences can be schedule at any time convenient for the parent. Our SAC and PTO meetings are scheduled for right after school and "Family Nights" are offered in the evening hours.
How do families who are unable to attend building capacity events receive information from the meetings?	All information / presentations from our family nights, events, and meetings are posted to our school website and ClassDojo. We also keep a hard copy of the presentations in the front office in our parent resource binder.
What strategies were used to increase family and community engagement in decision-making?	All families are encouraged to complete the online Brevard Public Schools Parent Survey in the Spring. We post presentations on ClassDojo and our school website, and we ask families at the end of each presentation to complete a Google Form Survey where they can provide feedback / input to our school. In addition, we are always asking for family and community members input at our SAC and PTO meetings throughout the year.