



Atlantis Elementary School

2023-2024 Title I 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's 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 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 via email stripp.michelle@brevardschools.org

Se invitó y alentó a todos los 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 ubicada 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 via email stripp.michelle@brevardschools.org

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

Assurances

We will: Involve an adequate representation of parents, or establish a parent advisory board to represent families, in developing and evaluating the 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: _____

10.9.23



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2023-2024 Title I Parent and Family Engagement Plan (PFEFP)

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?
School Improvement Plan (SWP) Comprehensive Needs Assessment (CNA)	5/17/23 5/18/23	Invitations were sent home with each student, all families were sent a message on Blackboard Connect, it was advertised in class newsletters and on the school's Facebook page. Meetings were held at 5:30pm and 8:30am to accommodate schedules.	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 (PFEFP)	Spring 2023 5/17/23 5/18/23 Ongoing	Invitations were sent home with each student, all families were sent a message on Blackboard Connect, it was advertised in class newsletters and on the school's Facebook page. Meetings were held at 5:50pm and 8:30am to accommodate schedules.	Families were invited to complete the Brevard Public Schools Elementary Parent Survey 2022/2023 in March 2023. Parent Meeting attendees provided input/feedback in May 2023. Input for this plan will be taken at all times. Parent exit slips were and will be collected at each family engagement activity requesting input/comments on future events.	Exit Slips from Family Nights and Parent Input Meetings. Copy of parent online survey, sign in sheets and minutes. Summary of feedback obtained in the 2022/23 school year
School-Home Compact	Spring 2023 8/28/23 8/23/23	BPS Parent Online Survey, Invitations were sent home with each student to attend Curriculum Night and SAC. Families were sent a message via Focus. It was advertised in the school newsletter, class newsletters and on the school's Facebook page.	Families were invited to complete the Brevard Public Schools Elementary Parent Survey 2022-23 in March 2023. Families were also provided an opportunity to give revision feedback for the School-Home Compact on Curriculum Night exit tickets (August 23, 2023) The first revisions were made and presented to SAC on 8/28/23. SAC members gave further input/revisions.	Curriculum Night exit tickets, copy of BPS Parent Online Survey, SAC Minutes, sign in sheets
Title I Budget	9/27/23 10/30/23 Ongoing	Flyers, Atlantis' Facebook page, School Newsletters, Blackboard connect messages	Exit Slips and parent surveys from events in the 2022/23 school year helped build the budget for 2023/24. A summary of the budget was presented at the Annual Meeting on September 27, 2023, parents completed an exit slip that offered an opportunity to give input regarding how funds are spent. The developed budget will be presented to SAC on 10/30/23 for review. 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.	Minutes, sign in sheets agenda, surveys, exit tickets
Parent & Family Engagement Funds	Spring 2022 5/17/23 5/18/23	Invitations were sent home with each student, all families were sent a message on Blackboard Connect, meetings were	Exit Slips and parent surveys from events in the 2022/23 school year helped build the PFEFP budget for 2023/24. We invited parents and the community to the May Parent Input Meeting.	Minutes, sign in sheets agenda, surveys, exit tickets



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	9/29/2022 ongoing	advertised in the school newsletter, class newsletters and on the school's Facebook page. Meetings were held at various days/times. Childcare was provided at the 5/3/22 meeting.	There we discussed possible ways to spend funds in 2023/24. A summary of the budget was presented at the Annual Meeting on September 27, 2023, parents completed an exit slip that offered an opportunity to give input regarding how funds are spent. The budget will be presented to SAC on 10/30/23 for review. Families will be asked at each event how they would like to see the funds spent and revisions to the budget will be made as necessary.	
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**All Title I schools are required to hold at least one face-to-face conference in which the compact is discussed with families.*

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	September 27, 2023 5:30pm
How are families notified of the meeting?	Flyers, Atlantis' Facebook page, FOCUS, School Newsletter, Teacher Newsletters
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?	The presentation is viewable on our Atlantis website for parents to access if they were unable to attend the meeting live. This option provides an alternative for those with conflicting work schedules or prior commitments. We provided Spanish subtitles to meet the needs of our Spanish speaking families.
How will you get feedback from parents and families about the meeting?	Parents provided feedback by completing an exit ticket. Parents were also informed to email the Title I Contact if they would like to provide any additional feedback.
How do parents and families who are not able to attend receive information from the meeting?	The presentation is posted to Atlantis' website under the Title I tab. We notified families that the presentation is available for viewing through Facebook and the school newsletter.

3. Identify partnerships that coordinate & integrate Title I and local/federal funds to provide opportunities that encourage and support parents and families in more fully participating in the education of their children and/or to help support learning at home.



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<p>Title III-ESOL *District coordinator--Anne Skinner</p>	<p>Atlantis has 3 ESOL students of our 592 K-6 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 is always extended to families. 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, specialized transportation, counseling, etc. can be provided through various agencies. We currently do not have any students that are coded as Homeless/SIT.</p>
<p>Title IX-Homeless *District contact-Ivette Collado</p>	<p>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 149 students (48 Speech only, 101 other exceptionalities) of our 592 K-6 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.</p>
<p>FDLRS/ESE services</p>	<p>Brevard Public Schools, in collaboration with the Early Learning Coalition of Brevard, offers a Voluntary Prekindergarten Program (VPK) at selected schools with limited enrollment. VPK is a free early learning program to prepare four-year-olds for kindergarten and build the foundation for school success. Atlantis has one blended VPK class with 17 students, and one Pre-K/VE class with 13 students.</p>
<p>Preschool Programs (Head Start/VPK)</p>	<p>The Atlantis School Advisory Council (SAC) meets on the last Monday of each month and consists of community members, staff, and parents. SAC frequently reviews the Title I budget 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.</p>
<p>SAC</p>	<p>Atlantis' Parent Teacher Organization (PTO) meets once a 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 consists of parents and representatives from various grade levels. PTO plans family engagement activities, fundraising activities, etc. PTO gives input on how parent involvement funds are spent.</p>
<p>PTO/PTA</p>	<p>Atlantis works with business partners to assist with fundraising and donations. Business partners and community agencies are invited to our SAC meeting and are asked for input regarding our school. Our BPIE coordinator works with area businesses and agencies to provide meals, clothes, and supplies to our students. Local churches contribute their time to Atlantis.</p>
<p>Community Agencies/Business Partners</p>	<p>Atlantis works with business partners to assist with fundraising and donations. Business partners and community agencies are invited to our SAC meeting and are asked for input regarding our school. Our BPIE coordinator works with area businesses and agencies to provide meals, clothes, and supplies to our students. Local churches contribute their time to Atlantis.</p>

4. 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 mainly occur through FOCUS and email. Flyers, school and classroom newsletters, Facebook, school marquee, and student planners may also be used. Teachers keep a communication log detailing when they communicate with each family.</p>
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<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 not state-certified in the subject area they are assigned. A copy of the letter and a list of the parents who receive the letter is kept on file as documentation.</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 Curriculum Night, as well as a brochure that is sent home with grade level expectations. Parents can access curriculum through their child's LaunchPad account. Student grades are updated in FOCUS weekly. Interim reports are posted every 4.5 weeks and report cards are posted every 9 weeks. A grade level specific data sheet is updated and sent home with each grade reporting period. F.A.S.T parent letters are sent home 3 times per year.</p>
<p>Describe how your school provides information to families in their native language.</p>	<p>Based on our Home Language Report, we provide information to families in Spanish.</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 and English subtitles will also be provided for PowerPoint presentations. When necessary, childcare will be offered and a sign language interpreter will be present to assist those students in need.</p>
<p>Describe the opportunities families have to participate in their child's education.</p>	<p>Parents are invited to attend Curriculum Night where they learn about the curriculum and expectations of the grade level. There will be academic nights for all families to attend. Family involvement nights will be 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, surveys, exit tickets, SAC and PTO discussions, and Schoolwide Improvement goals. During Student Led Conferences parents will have the opportunity to learn more about their child's individual goals and accomplishments. Families are also asked for input for the School-Parent-Student Compact and the PFEP. Parents are invited to be part of the CNA Team.</p>
<p>Describe how your school shares the PFEP, SIP, CNA and other Title I documents with <u>community members</u>.</p>	<p>Atlantis shares the Parent and Family Engagement Plan (PFEP), the Schoolwide Improvement Plan (SWIP), 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 PFEP and SWIP on our school website. Our school website is posted on our Atlantis Facebook page for community members to access as well.</p>

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

Topic/Title	How does this help staff build school/family relationships?	Format for Implementation: workshop, book study, presenter, etc.	Who is the audience?	Tentative Date/Time
Clear, Effective, and Meaningful Communication	This professional learning experience helped us recognize potential pitfalls in our home-school communications. It offered strategies to help build relationships through clearer, more concise, and effective messaging.	Presenter/Workshop	Faculty/Staff	9/15/23 2:00pm



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6. 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 Science Night with Orlando Science Center	February 6, 2024	Families will experience inquiry based learning hands on learning while completing the scientific process. All tasks are aligned to Florida standards.	Instructional practice specifically related to the Science.	Yes, as requested	No
Curriculum Areas	Curriculum Night	August 23, 2023 Staggered start times	Families learned about grade level expectations, curriculum and assessments, character education, and grading/Interim and report cards for their child's specific grade level. Families 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 enabling families with multiple children to attend all events. All academic nights were in person. The presentations are available to access through FOCUS.	Instructional practice specifically related to ELA. Instructional practice specifically related to Math. Instructional practice specifically related to the Science.	Yes, as requested	No
Curriculum Areas	Spring Fling- Academic Game Night	April 18, 2024	Families will attend a game night. Each grade level will have games for their students to play. A variety of indoor academic board games from our parent resource will room be available to play and check out to home. Outdoor games that integrate the core subjects will be available. Parents will learn how to make learning fun.	Instructional practice specifically related to ELA. Instructional practice specifically related to Math.	Yes, as requested	Yes
State Assessments & Achievement Levels	Annual Meeting	September 27, 2023	The overview of School Grade and achievement data will be presented. The Title I budget will also be reviewed and input encouraged.	Instructional practice specifically related to ELA. Instructional practice specifically related to Math. Instructional practice specifically related to the Science.	Yes	No



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Technology, FOCUS/Launchpad	Curriculum Night	August 23, 2023	Families learned how to access FOCUS and Launchpad at Curriculum Night. Our technology specialist is available by email during the school day for families needing support. Flyers were sent home during registration with directions on accessing Focus.	Instructional practice specifically related to ELA. Instructional practice specifically related to Math. Instructional practice specifically related to Science.	Yes, as requested	No
Technology, FOCUS/Launchpad	Back to School Registration	July 26, 2023	Staff was available for families needing assistance registering their children for school through FOCUS. iPads were available for families to use.	Instructional practice specifically related to ELA. Instructional practice specifically related to Math. Instructional practice specifically related to Science.	Yes, as requested	No
Transition (VPK-K, MS, HS)	Kindergarten Orientation	April 2024	Families will learn about a day in the life of a kindergartener at school. Teachers will discuss the importance of listening and speaking skills. Families will experience learning stations for different content areas.	Instructional practice specifically related to ELA. Instructional practice specifically related to Math. Instructional practice specifically related to Science.	Yes, as requested	Yes
Transition (VPK-K, MS, HS)	Transition to Middle School	November- May	Information and flyers from area middle schools will be disseminated as they are received. In November a paper will be sent home explaining the open enrollment process and timelines for middle school. In January Spacecoast Jr./Sr. High presents information about the school and electives to the students.	Instructional practice specifically related to ELA. Instructional practice specifically related to Math. Instructional practice specifically related to Science.	Yes, as requested	no
Parent/ Teacher Conferences	Student Led Conferences	October 26, 2023 March 21, 2024	Families will learn about the progress of their child. Students will present and discuss their work with their family. Teachers will provide parents with data and suggestions on how to further their child's academic growth.	Instructional practice specifically related to ELA. Instructional practice specifically related to Math. Instructional practice specifically related to Science.	Yes, as requested	Yes
*College & Career						
*Graduation Requirements & Scholarships						

* Required for secondary schools

How will workshops/events for families be evaluated to determine their effectiveness?	Title I activities will be reviewed after every event using parent and staff feedback, exit slips, and surveys. SAC, faculty, CNA Team, and the leadership team will review the feedback from the events to assist in determining if the event was a good return on investment.
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<p>How will the needs of families be assessed to plan future events?</p>	<p>Parent exit slips will be collected at each family engagement activity requesting input/comments on future events. In addition, we will use the input that parents gave on the Brevard Public Schools Elementary Parent Survey 2022/2023 to plan events based on parent need. A Family Engagement Survey Summary chart will be made and analyzed by CNA team.</p>
<p>What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)</p>	<p>In previous year's BPS parent surveys, parents have indicated that they needed assistance with childcare. Atlantis will provide free childcare for parents when there is an in-person, adult only type event. Families have indicated that events are at inconvenient times, this year we have planned events with multiple sessions, or with the flexibility to come and go throughout the event. Teachers may post the presentations on FOCUS for the families to access at their convenience. Translation for presentations will be provided while utilizing PowerPoint.</p>
<p>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</p>	<p>The majority of the events are planned for the evening times as 79% of families indicated that Monday-Friday evenings are the best time to attend. We do host events on different evenings- not always on Mondays or Tuesdays, etc. 31% of families have indicated that events are at inconvenient times, this year we have planned events with multiple sessions, or with the flexibility to come and go throughout the event. SAC and PTO Meetings are planned for the entire year for the fourth Monday of the month and the dates were given to parents at meet and greet. SAC and PTO can be attended in person or via Zoom. A list of dates for preplanned events for the year was given to all families at meet and greet. An updated 2-month event calendar is given out each month to keep families informed.</p>
<p>How do families who are unable to attend building capacity events receive information from the meetings?</p>	<p>Parents are notified that they may always request that the materials and information be sent home. Presentation slides will be posted to the class FOCUS page under the resource tab. Some events, such as the Annual Meeting, will have the information posted on the Atlantis website.</p>
<p>What strategies were used to increase family and community engagement in decision-making?</p>	<p>Surveys and collected feedback from families and community were used to increase engagement in decision making. Community members and all parents were invited to CNA meetings 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, and Facebook page. One meeting was held in the morning, the other in the evening. During the meetings, we discussed FAST and iReady (reading and math) data, Growth and Assessment Charts for subgroups, attendance data, and discipline data, and the parent engagement survey summary. Community and family members analyzed the data to determine priority needs. During the meetings parents also came up with suggestions, strategies, and possible action plans. We ask for feedback at each family event. Monthly PTO and SAC meetings are an opportunity to participate in decisions regarding the education of their child. Parents also provide feedback through the BPS family survey.</p>