



Columbia Elementary

2023-2024 Title I 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'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, Laura Good, 321-676-1319 x43072.

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, Laura Good, 321-676-1319 x43072.

School's vision for engaging families: Columbia Elementary School strives to bridge the gap in partnership with parents, students, school personnel, and community members. We aim to improve relationships between home and school, empowering families to become proactive in their children's education on a continuous basis. By working together, we will create meaningful partnerships that promote academic excellence for all students by creating a positive school climate that respects and values diversity and nurtures self-esteem.

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: _____

Jennifer Julian
10/24/2023



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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)	4/20/23, 5/19/23, 6/28/23, 9/6/23, 9/13/23	All meeting invites were sent to stakeholders via email, text, Facebook, paper flyers, and Smore newsletters.	Spring Data Review/Parent Input Meeting; SAC meetings (all stakeholders invited); Three CNA Meetings, School Parent Input Surveys sent home and collected, BPS Parent Survey, Title 1 Annual Meeting	Sign-in/Agenda/Minutes from Meetings, Paper and online surveys, collected District Survey results shared by principal
Parent and Family Engagement Plan (PFEP)	4/20/23, 5/19/23, 6/28/23, 9/6/23, 9/13/23	All meeting invites were sent to stakeholders via email, text, Facebook, paper flyers, and Smore newsletters.	Spring Data Review/Parent Input Meeting; SAC meetings (all stakeholders invited); Three CNA Meetings, School Parent Input Surveys sent home and collected, Event Feedback Forms from the previous year's events, BPS Parent Survey, Title 1 Annual Meeting	Sign-in/Agenda/Minutes from Meetings, Paper and online surveys, collected District Survey results shared by principal
School-Home Compact	6/28/23, 9/6/23	All meeting invites were sent to stakeholders via email, text, Facebook, paper flyers, and Smore newsletters.	SAC meeting (all stakeholders invited); June CNA Meeting, School Parent Input Surveys sent home and collected, BPS Parent Survey	Sign-in/Agenda/Minutes from Meetings, Paper and online surveys, collected District Survey results shared by principal
Title I Budget	4/20/23, 5/19/23, 6/28/23, 9/6/23	All meeting invites were sent to stakeholders via email, text, Facebook, paper flyers, and Smore newsletters.	Spring Data Review/Parent Input Meeting; SAC meetings (all stakeholders invited); Three CNA Meetings, School Parent Input Surveys sent home and collected, Event Feedback Forms from the previous year's events, BPS Parent Survey	Sign-in/Agenda/Minutes from Meetings, Paper and online surveys, collected District Survey results shared by principal
Parent & Family Engagement Funds	4/20/23, 5/19/23, 6/28/23, 9/6/23	All meeting invites were sent to stakeholders via email, text, Facebook, paper flyers, and Smore newsletters.	Spring Data Review/Parent Input Meeting; SAC meetings (all stakeholders invited); Three CNA Meetings, School Parent Input Surveys sent home and collected, Event Feedback Forms from the previous year's events, BPS Parent Survey	Sign-in/Agenda/Minutes from Meetings, Paper and online surveys, collected District Survey results shared by principal

**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	September 13, 2023 – 3:30 – 6:00 p.m.
How are families notified of the meeting?	Flyer sent home with each student and emailed; Newsletter (Smore) invite sent via email; FOCUS email/text; Facebook Post
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?	Parent and families that were unable to attend Columbia's Title 1 presentation are given the opportunity to review the content and provide feedback through our school website. A general email was sent home letting parents know how to find the presentation with step-by-step instructions. This information was also included in our weekly newsletter. Translations for the meeting were provided using Google Translate. In addition, translators that were purchased with Title 1 funds were available throughout various locations in the school to help families communicate where English is not their primary language.
How will you get feedback from parents and families about the meeting?	Families are provided a survey/exit slip at the end of the meeting, allowing them the opportunity to provide feedback. Feedback forms were sent home with students who were unable to attend so that parents still have the chance to provide feedback. An online survey was also provided so that families were able to complete the survey from home if they would like. They may also contact the Title 1 school site coordinator, Laura Good, by phone or email.
How do parents and families who are not able to attend receive information from the meeting?	The PowerPoint will be posted to our school website so that families who were unable to attend can view the material at their convenience. Parents will be notified via email/Smore newsletter that the annual meeting is posted online. Translation services will be offered.

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.

Title III-ESOL *District Coordinator-Anne Skinner	Columbia Elementary teachers and staff work collaboratively with the Title III program (Language Instruction for English Learners) to address the needs of our English Language Learners and families. A bilingual teacher/instructional assistant is also present at each Family Engagement Event as well as parent conferences to translate as needed. Our ESOL contact works with our ELL teachers to ensure that they translate information into the native languages of our students based on the FOCUS report as well track accommodations that are being made in the classroom. Our school also has translators that are utilized as needed for our non-English speaking families.
Students in Transition *District Contact-Ivette Collado	Title I partners with students in transition program (School Guidance Counselor) to assist students in transition by setting up transportation, providing supplies and parent support, and setting up tutoring through the District office.



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FDLRS/ESE Services	To ensure our teachers and staff are meeting the needs of our students with IEP's or 504's, we have coordinated with our ESE team and/or FDLRS and Student Services Program Support to provide training opportunities for our staff. We have monthly ESE meetings to make sure the needs of our students are best being met and to discuss the lowest 25% of students to monitor their performance. We continue to implement an inclusion model at Columbia; therefore, an information/planning meeting was held prior to school beginning for proper ESE scheduling and services for those students.
Preschool Programs (Head Start/VPK)	Columbia Elementary invite area preschools to age-appropriate parent workshops that are offered at Columbia that may assist them in fully participating in the education of their children. Parents and their preschool children who will be attending kindergarten next year will be able to observe a kindergarten class and will be given a tour of the Columbia school facility. VPK promotes school readiness by enhancing the social, cognitive, and emotional development of preschool children, through the provision of educational, health, nutritional, social, and other services to enrolled children and families.
SAC	Our School Advisory Committee meets monthly to discuss the needs of our school, set goals, and implement strategies to achieve them on a school wide level. A Title I representative sits on Columbia's SAC Committee and attends all meetings. SAC Meetings bring an opportunity to share information and collect valuable feedback from staff, parents, and community members.
PTO/PTA	Columbia Elementary currently does not have a PTO/PTA.

4. 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.	To ensure meaningful and ongoing communication with all stakeholders, Columbia Elem. uses our School website, marquee, Facebook, FOCUS, school/classroom newsletters (Smore), teacher emails, flyers, and text messages.
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 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.
Explain how families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	During the Title I Annual Meeting, Open House and during parent conferences, parents will receive detailed information regarding the school curriculum, state standards, academic assessment information, and proficiency levels expected of their child(ren). The school also provides all parents with the district-created "What Your Child Is Expected to Learn" brochure. These are also posted on our school website, and available in the Front Office. Student assessment data is shared with parents on an ongoing basis throughout the year during parent conferences, daily folders, letters regarding STAR/PM testing results, and through the use of FOCUS.
Describe how your school provides information to families in their native language.	Based on our Home Language Report, we provide information to families in the following languages: Haitian Creole and Spanish translation. Translation equipment is available for general meetings, if requested. Translation services for other languages are made available through the Title I district office as necessary upon request. Staff members who speak Spanish are available to teachers and staff to assist in



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	<p>communication with parents if needed and may be available to attend Parent workshops/activities and conferences.</p>
<p>How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</p>	<p>Columbia provides special accommodations for parents or students with special needs as requested. Information about Columbia and its programs will be provided to parents in a timely manner. Accommodations will be made in the case that families are not able to attend, such as sending home materials, scheduling an additional meeting time, and posting meeting presentations online so that parents have access to them.</p>
<p>Describe the opportunities families have to participate in their child's education.</p>	<p>Families at Columbia have many opportunities to participate in their child's education. All of our activities and/or materials are designed to help parents work with their student to improve their student's academic achievements.</p> <p>Columbia supports parents having the resources needed to assist their child at home. Reading, math, writing, and science materials, as well as parenting materials are available for check-out through the Title I Parent Resource Center. Parents are welcome to personally request materials to be sent home to help support them and their child by contacting either the Title 1 contact or classroom teacher.</p> <p>Parents are provided with FOCUS log in information during registration at the beginning of each school year. Parents who need support with understanding FOCUS are invited to stop by Columbia and one of our staff members will help parents sign up for and learn how to use FOCUS to communicate with teachers and check their student's academic progress. The Assistant Principal also communicates FOCUS information to parents requesting access. They are shown how to access the district and school's website.</p> <p>Columbia also holds Open House along with our Title I Annual Meeting. Throughout the night, parents receive information such as grade level standards and other resources to stay informed and assist them in promoting student academic achievement.</p>



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	<p>The school also holds various Spirit Nights at local businesses, which help to build community relationships, as well as raise funds for the school. Currently, Columbia participates in Spirit Nights with Texas Roadhouse, Dominos, and Jeremiah's Ice.</p> <p>In addition, Columbia hosts many Family Engagement events centered around increasing academic achievement. These events include Science Fair Informational Night, BINGO Literacy Night, STEM Night, and others that are requested by parents. Educational materials are purchased to support these parent engagement events. Parents and students are shown how to use the materials together and the materials are sent home with the families. Translation services are provided to the families that need them. An exit survey is given to participants to complete after each Parent Involvement event. This information, as well as feedback from District and School Parent Surveys is reviewed and discussed at Title 1 meetings within the school. We reflect on the feedback to determine effectiveness and further need.</p>
<p>Describe how your school shares the PFEP, SIP, CNA and other Title I documents with <u>community members</u>.</p>	<p>Columbia makes an announcement via Facebook and the marquee in the front of the school telling community members that documents pertaining to Title 1 information are available in the front office and on our website. Community members are also invited to attend all important meetings to offer input. In addition, community members who attend SAC are encouraged to share with other community members the information they have gained at that specific meeting.</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.

<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>
Mentoring Program	New teachers will receive training on building relationships with families, utilizing FOCUS efficiently to keep parents informed, and using homework effectively	Meetings with mentors/AP	New Teachers at Columbia	8/2023 – 5/2024
Family Engagement Training	Teachers will be provided opportunities through grade level meetings and/or after school to learn best practices for effective parent and community communication for engaging	Presenter, small group discussions, educational articles, videos	Columbia Staff	Nov. 2023 during grade



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	parents/community in events, reporting student progress, and supporting learning at home.			level meetings or after school.
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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	<u>Tentative Date/Time</u> Are they flexible?	<u>Adult learning goal:</u> What skill that reinforces student learning at home will families gain during this training?	List the Schoolwide improvement plan (SWP) goal this event <u>directly</u> supports	Translation provided	Take home materials provided
Curriculum Areas	Title I Annual Meeting	9/13/2023 – 3:30 – 6:00 p.m.	Parents/Guardians will be given tools to use to support learning at home. They will be given an insight into what the school day looks like for their children, what they are expected to master in each grade, and how they can help at home.		Yes; Interpreter provided upon request	Yes
	Science Fair Informational Night	10/19/2023 – 5:00 – 6:00 p.m.	Families will learn more about the scientific process and different ways to support their child in understanding the steps to complete a science fair project.			



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	<p>Math and Science Night</p> <p>Literacy Night</p> <p>Parent Conferences</p>	<p>2/8/2024 - 4:00 – 6:00 p.m.</p> <p>3/7/2024 - 4:00 – 6:00 p.m.</p> <p>*11/8/2023 & 1/25/2024 – conference dates/times are flexible.</p>	<p>Families will have a clear understanding of how to implement math and science strategies with use of materials provided, to support their child’s learning at home.</p> <p>Families will learn about reading standards and strategies. They will be provided materials to implement strategies to support their child’s learning at home.</p> <p>Parents/Guardians will be given tools to use to support learning at home based on their child’s specific needs. They will be provided materials to implement strategies to support their child’s learning at home.</p>	<p>Columbia’s School Improvement Plan Areas of Focus to be supported: Instructional Practice Specifically Relating to Mathematics; Instructional Practice Specifically Relating to English Language Arts; Subgroup specifically relating to Students with Disabilities.</p>		
<p>State Assessments & Achievement Levels</p>	<p>Summer CNA Meeting</p> <p>Title I Annual Meeting</p> <p>Parent Conferences</p>	<p>6/28/2023 – 11:00 a.m. – 12:00 p.m.</p> <p>9/13/2023 – 3:30 – 6:00 p.m.</p> <p>11/8/2023 & 1/25/2024 – conference dates/times are flexible.</p>	<p>Statewide Assessment results will be shared (school-wide and individual). Input, recommendations, and educational materials will be utilized to establish goals, initiatives, and activities that will support students’ academic achievement.</p>	<p>Columbia’s School Improvement Plan Areas of Focus to be supported: Instructional Practice Specifically Relating to Mathematics; Instructional Practice Specifically Relating to English Language Arts; Subgroup specifically relating to Students with Disabilities</p>	<p>Yes; Interpreter provided upon request</p>	<p>No</p>



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<p>Technology, FOCUS/LaunchPad</p>	<p>Meet and Greet Open House</p>	<p>August 8, 2023 – 2:00- 4:00 p.m. September 13, 2023 – 3:30 – 6:00 p.m.</p>	<p>Families will have the opportunity to learn about FOCUS and will be shown how to access both FOCUS and Launchpad during teacher meet and greet and open house. Focus pin letters will also be given during these events.</p>	<p>Columbia’s School Improvement Plan Areas of Focus to be supported: Instructional Practice Specifically Relating to Mathematics; Instructional Practice Specifically Relating to English Language Arts; Subgroup specifically relating to Students with Disabilities</p>	<p>Yes; Interpreter provided upon request</p>	<p>No</p>
<p>Transition (VPK-K, MS, HS)</p>	<p>Kindergarten Round Up Middle School Info</p>	<p>April/May 2024 (times will vary)</p>	<p>Columbia will invite all area VPK, preschool programs and families with incoming Kindergarten students to familiarize themselves with the school and meet teachers and staff to assist with transition into kindergarten. Middle School Teachers set up assemblies to disseminate information on registration, middle school activities, and programs students can apply to.</p>	<p>Columbia’s School Improvement Plan Areas of Focus to be supported: Instructional Practice Specifically Relating to Mathematics; Instructional Practice Specifically Relating to English Language Arts; Subgroup specifically relating to Students with Disabilities</p>	<p>Yes; Interpreter provided upon request</p>	<p>Yes</p>
<p>Parent/ Teacher Conferences</p>	<p>Parent/Teacher Conferences</p>	<p>*11/8/2023 & 1/25/2024 – conference dates/times are flexible; On-going as needed</p>	<p>Families will have the opportunity to learn about the struggles their children may be facing in class and strategies to support them at home. Parents will also be provided with the School-Family Compact and together with the teacher will set goals for the student to be successful.</p>	<p>Columbia’s School Improvement Plan Areas of Focus to be supported: Instructional Practice Specifically Relating to Mathematics; Instructional Practice Specifically Relating to English Language Arts; Subgroup specifically relating to Students with Disabilities</p>	<p>Yes; Interpreter provided upon request</p>	<p>Yes</p>
<p>*College & Career</p>	<p>Not applicable</p>					
<p>*Graduation Requirements & Scholarships</p>	<p>Not applicable</p>					



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* Required for secondary schools

<p>How will workshops/events for families be evaluated to determine their effectiveness?</p>	<p>Title 1 activities will be reviewed after every event using parent and staff feedback, exit slips, and surveys. These are used to evaluate the effectiveness of each activity. From these responses, upcoming events will be planned, reviewed, and revised to provide the programs that will have the greatest impact on families.</p>
<p>How will the needs of families be assessed to plan future events?</p>	<p>Parent/District/Client Survey results as well as survey results from each individual event will be assessed by Title 1 and the leadership team to improve and best plan future family engagement events.</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>Barriers facing families include lack of childcare, conflicting work schedules, and language obstacles. We strive to overcome these barriers by providing childcare for parents during workshops, scheduling events later in the evening, and offering language interpretation through the use of staff members or translation devices. In addition, we provide adequate notice of upcoming events so that our families can plan in advance for our upcoming events.</p>
<p>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</p>	<p>Meetings are scheduled on different days of the week at various times to allow more parents to be able to attend. Teachers and other staff members are available during two parent conference nights as well as before school, during planning, or after school if requested by parents. Check-out materials from our parent resource room are available from 7:30-3:30 every day, during parent conference nights, and at other times as requested by parents. Parents may request materials by calling or e-mailing our Title 1 contact, Laura Good, or by sending a note with their child. The annual Title I Meeting PowerPoint may be viewed by parents throughout the year on our school website. Parents give input annually on a Title I District Parent Survey regarding meeting topics, days of the week, and time choices to assist our school in scheduling meetings.</p>
<p>How do families who are unable to attend building capacity events receive information from the meetings?</p>	<p>Families who are unable to attend events are given opportunities to receive copies of documents or materials distributed for the event as well as the information presented, or they will have a link available to them to access the information or materials distributed. Families are notified via email, text, or by weekly Smore that the information is either posted on the school website or in the newsletter directly. Translation services will be offered to parents with limited English.</p>



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<p>What strategies were used to increase family and community engagement in decision-making?</p>	<p>Columbia Elementary has implemented a variety of strategies to increase family/community engagement and involvement in the decision-making process. We provide materials and trainings to assist families in working with their children. We provide families and community members opportunities to join our events and to provide us with valuable input. Meeting dates and times are advertised on the school marquee, newsletter, text message, email, social media, and the school website. The activities we have planned help build relationships with the community and support academic achievement of all students. With the continuous promotion of our SAC meetings, and requests for feedback and input, we consistently provide families and community members with multiple opportunities to be involved in the decision-making process within our school.</p>
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