



**Cape View 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 (Michelle Wedel at [wedel.michelle@brevardschools.org](mailto: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](mailto: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 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:

*Melissa King*

Date:

10/3/23





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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?
<b>School Improvement Plan (SWP) Comprehensive Needs Assessment (CNA)</b>	Spring 2023 May 8, 2023 May 10, 2023 May 15, 2023 August 7, 2023 September 19, 2023 September 20, 2023	Flyers/Invites are posted to FOCUS, our school website, school Facebook page, and backpacked home. Dates are marked on our school calendar and school newsletters. Sticker reminders are sent home on every student's shirt the day of meeting/event, and reminders are posted on FOCUS, our school website, school Facebook page, and our school marque.	All families are encouraged to complete the online Brevard Public Schools Parent Survey in the Spring. We post presentations on our school website, and we ask families at the end of each presentation to complete a Google Form Survey/Exit Slip where they can provide feedback/input on this year's SWP. In addition, we are always asking for family and community members input at our SAC and PTO meetings throughout the year.	Flyers/Invites, Agendas, Sign-In Sheets, Exit Slips, Surveys, Meeting Minutes  Screenshots (FOCUS, School Website, School Facebook Page, etc.)
<b>Parent and Family Engagement Plan (PFEP)</b>	Spring 2023 May 8, 2023 May 10, 2023 May 15, 2023 September 20, 2023 October 11, 2023 October 27, 2023 October 29, 2023	Flyers/Invites are posted to FOCUS, our school website, school Facebook page, and backpacked home. Dates are marked on our school calendar and school newsletters. Sticker reminders are sent home on every student's shirt the day of meeting/event, and reminders are posted on FOCUS, our school website, school Facebook page, and our school marque.	All families are encouraged to complete the online Brevard Public Schools Parent Survey in the Spring. 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.	Flyers/Invites, Agendas, Sign-In Sheets, Exit Slips, Surveys, Meeting Minutes  Screenshots (FOCUS, School Website, School Facebook Page, etc.)
<b>School-Home Compact</b>	October 11, 2023 October 29, 2023	Flyers/Invites are posted to FOCUS, our school website, school Facebook page, and backpacked home. Dates are marked on our school calendar and school newsletters, and reminders are posted on FOCUS, our school website, and school Facebook page.	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, Surveys, Meeting Minutes  Screenshots (FOCUS, School Website, School Facebook Page, etc.)
<b>Title I Budget</b>	May 8, 2023 May 10, 2023 May 15, 2023 September 20, 2023 October 27, 2023 October 29, 2023	Flyers/Invites are posted to FOCUS, our school website, school Facebook page, and backpacked home. Dates are marked on our school calendar and school newsletters, and reminders are posted on FOCUS, our school website, school Facebook page, and our school marque.	We ask families to complete a Google Form Survey where they can provide feedback/input on this year's Title I Budget. We are also always asking for family and community members input at our SAC and PTO meetings throughout the year.	Flyers/Invites, Agendas, Sign-In Sheets, Exit Slips, Surveys, Meeting Minutes  Screenshots (FOCUS, School Website, School Facebook Page, etc.)
<b>Parent &amp; Family Engagement Funds</b>	May 8, 2023 May 10, 2023 May 15, 2023 September 20, 2023 October 27, 2023 October 29, 2023	Flyers/Invites are posted to FOCUS, our school website, school Facebook page, and backpacked home. Dates are marked on our school calendar and school newsletters, and reminders are posted on FOCUS, our school website, school Facebook page, and our school marque.	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.	Flyers/Invites, Agendas, Sign-In Sheets, Exit Slips, Surveys, Meeting Minutes  Screenshots (FOCUS, School Website, School Facebook Page, etc.)

***\*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.**

<b>Tentative date &amp; time(s) of meeting</b>	In-Person Meeting on September 20, 2023 @ 5:00 PM, Virtual Meeting Posted on September 26, 2023
<b>How are families notified of the meeting?</b>	Flyers/Invites are posted to our school website, and backpacked home. Date is marked on our school calendar and a sticker reminder is sent home on every student's shirt the day of meeting/event.
<b>What information is provided at the meeting?</b>	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.
<b>How are parents and families informed of their rights?</b>	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.
<b>What barriers will you address to encourage parents/families to attend?</b>	According to the Brevard Public Schools Elementary Parent Survey, 77% of our families prefer to get important information through text message. This year, Cape View will be utilizing FOCUS to effectivity share information about events and to provide individual student progress. In addition, 73% of our families prefer evenings (M-F) when attending a school event, so we will continue to have most of our school events in the evenings.
<b>How will you get feedback from parents and families about the meeting?</b>	Families are given a paper survey during our Title I Annual Meeting that encourages them to provide valuable feedback regarding the Title I program at Cape View Elementary. In addition, we post the presentation online and ask families to complete a Google Form Survey where they can provide feedback / input on this year's Title I Programs. Spanish copies of the survey are provided at the annual meeting and are also provided online as well.
<b>How do parents and families who are not able to attend receive information from the meeting?</b>	All information / presentations from our annual meeting are posted to our school website. We also keep a hard copy of the presentation in the front office in our parent resource notebook.

**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.**

<b>Title III-ESOL *District coordinator-Anne Skinner</b>	Title I works collaboratively with the Title III program 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 and provides families/students with an iPad to utilize Google Translate as needed. In addition, Cape View was recently granted an ESOL Instructional Assistant to help support our ESOL students and families. The IA position was posted in October 2023, but has not been filled.
<b>Title IX-Homeless *District contact-Ivette Collado</b>	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. The district also offers joint awareness trainings for staff and families, free backpacks full of supplies for students, and provides bus transportation for students to their home school.
<b>FDLRS/ESE services</b>	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. 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. At the school level, parents are informed of Title I services their child receives during conferences and/or meetings, and grade level MTSS Meetings are conducted monthly between teachers and our literacy coach to discuss individual student needs and Tier grouping / interventions.
<b>Preschool Programs (Head Start/VPK)</b>	Step FOURward /Voluntary Pre-kindergarten (VPK) Title I funding supplements our VPK program, allowing us to offer full day services for our VPK students and families. VPK families are invited to all schoolwide family involvement events, and we provide a Kindergarten Round-Up event to inform parents about kindergarten expectations and procedures.
<b>SAC</b>	During our SAC Meetings, SAC has the responsibility for developing, implementing, and evaluating the school level plans.
<b>PTO/PTA</b>	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.
<b>Community Agencies/Business Partners</b>	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 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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**4. Utilize strategies to ensure meaningful communication and accessibility.**

<b>Describe the methods that will be used to ensure meaningful, ongoing communication between home, school, and community.</b>	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. We offer Parent/Teacher Conferences twice a year and utilize FOCUS to communicate individual student progress. We share important information through monthly newsletters, our school website, school marquee, school Facebook page, and FOCUS.
<b>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.</b>	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.
<b>Explain how families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</b>	During our Open House in August, parents will have the opportunity to visit their child's classroom to learn information regarding curriculum, achievement levels, assessments, and classroom expectations and procedures. In addition, we post the district links to all grade level expectations to our school website, which includes reading, math, science, and social studies objectives and how parents can help their child at home. Parents are also encouraged to sign-up for FOCUS to receive important school information and to monitor their child's progress throughout the school year.
<b>Describe how your school provides information to families in their native language.</b>	Based on our Home Language Report, we provide information to families in the following languages: English and Spanish. School informational flyers and documents that are uploaded to our school website and FOCUS can easily be translated through those programs. Cape View strives to provide families with school documents in their native language when needed and/or requested and school information that is sent home is translated in Spanish whenever possible. We provide the front office staff with an iPad to help communicate information with new families that speak a native language and provide teachers with an iPad during parent-teacher conferences that may need assistance with translating.
<b>How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b>	Cape View Elementary provides full opportunities for the participation of families with disabilities. We arrange school meetings at a variety of times, record school events to post online, conduct parent-teacher phone conferences when needed, and inform families of important school information on our school website, school Facebook page, FOCUS, and in monthly newsletters.
<b>Describe the opportunities families have to participate in their child's education.</b>	Cape View Elementary hosts several events that offer families the chance to be engaged (Title I Annual Meeting, Open House, Family Nights, 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 participate in our All Pro Dad Meetings, Bimonthly Coffee and Conversation with the principal, and to join our school leadership councils (SAC and PTO).
<b>Describe how your school shares the PFEP, SIP, CNA and other Title I documents with community members.</b>	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 newsletters, uploading documents to our school website and Facebook page, and sharing information during our Title I Annual Meeting and SAC and PTO meetings.

**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.**

<b>Topic/Title</b>	<b>How does this help staff build school/family relationships?</b>	<b>Format for Implementation: workshop, book study, presenter, etc.</b>	<b>Who is the audience?</b>	<b>Tentative Date/Time</b>
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 2024 / 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, and Literacy Coach	Monthly (Starting September 2023) / During Teacher Planning Time





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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**

<u>Topic</u>	<u>Title</u>	<u>Tentative Date/Time</u>	<u>Adult learning goal: What skill that reinforces student learning at home will families gain during this training?</u>	<u>List the Schoolwide improvement plan (SWP) goal this event directly supports</u>	<u>Translation provided</u>	<u>Take home materials provided</u>
Curriculum Areas	Family Literacy & Science Night	January 25, 2024 / 5:00-6:30 P.M.	Our January 25 <sup>th</sup> family night will have a focus on literacy and science. Families will learn literacy strategies and participate in hands-on science activities to help support their child at home in reading and in science. In addition, families will have the option to attend the school Book Fair throughout this event as well.	Positive Culture & Environment, Instructional Practice specifically relating to Science & ELA	iPads with Google Translate & Translated Documents in Spanish	Literacy Strategies & Hands-On Science Activities
	Family Math Night	April 11, 2024 / 5:00-6:30 P.M.	Our April 11 <sup>th</sup> family night will have a focus on math. Math strategies will be shared with families, and funds will be used to purchase take-home math materials for families to use at home to support learning.	Positive Culture & Environment, Instructional Practice specifically relating to Math	iPads with Google Translate & Translated Documents in Spanish	Math Strategies & Materials
State Assessments & Achievement Levels	Open House	August 31, 2023 / 5:30-7:00 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.	Positive Culture & Environment, Instructional Practice specifically relating to Science, Math, & ELA	iPads with Google Translate & Translated Documents in Spanish	Handouts
	Notification of State Assessment Results (Star & FAST)	Throughout the Year, Notifications Posted on FOCUS & Letters Sent Home	All VPK-6 <sup>th</sup> grade families will be provided assessment results through a parent letter within 14days of when their child has taken the Star or FAST Assessments (PM1, PM2, & PM3). If parents would like more clarification on any of the assessment results/scores, they may setup a conference with their child's teacher for further explanation.	Positive Culture & Environment, Instructional Practice specifically relating to Science, Math, & ELA	iPads with Google Translate & State Assessment Results are available in Spanish	Handouts & Materials Provided as Needed
Technology, FOCUS/LaunchPad	Registration and Meet & Greet Night	August 3, 2023 / 7:30 A.M.-12:30 P.M. & 4:00-6:00 P.M. & August 9, 2023 / 3:00-6:00 P.M.	During these events and throughout the year, parents are encouraged to sign-up for FOCUS to monitor their child's progress throughout the school year.	Positive Culture & Environment, Instructional Practice specifically relating to Science, Math, & ELA	iPads with Google Translate & FOCUS provides language translations	Focus Sign-Up Info Provided





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Transition (VPK-K, MS, HS)	Middle School	Spring 2023 / Morning	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.	Positive Culture & Environment, Instructional Practice specifically relating to Science, Math, & ELA	iPads with Google Translate & Translated Documents in Spanish	Handouts
	Kindergarten Round-Up	April 2024 / 5:00 P.M.	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.	Positive Culture & Environment, Instructional Practice specifically relating to Science, Math, & ELA	iPads with Google Translate & Translated Documents in Spanish	Handouts & Hands-On Academic Materials
Parent/ Teacher Conferences	Parent-Teacher Conferences	October 26, 2023 / 5:00-7:00 P.M.  January 18, 2024 / 5:00-7:00 P.M.  Throughout the year during convenient times for the parent.	We provide flexible options (in-person, phone call, etc.) to our families to meet with their child's teacher through 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. Meetings are conducted during out parent-teacher conference nights and throughout the year during convenient times for the parent.	Positive Culture & Environment, Instructional Practice specifically relating to Science, Math, & ELA	iPads with Google Translate & information / data are available in Spanish	Handouts, Strategies, & Materials Provided as Needed

<b>How will workshops/events for families be evaluated to determine their effectiveness?</b>	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 to determine return on investment.
<b>How will the needs of families be assessed to plan future events?</b>	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.
<b>What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)</b>	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, 73% 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, which also helps provide translation to our families as needed. We also keep a hard copy of the presentations in the front office in our parent resource notebook.
<b>How are flexible dates and times for meetings, events and/or workshops offered?</b>	Cape View schedules meetings/events at varying times. For example, parent/teacher conferences can be scheduled at any time convenient for the parent. Our "Student of the Month" breakfast celebrations are scheduled for first thing in the morning, PTO meetings are scheduled for right after school and our SAC meetings follow right after, and "Family Nights" and musical performances are offered in the evening hours.
<b>How do families who are unable to attend building capacity events receive information from the meetings?</b>	All information / presentations from our family nights, events, and meetings are posted to our school website. We also keep a hard copy of the presentations in the front office in our parent resource notebook.
<b>What strategies were used to increase family and community engagement in decision-making?</b>	All families are encouraged to complete the online Brevard Public Schools Parent Survey in the Spring. We post presentations on our school website, and we ask families at the end of each presentation, event, and/or meeting to complete an exit slip or 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 bimonthly Coffee and Conversation with the principal gatherings and at our SAC and PTO meetings throughout the year.