



Dr. W.J. Creel 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 Courtney Droll at droll.courtney@brevardschools.org

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 Courtney Droll at droll.courtney@brevardschools.org

School's vision for engaging families: As a school family, Dr. W.J. Creel's mission is to empower each other to S.O.A.R. to greatness. In order to meet this mission, we work to engage all stakeholders, including our families, in the education of our students to give every student the tools needed to reach their life goals.

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: _____



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EVERY TITLE I SCHOOL IN BREVARD COUNTY WILL:

1. **Involvement of 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)	5/2/23 (digital, ongoing) 8/4/23	Families and community members were invited to attend meetings through Facebook, BlackBoard Messages, FOCUS Messages, Class Dojo, and paper flyers that were sent home.	Families and community members were involved via in person meetings as well as Zoom meetings. They were given opportunities to share input during the meetings as well as afterwards through either a paper survey or a Google Form survey.	We have meeting notes, action planning sheets, and survey results as evidence of family and community participation.
Parent and Family Engagement Plan (PFEP)	8/4/23 10/23/23	Families and community members were invited to come to registration through Facebook and FOCUS Messages. They were invited to the SAC and PTO meetings through Facebook, FOCUS Messages, Class Dojo, paper flyers that were sent home with students, and a SAC booth at our Bingo for Books Literacy Night.	Families and community members were involved at registration when they came to the Title 1 Table and talked to one of the members of the Title 1 Team about our Parent and Family Engagement Plan from 22-23. They then filled out a paper survey on suggestions for the 23-24 plan. Families and community members were involved during SAC and PTO meetings. They were given opportunities to share input during the meetings as well as afterwards through a survey.	We have meeting notes and survey results as evidence of family and community participation.
School-Home Compact	8/4/23 10/23/23	Families and community members were invited to come to registration through Facebook and FOCUS Messages. They were invited to the SAC and PTO meetings through Facebook, FOCUS Messages, Class Dojo, paper flyers that were sent home with students, and a SAC booth at our Bingo for Books Literacy Night.	Families and community members were involved at registration when they came to the Title 1 Table and talked to one of the members of the Title 1 Team about our School-Home Compact from 22-23. They then filled out a paper survey on suggestions for the 23-24 compact. Families and community members were involved during SAC and PTO meetings. They were given opportunities to share input during the meetings as well as afterwards through a survey.	We have meeting notes and survey results as evidence of family and community participation.
Title I Budget	5/2/23 (digital, ongoing)	Families and community members were invited to join in person and virtual meetings through Facebook, BlackBoard Messages, Class Dojo, and paper flyers that were sent home.	Families and community members were involved in person and via Zoom. They were given opportunities to share input during the meetings as well as afterwards through a Google Form survey.	We have meeting notes and survey results as evidence of family and community participation.
Parent & Family Engagement Funds	5/2/23 (digital, ongoing) 8/4/23 10/23/23	Families and community members were invited to attend meetings through Facebook, BlackBoard Messages, Class Dojo, and paper flyers that were sent home. They were invited to come to registration through Facebook and FOCUS Messages. They were invited to the SAC and PTO meetings through Facebook, FOCUS Messages, Class Dojo, paper flyers that were sent home with students, and a SAC booth at our Bingo for Books Literacy Night.	Families and community members were involved at registration when they came to the Title 1 Table and talked to one of the members of the Title 1 Team about our Parent and Family Engagement Plan from 22-23. They then filled out a paper survey on suggestions for the 23-24 plan. Families and community members were involved during SAC and PTO meetings. They were given opportunities to share input during the meetings as well as afterwards through a survey.	We have meeting notes and survey results as evidence of family and community participation.

****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	August 24, 2023
How are families notified of the meeting?	Families were notified of the Annual Meeting via Facebook and paper flyers that were sent home with students.
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 Annual Meeting will be held on a weeknight in the evening, which was the preferred time for Dr. W.J. Creel Elementary families on the BPS Parent Survey in 22-23. The Annual Meeting will also be recorded and put on the website so that parents and families can go back and watch the meeting at their convenience.
How will you get feedback from parents and families about the meeting?	We will get feedback from families about the meeting via paper surveys and Google Forms surveys since the meeting was recorded and put on the website for families who were unable to attend in person.
How do parents and families who are not able to attend receive information from the meeting?	Parents and families who are not able to attend the in-person meeting will be able to view a recording of the meeting on the school website.



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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	At Dr. W.J. Creel Elementary our ESOL Support Team meets weekly with our Title 1 Team to identify students who are in ESOL as well as intervention to ensure that we are meeting their educational needs. Our ESOL Team also provides translation support to ensure that our parents and families are involved in school activities.
Students in Transition *District Contact-Ivette Collado	At Dr. W.J. Creel Elementary our School Support Team (guidance counselors and social worker) work with parents and families to provide support and access to resources in the community. They also have the Creel Sharing Closet where students, parents, and families can get clothes, toiletries, and food items. Our School Support Team meets with the Title 1 Team to ensure that these students are also getting the academic supports they need from our interventionists.
FDLRS/ESE Services	At Dr. W.J. Creel our ESE Team works with parents and families to ensure that they understand the services that their child receives. They also include parents and families in the decision-making process during IEP meetings. Our Pre-K ESE Team also works with parents and families who need referrals to FDLRS to ensure that children are getting the services they need. Our ESE Support Specialist meets with the Title 1 Team weekly to ensure that the academic needs of our ESE students are being met by our intervention team.
Preschool Programs (Head Start/VPK)	At Dr. W.J. Creel our Pre-K VE and VPK teachers work closely with parents and families to support them while they help ensure that their children are ready for kindergarten. Our Title 1 Team and Kindergarten Team host transition meetings for families so they know what the expectations will be when they go to kindergarten.
SAC	At Dr. W.J. Creel SAC works closely with Title 1 to ensure that parents and families have access to all the latest information about our school. This is also a way for parents and families to give input to our Title 1 Team.
PTO/PTA	At Dr. W.J. Creel PTO works closely with Title 1 to ensure that parents and families have access to all the latest information about our school. This is also a way for parents and families to give input to our Title 1 Team.



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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.	Dr. W.J. Creel Elementary believes that parent and family involvement in school functions and meetings is vital to our school culture and student achievement. Our events are based on feedback received from parents and families through surveys and other sources. Resources and information are sent home and/or placed on our school website, Facebook page, school newsletters, FOCUS announcements, SeeSaw posts, and school marquee. All information is also translated into Spanish. In addition, many individual teachers and grade levels send home class-specific information in the form of newsletters and/or SeeSaw posts.
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.	Information about academic curriculum, Florida B.E.S.T Standards, and academic assessments used to measure student performance as well as achievement levels will be shared with parents and community members at Open House, the Title 1 Annual Meeting, during parent conferences, on our school website, grade level curriculum nights, and anytime by parent request. Parents also have access to FOCUS which provides up-to-date information about students' progress.
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: Spanish Translators attend SAC and other parent and family engagement events to assist in providing information in Spanish to our families. In addition, we have a translator that allows families to receive information via the translator. FOCUS messages, emails, SeeSaw posts, and other information is provided in Spanish.
How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Every effort is made to ensure Dr. W.J. Creel Elementary is ADA compliant. We provide visual or auditory representation of materials. One on one assistance is available when needed.
Describe the opportunities families have to participate in their child's education.	Dr. W.J. Creel teachers will encourage and support parents, families, and community members to attend events at school. Dr. W.J. Creel's Title 1 Team will collaborate with teachers, parents, families, and community members alike to coordinate engaging events that will support parents and families at home when working with their children and allow parents and families to have a better understanding of the curriculum being taught.
Describe how your school shares the PFEP, SIP, CNA and other Title I documents with <u>community members</u>.	Dr. W.J. Creel Elementary will ensure that the Parent and Family Engagement Plan (PFEP), School Improvement Plan (SIP), Comprehensive Needs Assessment (CNA), and other Title 1 documents are shared with community stakeholders by advertising the release of such documents and information during SAC meetings, PTO meetings, faculty meetings, school marquee, school newsletters, Facebook page, SeeSaw posts, and on our school website.

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>
Building Relationships with Families	Building a positive rapport between parents and teachers contributes to the academic success of a student. Teachers will be provided opportunities through faculty meetings to learn best practices for effective parent, family, and community communication.	Faculty Meeting: Video, Collaborative Discussions	Teachers Administration	November 3, 2023



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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> Are they flexible?	<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	Bingo for Books Literacy Night Math and Science STEAM Night Popcorn and Pajamas Literacy Night Prevent the Summer Slide Carnival	September 21, 2023 October 20, 2023 April 2024 May 2024	Parents and families will gain grade level specific information about how to help their child at home with literacy and math skills.	Instructional strategies specifically related to ELA. Instructional strategies specifically related to math. Instructional strategies specifically related to science.	Yes	Yes
State Assessments & Achievement Levels	Title 1 Annual Meeting	August 24, 2023	Parents and families will gain specific information about our school achievement levels on state assessments.	Instructional strategies specifically related to ELA. Instructional strategies specifically related to math. Instructional strategies specifically related to science.	Yes	No
Technology, FOCUS/LaunchPad	Registration	August 4, 2023	Parents and families will gain specific information about how to access FOCUS and LaunchPad at home when visiting a technology booth at registration.	Instructional strategies specifically related to ELA. Instructional strategies specifically related to math. Instructional strategies specifically related to science.	Yes	Yes
Transition (VPK-K, MS, HS)	Kindergarten Orientation 6 th Grade Parent Meeting Middle School Visits	March/April 2024 October 25, 2023 Dates will be determined by the middle school	Parents and families will gain specific information about how they can help their child prepare to enter kindergarten to make a smooth transition for students, parents, and families. Parents and families will gain specific information about programs at Johnson Middle School as well as choice middle schools so students, parents, and families can make informed decisions about the educational program that will work best for their child so students, parents, and families can make a smooth transition to middle school.	Instructional strategies specifically related to ELA. Instructional strategies specifically related to math. Instructional strategies specifically related to science.	Yes	Yes
Parent/Teacher Conferences	Parent Conferences	October 12, 2023 February 2024	Parent conferences may be held either in person, via Zoom, or by telephone. Parents and families will have the opportunity to learn about classroom expectations and academic progress during the conference. Expectations and	Instructional strategies specifically related to ELA. Instructional strategies specifically related to math.	Yes	Yes



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			results from both academics and life skills will be shared. Parents will also receive information about the School-Parent Compact.	Instructional strategies specifically related to science.		
*College & Career						
*Graduation Requirements & Scholarships						

* Required for secondary schools

How will workshops/events for families be evaluated to determine their effectiveness?	Attendance at events is analyzed each year to determine if attendance is sufficient and what can be done to increase attendance. Parents and families will provide feedback on events for evaluation and future improvement.
How will the needs of families be assessed to plan future events?	Family needs are assessed through the annual BPS Parent Survey, a Parent and Family Engagement Plan Survey, and Exit Tickets/Surveys at each event.
What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc.)	Dr. W.J. Creel Elementary will work hard to minimize any barriers for parents and families to attend. According to numerous surveys, the main barrier is work scheduling. To maximize participation, we have added evening events to meet the needs of all families. Another barrier is information not being communicated or received by the parents in a timely manner. Dr. W.J. Creel Elementary is now sending home multiple notices and invitations at least two weeks prior to an event. We send home paper flyers as well as put a blurb in the monthly newsletter, post on Facebook, SeeSaw, and send FOCUS messages to inform all stakeholders. We will also send home a translated version of all event communication.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Dr. W.J. Creel Elementary will provide a variety of meetings and events for parents to attend during the year. The results from the BPS Parent Survey, Title 1 Annual Meeting, and other events will be used to plan programs of interest to parents and families, provide flexible meeting dates and times, and meet specific needs of parents and families so that participation is possible. Teachers and other staff members are available during two parent conference nights as well as before school, during planning, or after school. Teachers can meet with parents and families via Zoom or telephone.
How do families who are unable to attend building capacity events receive information from the meetings?	Dr. W.J. Creel Elementary will utilize tools such as the student planner, school website, weekly emails sent by administration, FOCUS, Facebook, SeeSaw, and parent conferences to communicate ways that parents and families can work with their children at home. We also do our best to post any meeting presentations as voice over PowerPoints on our website.
What strategies were used to increase family and community engagement in decision-making?	Dr. W.J. Creel Elementary will engage parents and families in their children’s learning through social networks (parent and family events, community organizations, such as the DOCK), empowering parents and families with leadership roles in the school environment (SAC, Parent Leadership Team, PTO) to provide parents with information, resources, and training to help with their child’s education, and providing parents and families with opportunities to engage with their children’s education at home and at school.