



Brevard Public Schools
Office of Title I
2020-2021 Parent and Family Engagement Plan (PFEP)

Each Title I school shall jointly develop with parents and family members of participating children, a written plan that shall describe how the school will carry out the requirements mentioned below. Parents shall be notified of the plan in an understandable and uniform format and, to the extent practical, provided in a language the parents can understand. The school plan must be made available to the local community and updated and agreed upon by parents periodically to meet the changing needs of parents and the school.

All families and community members were invited and encouraged to provide input and suggestions on developing/reviewing this plan. This plan is available on our school website and in the Title I parent and family engagement notebook located in our front office. If you would like a printed copy of this document, or require translation, please contact our Title I Contact Holly Walker walker.holly@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 Holly Walker walker.holly@brevardschools.org

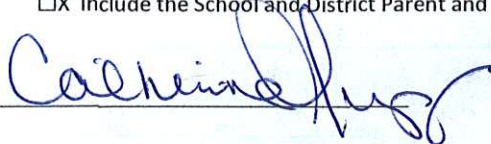
School's vision for engaging families:

Assurances

We will:

- Involve an adequate representation of parents, or establish a parent advisory board to represent families, in developing and evaluating the "School Parent and Family Engagement Plan" that describes how the school will carry out its required family engagement activities.
- Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved. Offer other meetings/workshops at flexible times.
- Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are to be used.
- Involve parents in the planning, review, and improvement of the Title I program.
- Develop a school-parent compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement, and describes how parents and teachers will communicate.
- Offer assistance to parents in understanding the education system and the state standards, and how to support their children's achievement.
- Provide materials and training to help parents support their child's learning at home.
- Provide staff development to educate teachers and other school staff, including school leaders, on how to engage families effectively.
- Coordinate with other federal and state programs, including preschool programs.
- Provide information in a format and language parents can understand, and offer information in other languages as feasible.
- Include the School and District Parent and Family Engagement Plans on our school website and in the Parent Engagement Notebook in the front office.

Principal:



Date:

10/22/20



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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?
Schoolwide Improvement Plan (SWP)	5/2020	Family Surveys reflecting what needs we have as a school.	Families sent a survey asking to reflect on current school year.	Report of submitted surveys.
Comprehensive Needs Assessment (CNA)	9/10/2020	SAC Meeting	Attendants asked to provide input on school decisions	Meeting minutes
Parent and Family Engagement Plan (PFEP)	9/4/2020 9/10/2020	Families sent Family Engagement Survey Families invited to attend SAC Meeting	Families and community members asked to complete a survey reflecting on each area of family engagement.	Report of submitted surveys, SAC Meeting Minutes/ Exit Slips.
School-Home Compact	9/10/2020 9/10/2020	Survey sent to families SAC Meeting	Survey sent to via Blackboard announcement, placed on website, and Facebook page. SAC meeting.	Report of submitted surveys and SAC meeting minutes/Exit Slip.
Title I Budget & Framework	5/2020 10/8/2020	School sent survey to families with each Framework line item and asked to provide input. SAC Meeting	Families completed a survey identifying each line item in the Framework. Attendants asked to provide input on school decisions	Report of submitted surveys. Meeting minutes
Parent & Family Engagement Funds	9/4/2020 9/10/2020 5/2020	Families sent Family Engagement Survey Families invited to SAC meeting	Families and community members asked to complete a survey reflecting on each area of family engagement. Families aske to complete a survey reflecting use of Title I monies at end of previous school year.	Report of submitted surveys and SAC meeting minutes/Exit Slip

**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	October 7, 2020 at 5:30pm recorded and posted to website after meeting
How are families notified of the meeting?	Families will be notified via Blackboard Connect, teacher newsletters, school newsletter and backpack flyers.



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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?	Transportation and access to internet. Families will be able to participate live through YouTube Live Streaming. In the event families do not have access to internet at home, they will be able to access the event from any wireless access point. The video will also be available to families who request it in the front office.
How will you get feedback from parents and families about the meeting?	Families will be asked to complete a survey, which is attached to the YouTube Live video. They will have to option to complete a paper survey by coming into the front office or requesting one to be sent home via their student's backpack.
How do parents and families who are not able to attend receive information from the meeting?	Notifications will be sent to families about options to attend via Blackboard Connect. Families will be able to view the meeting at any time through a link on our website. If families come into the office, they can view the meeting from there.

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

Title II- Professional Development	Teachers will participate in ongoing professional development to provide rigorous, standards based instruction as well as attend Removing Barriers and Achieving Excellence, Tools for Enhancing Blended Learning, and Conscious Discipline.
Title III-ESOL	We provide support and resources to our ELL students based on their individual plan with the inclusion of Title I support. ESOL students are placed with Highly Qualified educators who are ESOL certified or working to become ESOL Certified. Information can be send home in their native language.
Title IV-Well-Rounded Education/School Safety/Educational Technology	We utilize Title I funds for support programming of technology programs that support classroom instruction. Title I funds are also utilized to purchase and upkeep technology to ensure optimal functioning.
Title IX-Homeless	The program at Fairglen works to meet the varying needs of our in-transition youth and families without duplicating services in conjunction with the District. Transportation can be arraigned so students do not have to change schools during this time



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	of transition. The District also provides, if needed, school supplies, Friday meal packs, back packs, referrals for tutoring, counseling, etc.
FDLRS/ESE services	FDLRS provides diagnostic and instructional support services to exceptional students and families of students with exceptionalities. Teachers and administrators work collaboratively in planning, implementing, and evaluating various parent involvement initiatives and training opportunities. ESE support is provided through professional development opportunities for staff. We collaborate to address the exceptional needs of students and families without duplicating services.
Preschool Programs (Head Start/VPK)	Through a partnership with Early Learning Coalition of Brevard, Fairglen offers two VPK Step Forward classrooms. This program is available with limited enrollment.
SAC	Fairglen has a SAC committee consisting of teachers, parents, and community members. This group of stakeholders works to support the school through a variety of avenues. 2020-2021 Meeting Dates: Sept 10, 2020 04:00pm, Oct 8, 2020 04:00 PM, Nov 12, 2020 04:00 PM, Dec 10, 2020 04:00 PM, Jan 14, 2021 04:00 PM, Feb 11, 2021 04:00 PM, Mar 11, 2021 04:00 PM, Apr 8, 2021 04:00 PM, May 13, 2021 04:00 PM
PTO/PTA	Support Title I events by partnering with school for food, volunteers and incentives for student behaviors.
Community Agencies/Business Partners	Fairglen works with several business partners to provide additional resources to our students and families. In addition to physical resources, Business Partners are encouraged to join our school team as a mentor to students.

3. Utilize strategies to ensure meaningful communication and accessibility.

Describe the methods that will be used to ensure meaningful, ongoing communication between home, school and community.	Fairglen will provide information to parents about programs, meeting and activities in a parent-friendly format and language that can be easily understood. Information newsletters will be sent home with each child in print format, as well as electronically, so all families have access. School newsletters will also be linked to the school website where translations of materials is available and accessible for all parents. Information is also provided via Facebook, the school marquee, Peach Jar, classroom newsletters, morning announcements, front office message board, Title I bulletin board, Blackboard communication, and the BPS app.
Describe how you notify each family in a timely manner when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field.	Letters are sent home with every student that has been taught for four or more consecutive weeks by a teacher who is out of field. A copy of the letter and a list of the parents who receive the letter is kept on file as documentation for auditing purposes.
Explain how families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	Curriculum at each grade level will be explained at specific Title I events, at parent conference nights, through school and teacher newsletters, SAC meetings, MTSS and IPST meetings, etc.
Describe how your school provides information to families in their native language. What languages do you provide?	Upon request, Fairglen will translate documents to a family's native language using Google Translate. At this time we provide translated documents in Spanish, Turkish, and Vietnamese.



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How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Fairglen provides accommodations to families with disabilities upon request.
Describe the opportunities families have to participate in their child's education.	Parents are encouraged to participate in monthly SAC meetings and are able to contact and request meeting with their teacher, guidance counselor, and administration in regards to decisions affecting their child's education.
Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.	Fairglen ensures all stakeholders receive required Title I documentations by providing digital copies on our school website. Also, upon request, community members can obtain hard copies of our documents from the front office.

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

<u>Topic/Title</u>	<u>How does this help staff build school/family relationships?</u>	<u>Format for Implementation: workshop, book study, presenter, etc.</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
Removing Barriers and Achieving Excellence	This PD provides staff with tools to support families and students in overcoming barriers while still working to achieve academic excellence.	Preplanning workshop	All Teachers	August 3-14 times varied
Conscious Discipline	This PD gives staff the tools to work with students who do not have appropriate coping mechanisms. Staff is able to help students build confidence while still achieving academic success.	Presenter	All Teachers	August 3-14 times varied.

5. Provide assistance, training, workshops, events, and/or meetings for families to help them understand the education system, curriculum, standards, state assessments and achievement levels.

- Offer workshops, events and/or meetings at flexible dates/times. (i.e. morning, evening, lunch, Saturdays).
- Provide information to families in a timely manner and in an easy to read format.
- The pre-populated topics are required for ALL schools; schools may add additional topics, as needed, based on family feedback collected.



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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	Bedtime Story Night	1/28/21	Parents will be able to read to/with their student and apply grade level questioning to their student's at home reading.	ELA Proficiency	Upon Request	Take home materials provided at all events.
	Science Night	11/17/20	Parents will be able to engage in academic conversations with students about relevant science standards. They will gain an understanding of the nature of science and will be able to support their student in at home learning.	Science Proficiency		
	Math Night	3/10/21	Parents will be able to apply math concepts students are learning at school to situations at home.	Math Proficiency		
	One School One Book	1/28/21	Parents will be able to read to/with their student and apply grade level questioning to their student's at home reading.	ELA Proficiency, School Culture		
State Assessments & Achievement Levels	Annual Title I Meeting	10/7/20	Families will gain knowledge about Title I requirements and parents' rights via a PowerPoint presentation. Parents will also be asked for feedback regarding how Title I funds are spent and what types of family engagement events we conduct.	All Areas Addressed	Upon Request	No
Technology, FOCUS/LaunchPad	Tech Support Night Ongoing support	At all Title I events and Upon request	Parents will be able to access school based technology and work with students at home. Parents will be able to access FOCUS and monitor student progress in academics and communicate with teachers.	All Areas Addressed	Upon Request	No
Transition (Kdg, MS, HS)	Kindergarten Orientation	Throughout the school year	Pre-Kindergarten students and families are invited to attend an orientation. Kindergarten and pre-kindergarten teachers are available to converse with parents about the transition to kindergarten.	School Culture	Upon Request	Kindergarten Orientation-Yes
	Pre-Kindergarten Breakfast		Pre-kindergarten students transition from eating breakfast with their class after the rest of the school is done to eating with all of the students.	School Culture		Cocoa Jr/Sr High-Yes
	Cocoa Jr/Sr High		6 th Grade students attend a virtual field trip to Cocoa Junior Senior High School to tour the school and gain a	School Culture		Professional



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	Professional Presentations		better understanding of what will be expected of them as they enter middle school Various members of the community will present their craft to our 6 th grade students so they can begin to think about the possibilities of careers in their future.	School Culture		Presentations- Yes
Parent/Teacher Conferences	Virtual Conference Night	Two times per year and upon request	Teachers will meet with parents one-on-one to discuss the progress of their student. Teachers will work with the parent to develop a plan that will help their student succeed in and out of school.	All Areas Addressed	Upon Request	As needed
*College & Career						
*Graduation Requirements & Scholarships						

* Required for secondary schools

How will workshops/events for families be evaluated to determine return on investment?	Workshops and events will be evaluated to determine return on investment through attendance, surveys and exit slips. Family satisfaction in the event will be determined through analysis of the feedback received.
How will the needs of families be assessed to plan future events?	Family feedback is read and analyzed regularly. Each comment is considered when forming the next event. Also, trends that are occurring within the school and community will be considered with determining the needs of our families.
What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)	Communication is a potential barrier. In the past, parents have indicated that backpack notes was the best way to communicate, but more recent surveys reflect that electronic communication via text message is becoming more convenient. Time of day is another possible barrier. Recent surveys suggest that the evening timeframe is what is best for our families. Efforts are being made to accommodate this period as much as possible. In addition, families can request a one-on-one meeting with a Title I teacher to get information if they are unable to attend an event. Lastly, access to technology to a barrier we work to overcome for our families. Many of our eLearning students have been provided with computers to participate in class. Those computers can be used for virtual family engagement events as well. We will also place recording of out events on our website so families can access the content at any time. This addresses both time and access to technology.



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<p>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</p>	<p>All meetings and events give parents the option to contact a Title I teachers to schedule a one-on-one meeting for information if they are unable to attend the scheduled event. We are also recording our events and making the content accessible through our website at any time.</p>
<p>How do families who are unable to attend building capacity events receive information from the meetings?</p>	<p>Event information can be sent home with students in their backpacks or families can access information from an event on our website at any time.</p>
<p>What strategies were used to increase family and community engagement in decision-making?</p>	<p>We send surveys to families and community members seeking input on various areas of school operations. We also invite all families and community members to participate in SAC and PTO. Notifications are send via Blackboard Connect, school website and school newsletters.</p>