



Fairglen 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, Colleen Walker at walker.colleen@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, Colleen Walker at walker.colleen@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 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: _____



Fairglen Elementary

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

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)	6/15/23 6/16/23 6/26/23 6/27/23 6/30/23	Stakeholders were invited via Blackboard connect to join the CNA team. Family Surveys reflecting what needs we have as a school.	Families sent a survey asking to reflect on current school year. Families were invited to come to Fairglen during the Summer to join the School Needs Team and discuss data.	Report of submitted surveys Emails sent to families Sign in Sheets
Parent and Family Engagement Plan (PFEP)	9/14/23 10/19/23	Families sent survey regarding PFEP Input Stakeholders invited to SAC meeting	Families and community members asked to complete a survey reflecting on each section of family engagement.	Submitted surveys, SAC meeting minutes and Exit Slips.
School-Home Compact	9/14/23 10/19/23	Families invited to SAC Meetings Survey sent to Families	Survey sent to via Focus announcement, placed on website, and Facebook page. SAC meeting.	Report of submitted surveys and SAC meeting minutes/Exit Slip
Title I Budget	9/14/23 9/21/23	Stakeholders invited to Annual Meeting Stakeholders invited to 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 and SAC meeting minutes/Exit Slip
Parent & Family Engagement Funds	9/14/23 9/21/23	Stakeholders invited to Annual Meeting Stakeholders invited to SAC meeting	Families and community members asked to complete a survey reflecting on each area of family engagement. Families asked 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	9/21/23 5:30-6:30pm, recording posted to website
How are families notified of the meeting?	Flyer sent home in backpacks, flyer posted to Fairglen’s website and Facebook page. Flyer will also be pushed out via Focus.



Fairglen Elementary

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

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?	Time constraints and prior engagements. Some families work late and other have after school commitments, meeting will be recorded and pushed out via Focus, and posted on our website for families to view at their own convenience.
How will you get feedback from parents and families about the meeting?	Families will be asked to complete an Exit Ticket upon the meeting ending. Families that view the recorded meeting can complete an online Exit Ticket.
How do parents and families who are not able to attend receive information from the meeting?	The meeting will be recorded and posted to multiple sites to view. Families that are unable to attend will be asked to complete an electronic survey after viewing the recorded presentation.

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	We provide resources and support to all our ELL students based on their individual plan with additional Title I support. ELL students are placed in classrooms with high qualified educators who are ESOL certified or working to become ESOL certified. All information can be sent home in their native language.
Title IX-Homeless *District contact-Ivette Collado	At Fairglen, the program works to meet the varying needs of our students and families that are in transition without duplicating services in conjunction with the District. We can arrange transportation to and from school so students do not need to change schools during this time of transition. Provided also by the District if needed is school supplies, Weekend meals packs, backpacks, 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 to students and families without duplicating services.
Preschool Programs (Head Start/VPK)	Fairglen offers two VPK Step Forward classrooms through a partnership with Early Learning Coalition of Brevard. This program is available with limited enrollment.
SAC	Our SAC committee consists of teachers, parents, and community members. This group of stakeholders work to support the school through a variety of avenues. Meeting dates for this school year are: 8/31/23, 9/14/23, 10/19/23, 11/16/23, 12/14/23, 1/18/24, 2/2/24, 3/14/24, 4/18/24, 5/9/24 all starting at 3pm.
PTO/PTA	Currently no PTO at Fairglen- actively looking for President and Members



Fairglen Elementary

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

Community Agencies/Business Partners	Fairglen has several business partners that provide additional resources to our students and families. In addition to the support with physical resources, business partners are encouraged to join our school team as mentors to students.
---	---

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.	Fairglen provides information to all families about programs, meetings, and activities in a family-friendly format and language that can be easily understood. Hard copies of newsletters will be sent home with students as well as a digital version will be available to families to view. Translations are offered for all newsletters and documents for families. Information is also provided on our school’s website, via Facebook, the school marquee, Peach Jar, classroom newsletters, morning announcements, front office message board, Title I bulletin board, and send out via Focus.
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.	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/IPST meetings, etc.
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: English, Spanish, and Vietnamese.
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.	All families are encouraged to attend monthly SAC meetings. All families can contact and request meetings with their child’s teacher, school’s guidance counselor, and/or administration in regard to decisions affecting their child’s education.
Describe how your school shares the PFEP, SIP, CNA and other Title I documents with <u>community members</u>.	We ensure all stakeholders are made aware of all Title I documents by posting to our website and sending out via Focus. Hard copies and translations can be obtained upon request.

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.



Fairglen Elementary

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

<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>
Teach like a Champion	Teach Like a Champion provides educators with a set of techniques, a shared vocabulary, and a framework for practice that equip teachers to achieve dramatic results with their students.	Book study and staff presenter	All teachers	August 2023, February 2024
Trauma Informed Care	Training teachers and staff in trauma informed care will help understand how trauma affects people’s lives and how we are assist them while they are at our school.	Digital Presentation & Presenter	All faculty and staff	August 2023

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	Technology Night	9/21/23	Families will receive resources to access their FOCUS account to check their child’s progress.	School Culture	Yes, upon request	Take home materials provided at all events.
	Science Night	10/24/23	Families will be able to engage in academic conversations with students about relevant science standards. Parents will gain an understanding of the nature of science and will be able to support their students in at home learning.	Science Proficiency		
	Primary Literacy	11/28/23	Families will be able to support their children at home by gaining important information to support them academically and behaviorally.	ELA Proficiency/School Culture		
	Math Night	12/12/23	Families will be able to apply math concepts students are learning at school to situations at home.	Math Proficiency		
	Bedtime Story Night	1/25/23		ELA Proficiency		



Fairglen Elementary

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

			Families will be able to read to and with their student and apply grade level questioning to their student's reading at home.			
State Assessments & Achievement Levels	Annual Title I Meeting SAC Meeting	9/21/23	Families will gain knowledge about Title I requirements and parents' right 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	Yes, upon request	No
Technology, FOCUS/LaunchPad	Annual Title I Meeting SAC Meeting	9/21/23	Families will be able to assist their students at home and learn to access FOCUS to monitor student progress and to communicate with their teacher.	All areas addressed	Yes, upon request	Yes, Focus Account Information
Transition (VPK-K, MS, HS)	Kindergarten Orientation	Spring 2024	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	Yes, upon request	Yes
	Pre-Kindergarten Breakfast		Pre-kindergarten students will transition from eating breakfast with only their class to eating with all of the students.	School Culture		No
	Cocoa Jr'Sr High		6 th grade students attend a field trip to Cocoa Jr/Sr High School to tour the school and gain a better understanding of what will be expected of them as they enter middle school.	School Culture		Yes
Parent/Teacher Conferences	Conference Nights	2-4 times per year	Teachers will meet with parents one on one to discuss the progress of their students. Teacher's will work with the parent to develop a plan that will help their student succeed in and out of school.	All areas addressed	Yes, upon request	Yes, upon request
*College & Career						
*Graduation Requirements & Scholarships						

* Required for secondary schools



Fairglen Elementary

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

<p>How will workshops/events for families be evaluated to determine their effectiveness?</p>	<p>We ensure all stakeholders are made aware of all Title I documents by posting to our website and sending out via Focus. Hard copies can be obtained upon request.</p>
<p>How will the needs of families be assessed to plan future events?</p>	<p>Feedback from families is read and analyzed regularly and considered when planning the next event.</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>Some barriers we face for families to attend events are communication, time of event, and technology. Communication can be a potential barrier. In the past we have received feedback that families prefer flyers and notes sent home in students backpack but recently surveys reflect that families prefer an electronic form of communication such as a text/email. Time of day for our events is also another possible barrier. Most families prefer evening time frame. 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 is a potential barrier for our families. Many events and meetings are held via Zoom, however recordings of our meetings are posted to our website.</p>
<p>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</p>	<p>Families can request a one-on-one meeting with a Title I teacher if they are unable to attend the meeting. Meetings/events are also recorded and posted to our website for families to view.</p>
<p>How do families who are unable to attend building capacity events receive information from the meetings?</p>	<p>Information about the event can be sent home with students in their backpacks. Families can also access the information by viewing a recording of the event on our website.</p>
<p>What strategies were used to increase family and community engagement in decision-making?</p>	<p>Families were sent surveys seeking input on various areas of school operations. All families and community members are invited to participate in monthly SAC meetings. Notifications are sent out via Focus, our school website and school newsletter.</p>