Imperial Estates

2025–2026 Parent and Family Engagement Plan (PFEP) Summary

📍 900 Imperial Estates 📞 321-267-1773 🌐 Imperial Estates Elementary 👤 Family Engagement Contact: Kim Thornton—Title I Elementary Specialist

🔷 What is Title I?

Title I is a federally funded program that supports schools with high percentages of families receiving assistance. The program helps schools offer enriched academic services. Every student at Imperial Estates is eligible for Title I services. Our Title I plan aligns with our School Improvement Plan (SIP), and families are involved in the planning process through the School Advisory Committee (SAC).

📢 Parent Notifications

Right to Know: Parents may request information about the professional qualifications of their child's teachers or assistants. (May be requested in the front office.)
Non-Certified Teacher Notice: If a teacher who does not meet state certification requirements teaches your child for four consecutive weeks, you will be notified by newsletter sent via FOCUS and posted to web.
Complaint Procedure: Parents can submit concerns regarding school or district Title I plans. These comments will be forwarded to the district and included with the official plan.

Brevard Public Schools

Imperial Estates Elementary

2025-2026 Title I Parent and Family Engagement Plan (PFEP)

🤝 Involving Parents

- We gather family input through:
  - Surveys are passed out at all family engagement events. Also, the Title I survey at the end of the year.
  - Needs assessment meetings June 16 & 17
- • SAC meetings 9/15, 10/20, 11/17, 1/26, 2/23, 3/30, 4/27

Plans (PFEP, SIP) are reviewed with family input. Accountability data and school grade info guide our planning.

🏫 Title I Annual Meeting

Meeting Information: Sept 8, 10 and 11th
Held annually to share:
• FAST and EOC assessment data
• Curriculum overviews
• Title I program details
This information is shared on our school website.

💡 Supporting Partnerships

- We offer many opportunities for families to get involved:
- Curriculum/Academic Nights- Family Reading Night Nov.4, 2025, Math night 11/12
- Cultural Fairs & Science Nights- TBD
- Open House & Parent-Teacher Conferences- Open House: Sept 8, 10 and 11th
- Parent teacher conferences are done by teachers' schedule after each report card.
- PTO/PTA Events- 9/15, 10/20, 11/17, 1/26, 2/23, 3/30, 4/27
- Parent Resource Center located in front office in Title I notebook

- Volunteer Activities- PTO is our contact for volunteers.

We provide translators and interpreters. For non-attendees we post the events to the website for their viewing as needed to support family engagement. Microphone is used for hearing impaired.

🔗 Coordinating Programs

We collaborate with:
• Title I, II, III, IV, IX
• ESE & ESE VPK
• Brevard After School
• FDLRS & Community Organizations

🌎 Ensuring Full Participation

To support all families, we provide:
• Provide interpreters and translated documents
• Offer accessible meeting formats
• Reduce barriers for families with disabilities or financial hardship

👩‍🏫 Training Staff

Staff receive ongoing training on how to:
• Build strong family relationships
• Conduct effective conferences

- Communicate with all families
- Involve parents in academic support

Family Engagement Mission Statement

Building positive relationships. Imperial Estates strengthens academic success and develops compassionate community leaders.

Full plan available in the front office Title I Parent Notebook or at:

Home | Imperial Estates Elementary

Imperial Estates WILL:

1. **Involve families and community members in the planning, review, and improvement of their Title I school-wide plan.**

Title I Documents	Date of meeting to gather family/community input	List outreach strategies used to invite families and community to provide input. (examples: newsletter, FOCUS message, personal invite/phone call)	Describe the method in which family and community members were involved. (examples: in-person, virtually, survey)	What evidence do you have to document family/community participation? (examples: meeting minutes, survey results)
Comprehensive Needs Assessment (CNA)	06/16/2025	Focus, personal invite to SAC and community members	In-person meeting	Meeting minutes, idea boards generated by the meeting and sign in
School Improvement Plan (serves as the Title I school-wide plan)	6/17/2025 CNA data was used to create the SIP.	CNA parent meeting was used.	In-person meeting on CNA, SAC was given updated data and input on the draft SIP plan 9/15/2025	Meeting minutes, sign in, idea boards generated by meeting
Parent and Family Engagement Plan (PFEP)	6/16/2025 CNA data was used to create the SIP	CNA parent meeting was used.	In-person meeting using CNA, SAC gave suggestion for more Science events as family nights at the meeting on 9/15/25	Meeting minutes, idea boards generated by the meeting and sign in
School-Home Compact	6/17/2025 CNA data was used to create the SIP.	CNA parent meeting was used.	In-person meeting on CNA	Meeting minutes, sign in, idea boards generated by the meeting

Brevard Public Schools

Imperial Estates Elementary

2025-2026 Title I Parent and Family Engagement Plan (PFEP)

2. Hold an annual meeting for families to explain the Title I program and the rights of parents and families to be involved.

Tentative date & time(s) of meeting	September 8th, 10th and 11th @5-7 each evening	
How are families notified of the meeting? **(2 methods of notification, can't only be electronic)**	Families were notified by FOCUS, newsletters and Facebook.	
What information is provided at the meeting?	The Office of Title I provides each school with a video 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 will personalize a one-page handout describing 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 poster (in both English and Spanish) to display in the front office informing parents of their rights. Parents are also informed of their rights during the annual meeting. Schools are also required to have a "Parents Right To Know" letter in the Title I parent notebook kept in the front office.	
How will you get feedback from parents and families about the meeting?	Families were provided with paper exit tickets to complete.	
How do parents and families who are not able to attend receive information and provide feedback?	Families unable to attend may find the Annual Meeting video on our website.	
How many families should attend? **(at least 50% of your families)**	510	How many families attended? 126

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**	The district ESOL representative and the school based ESOL contact assist staff when working with ELL families. Our newsletter is sent through Focus and can be translated. Imagine app for ESOL/ELL learners which supports language acquisition.
McKinney-Vento/ Students in Transition Liaison ***District contact-Ivette Collado** **School Contact: (Debra Thomson 321-267-1773x45823)**	Ms. Thompson regularly monitors our SIT (Students in Transition). We only have 5 SIT. Students are provided with backpacks with school supplies SIT liaison will provide computers and hot spots for SIT students. Our school contact keeps communication with our SIT families.
FDLRS/ESE services	Our ESE families receive frequent updates on their child's progress and suggestions about ways to work with their students. Parents are also made aware that they may contact FDLRS for assistance at any time. FDLRS provides parent resources such as parenting videos. FDLRS provides training for families on various topics such as behavior management. Imperial has 2 teachers and 4 IAs funded through ESE services. Imperial has an EBD teacher for intermediate and TBA for primary teacher.

Preschool Programs (Head Start/VPK)	Our VE Preschool program is supported through district funds Parents are invited to all Title I events and encouraged to take part in their child's early education. Imperial has two ESE/Pre-K classes with 8 students in each.
School Advisory Counsil (SAC)	Parents are invited to all SAC meetings through the school newsletter, school's Facebook page, and Focus messages. Our SAC committee meets monthly to discuss school data, approve library books, monitoring school improvement goals and review Title I documents
Parent Teacher Organization (PTO)/Parent Teacher Association (PTA)	Imperial has a PTO that meets monthly before the SAC meeting.
Extra Programs at your school/Community Partners (examples: Eckerd Connects, counseling, etc.)	Dove club K-kids who support military families

4. Utilize strategies to ensure meaningful communication and accessibility.

Describe the methods that will be used to ensure meaningful, ongoing two-way communication between home, school, and community and how it will be monitored.	Brevard Public Schools uses FOCUS as the main communication tool between home and school. It is very important parent accounts are active and regularly checked. Parents are encouraged to have the FOCUS app on an electronic device. If parents need help registering or learning how to use FOCUS the school will provide support. Parent family events will be sent home as paper invites as well as digital.
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 not state certified in the subject area they are assigned. Schools also post this information on their websites and in their parent newsletter. 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, achievement levels and progress monitoring and assessments information was given at Open House on 9/8, 9/8, 9/10, 9/11. Teachers provide information during conferences and newsletters
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
How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Families with disabilities are invited to all events. If they are unable to attend all things presented that are recorded parent training courses placed on the website Material sent home with students.
Describe the opportunities families have to participate in their child's education.	Attend parent trainings throughout year Attend parent teacher conference Be a Volunteer

Brevard Public Schools

Imperial Estates Elementary

2025-2026 Title I Parent and Family Engagement Plan (PFEP)

Describe how your school shares the PFEP, SIP, CNA and other Title I documents with community members.	Documents Presented at SAC with community members present Documents emailed to SAC members as well.

5. **Educate and build the capacity of school staff (administration, teachers, instructional assistants, custodial, front office, etc.) using research-based strategies, 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.**

Title of Presentation/Topic	Materials To Be Used	Format for Implementation: workshop, book study, presenter, etc.	Presenter	Tentative Date/Time
Patricia's Pointers	Emails about topics important to teachers, communication tips to use with families.	emails	Patricia	monthly
AI generated talking points	AI presentation presented by Title I contact	Emails, presentations		

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, afternoon, evening, weekend, or virtually).**
   - **Provide information to families in a timely manner and in an easy to understand format.**
   - **The pre-populated topics are required for ALL schools; schools may add additional topics, as needed, based on family feedback collected.**

Building Capacity of Families to Support Learning at Home						
Topic	**Title**	**Tentative Date/Time**	**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 Review/demonstrate materials that are used, textbooks, manipulatives, online platforms, etc.	New Worlds Literacy Night	11/4/2025 @5-7pm	New World presentation by UF Lastinger Center New World presentation by UF Lastinger Center New World presentation by UF Lastinger Center Presentation on helping students read and sign up for monthly books delivered to home	Improve reading and math scores K-6	yes	yes

Brevard Public Schools

Imperial Estates Elementary

2025-2026 Title I Parent and Family Engagement Plan (PFEP)

State Assessments & Achievement Levels FAST, STAR, EOC, Science, etc.	Math Night		Math Coach Jane Engel will present Math games and strategies. Parents will take math items home to reinforce math skills	Improve reading and math scores K-6	yes	yes
Technology, FOCUS/Launchpad cover FOCUS in depth, demonstrate how to navigate, check grades, get messages, etc.	Parent Family Engagement night for FOCUS training SEDNET Behavior training	10/21/2024 1/27/2025	Families will get an in-depth look at FOCUS, how to log in, how to access grades, FAST or FAST STAR reports, and how to establish two-way communication between home and school. Families learned how the brain works and how that impacts behavior.	SIP Goal #1 Percent of students reading at proficiency We will reduce referrals and behaviors interrupting class instruction.	As needed	FOCUS hand outs SEDNET handouts
Transition (VPK-K, MS, HS)	Kindergarten Round-up	Spring 2026	Kindergarten teachers presenting ways to be prepared for Kindergarten and what to expect	Improve reading and math scores K-6	yes	yes
Parent/ Teacher Conferences	Every 9 weeks	4 times a year	Teachers meeting with parents to strengthen academics	Improve reading and math scores K-6	yes	yes
***College & Career**	NA					
***Graduation Requirements & Scholarships**	NA					

*** Required for secondary schools**

How will workshops/events for families be evaluated to determine their effectiveness?	Surveys will be given at the end of each event to determine if this was successful and needs to be repeated.
How will the needs of families be assessed to plan future events?	We will use event surveys, district parent surveys and school surveys to determine future events. Parents expressed interest in more Science centers for the Orlando Science Night.
What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc.)	We try to offer multiple nights for different grade levels to give parents multiple opportunities to attend our Title I events. We also offer time meet with parents outside of these events and go over the information presented if requested.

Imperial Estates Elementary

2025-2026 Title I Parent and Family Engagement Plan (PFEP)

How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	We try to offer multiple nights for different grade levels to give parents multiple opportunities to attend our Title I events. We also offer time to meet with parents outside of these events and go over the information presented if requested.
How do families who are unable to attend building capacity events receive information from the meetings?	All information presented to uploaded to our school website for parents to view, I also provide parents with an email copy or printed copy if requested.
What strategies are used to increase family attendance? How do you target the families of your lowest students/subgroups?	Surveys were sent out to all families and all families were invited to SAC meetings, and families and community members were invited to an event over the summer so that they could give feedback.