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, Rebecca Bach at (321) 952-5990 or at bach.rebecca@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 Rebecca Bach at (321) 952-5990 or at bach.rebecca@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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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**.

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| **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)** | Monthly - SAC and PTO meetings.  Annual Title 1 meeting, August 24, 2023  Title 1 Parent and family involvement nights – Content Curriculum Nights TBD. Summer Kick-Off, May 2024. CNA Team May & June 2024 | School Newsletters, classroom teacher newsletters, classroom teachers Focus webpage, FOCUS Communication (email, text and voice) and Jupiter’s Facebook page. | Present to parents/families during our Annual Title 1 meeting in regards to School wide plan/framework. Parents will be able to ask questions and complete a feedback/input form. Have a Comprehensive Needs Assessment (CNA) team meet and provide input. The SIP will be shared at our SAC meetings. Parents/families will be notified through our school newsletter, blackboard connects and school Facebook page that they can request copies of our SIP and where it can be located if they want to review it. The SIP will be uploaded to our school webpage under the Title 1 section. | We will gather a feedback from parents/families by using an input form at meetings. Title 1 personnel will be present at our SAC meetings – agendas, minutes and sign-in sheets will be provided to the Title 1 contact. Title 1 Contact or teacher will be present at the school wide Title 1 events to obtain feedback. |
| **Parent and Family Engagement Plan (PFEP)** | Monthly - SAC and PTO meetings.  Annual Title 1 meeting, August 24, 2023  Title 1 Parent and family involvement nights – Content Curriculum Nights TBD. Summer Kick-Off, May 2024. CNA Team May and June 2024 | School Newsletters, classroom teacher newsletters, classroom teachers Focus webpage, FOCUS Communication (email, text and voice) and Jupiter’s Facebook page. | Present to parents/families during our Annual Title 1 meeting in regards to Parent and Family Engagement Plan (PFEP). Parents will be able to ask questions and complete a feedback/input form. Have a Comprehensive Needs Assessment (CNA) team meet and provide input. The PFEP will be shared at our SAC meetings. Parents/families will be notified through our school newsletter, FOCUS and school Facebook page that they can request copies of our PFEP and where it can be located if they want to review it. | We will gather a feedback from parents/families by using an input form at meetings. Title 1 personnel will be present at our SAC meetings – agendas, minutes and sign-in sheets will be provided to the Title 1 contact. Title 1 Contact or teacher will be present at the school wide Title 1 events to obtain feedback. |
| **School-Home Compact** | Monthly - SAC and PTO meetings.  Annual Title 1 meeting, August 24, 2023.  Title 1 Parent and family involvement nights – Content Curriculum Nights TBD. Summer Kick-Off, May 2024. CNA Team May & June 2024 | School Newsletters, classroom teacher newsletters, classroom teachers Focus webpage, FOCUS Communication (email, text and voice) and Jupiter’s Facebook page. | Present to parents/families during our Annual Title 1 meeting in regards to the School-Home Compact. Parents will be able to ask questions and complete a feedback/input form. Have a Comprehensive Needs Assessment (CNA) team meet and provide input. The PFEP will be shared at our SAC meetings. Parents/families will be notified through our school newsletter, FOCUS and school Facebook page that they can request copies of the Compact Form and where it can be located if they want to review it. The Compact Form will be uploaded to our school webpage under the Title 1 section. | We will gather a feedback from parents/families by using an input form at meetings. Title 1 personnel will be present at our SAC meetings – agendas, minutes and sign-in sheets will be provided to the Title 1 contact. Title 1 Contact or teacher will be present at the school wide Title 1 events to obtain feedback. |
| **Title I Budget** | BOY and EOY SAC meetings.  Annual Title 1 meeting, August 24, 2023  Title 1 EOY Parent meeting, May 2024. | School Newsletters, classroom teacher newsletters, classroom teachers Focus webpage, FOCUS communication (email, text and voice) and Jupiter’s Facebook page. | The Title 1 budget and framework will be shared at our Annual Title 1 meeting and through our SAC meetings. A PDF conversion of a PowerPoint presentation of the budget and framework will be uploaded to our school webpage under the Title 1 section. | Parent and Family feedback/input forms. |
| **Parent & Family Engagement Funds** | BOY and EOY SAC meetings  Annual Title 1 meeting, August 24, 2023. Title 1 EOY Parent meeting, May 2024. | School Newsletters, classroom teacher newsletters, classroom teachers Focus webpage, FOCUS communication (email, text and voice) and Jupiter’s Facebook page. | The Title 1 budget and framework will be shared at our Annual Title 1 meeting and through our SAC meetings. A PDF conversion of a PowerPoint presentation of the budget and framework will be uploaded to our school webpage under the Title 1 section. | Parent and Family feedback/input forms. |

***\*All Title I schools are required to hold at least one face-to- face conference in which the compact is discussed with families.***

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

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| **Tentative date & time(s) of meeting** | August 24, 2023 (in-person) |
| **How are families notified of the meeting?** | Parents and families are notified through a school wide flyer, individual classroom teacher newsletters, school newsletter, school webpage, marquee, FOCUS communication (email, text, and voice.) Students will write the date in their school planners. |
| **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 Title 1 Meeting is scheduled for the same night as Open House. Many parents attend Open House to meet the teacher and receive important school information, by adding the Title 1 Annual Meeting the same night the number of parents who attend the should increase. The Power Point presentation will also be voiced over and placed on the Jupiter website for parents who could not attend in person. |
| **How will you get feedback from parents and families about the meeting?** | Parents will have the opportunity to provide feedback by completing an input form at the end of the meeting. Our Title 1 personnel will also be available after the meeting to answer any questions parents/families might have. We will have our feedback/input forms available in Spanish for our non-English speakers. If in person feedback/input forms will be provided via a hard copy, if virtual, feedback forms will be provided through Survey Monkey. |
| **How do parents and families who are not able to attend receive information from the meeting?** | Parents who were unable to attend the in person meeting, will be notified that the Title 1 PowerPoint of our Annual Title 1 meeting has been recorded and is available on our school website under the Title 1 section. It is also available in our Title 1 parent binder, which is located in the front office. We will also communicate that any parent or family member can schedule a meeting with our Title 1 Coordinator to go over all information presented at the meeting. |

1. **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.**

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| **Title III-ESOL**  **\*District coordinator-Anne Skinner** | Our ESOL contact works directly with the district ESOL staff to meet the needs of our ELL students. Our ESOL teacher translates documents and translates at meetings when available/needed. |
| **Title IX-Homeless**  **\*District contact-Ivette Collado** | Jupiter families identified as homeless and/or families in transition will be referred to guidance for services such as the Children's Hunger Project, Jupiter Family First Program, Homeless Liaison at the Brevard Schools district office, and are provided a list of community resources. For those families who are unable to attend our parent/family involvement curriculum nights due to transportation and displacement Jupiter will send home with those students the materials and resources that were given to families at the parent – family curriculum night. |
| **FDLRS/ESE services** | 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, such as the annual Parenting In Today's World Conference now called “Parent University”, which we encourage our parents to attend. Joint professional development opportunities are provided for staff and training opportunities are offered to parents/families by the Office of Exceptional Educational Education, Title I, and FDLRS. |
| **Preschool Programs (Head Start/VPK)** | Jupiter offers and fills three Head Start classrooms. The Head Start parents are invited to attend several Head Start meeting each year. Head Start teachers meet with all parents. Head Start students are also invited to attend all of our family engagement events. |
| **SAC** | Jupiter will continue to encourage parents and families to attend District Parent Leadership meetings (once a month during the day), School Advisory Committee meetings (once a month afterschool). Theses invites are done through the school newsletter, parent/teacher conferences, parent/family meetings, school social media sites, Pride Awards and any other opportunity we have when parents are on campus. |
| **PTO/PTA** | Jupiter will continue to encourage parents and families to attend Parent Teacher Organization (PTO) meetings (once a month after school). Theses invites are done through the school newsletter, parent/teacher conferences, parent/family meetings, Pride Awards and any other opportunity we have when parents are on campus |
| **Community Agencies/Business Partners** | Jupiter is in partnership with many businesses within our community. We have three vested local churches that have collaborated with Jupiter to help us meet our academic goals. Community/business partners are will be invited to attend our parent and family nights, as well as, any afterschool functions that take place such as father/daughter dance, mother/son dance, spring carnival and the school talent show. |

1. **Utilize strategies to ensure meaningful communication and accessibility.**

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| **Describe the methods that will be used to ensure meaningful, ongoing communication between home, school and community.** | The Title I Annual Meeting is held at the beginning of the school year to inform parents of our Title I programs, State Assessment results, DOE website, personnel, Title 1 resources, school based Parent Resource Center, and curriculum. Documentation of the Title I Annual Meeting is recorded on sign in sheets, is recorded and uploaded to the school webpage. Documentation of all required Title I paperwork and how it is given to each family is recorded on the Title I Annual Meeting, August 24, 2023 agenda and sign in sheet. The Title I Jupiter School-Home Compact for Learning, is reviewed and given to parents during Parent/teacher Conference Nights on, October 19, 2023, January 18, 2024, and throughout the year. Title I information and resources are disseminated through the school newsletter, Jupiter Facebook page and school web-page throughout the school year. Students entering Jupiter after the initial distribution date, parents/families will receive a welcome packet with required district and Title 1 documentation, and is logged on the Title 1 Documentation Distribution form by the front office clerk. |
| **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.** | Teachers explain the curriculum within their perspective grade level, the forms of assessment used within that grade level and the achievement levels students are expected to obtain through Open House, parent/teacher conferences and classroom newsletters. i-Ready assessment levels are also explained through parent/teacher conference nights or meetings. During the Annual Title 1 Meeting, the Title 1 Contact shares school wide state assessment data, the curriculum their child will use during the school year and how to locate what their child is expected to learn on CPalms. Letters will be sent home to families after their child takes the State’s Progress Monitoring 1, PM2, and PM3, these results will also be discussed during parent/teacher conferences. |
| **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 Haitian Creole. A Translator is available for questions upon request. Translation devices are utilized during meetings and school wide presentations upon request. |
| **How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?** | Continued parent communication through phone calls, mailing invites, school newsletters, classroom newsletters, FOCUS, Jupiter’s Facebook Page, Jupiter PTO Facebook Page, calendars, letters, websites, Parent Information Board, and Marquee. Meetings are also held virtually or by phone. |
| **Describe the opportunities families have to participate in their child’s education.** | Parents/families will be informed of their child's progress and will be better equipped to assist their child's academic needs through parent/teacher conference nights, as well as those conferences held outside of the regularly scheduled conference nights. Teachers will also provide instructions to parents and families on how to access their students FOCUS account so they can monitor their students’ progress on a regular basis, as well as; communicate through the student planner. Parents will also be encouraged to attend our Title 1 curriculum nights where they will be provided strategies and materials to help support their child. |
| **Describe how your school shares the PFEP, SIP, CNA and other Title I documents with community members.** | The school will ensure that the PFEP, SWP, CNA and other Title 1 documents are shared with community stakeholders through our School Advisory Council, Parent Teacher Organization, posting on our school webpage and Jupiter’s Facebook page. These documents are available to view on our school webpage and a hardcopy can be requested. |

1. **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.**

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| **Topic/Title** | **How does this help staff build school/family relationships?** | **Format for Implementation: workshop, book study, presenter, etc.** | **Who is the audience?** | **Tentative Date/Time** |
| Poverty Simulation | This workshop will help the staff at Jupiter Elementary understand what many of our students face at home daily. | Workshop-After school training | All teachers and staff | January 2024 |
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1. **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** | Math Family Engagement Night | 11/16/23  5:30-7:00pm | Families will receive math activity packets to do during math night with their child(ren). Families will also receive math play and take activities to do at home with their child(ren). | Instructional Practice specifically relating small group instruction. | Upon Request | YES |
| **Curriculum Areas** | ELA Book Spooktacular | 10/26/23  5:30-7:30 | Provide a set of books with different genres for each student to have access at home to read or to be read to. Parents and families will also learn strategies on how to read with their child at home and how to get their child to read at home. | Instructional Practice specifically relating to small group instruction. | Upon Request | YES |
| **Curriculum Areas** | Dr. Seuss Night | 3/7/24  5:30-7:30 | Parents, families and students will celebrate Dr. Seuss and the importance of Literacy. | Instructional Practice specifically relating to small group instruction. | Upon Request | YES |
| **Curriculum Areas** | Family Summer Kick-Off | 5/16/24  5:30-7:30 | Parents and students will receive resources and academic materials in order to avoid the summer academic slide. | Instructional Practice specifically relating Science and small group instruction. | Upon Request | YES |
| **State Assessments & Achievement Levels** | Annual Title 1 Meeting | 8/24/23  5:00-5:30 | Inform parents of school wide FSA data, to include an overview of what their child will be assessed on by the state this school year 2022-2023. | Instructional Practice specifically relating to Science and small group instruction. | Upon Request | NO |
| **Technology, FOCUS/LaunchPad** | Open House | 8/24/23  5:30-7:30 | Provide parents with student log-in to FOCUS and explain how their child logs on at home through Launchpad to access their on-line curriculum. | Instructional Practice specifically relating to Collaborative Planning and small group instruction. | Upon Request | NO |
| **Transition (VPK-K, MS, HS)** | Kindergarten Orientation  Middle School’s visit to provide an orientation for students. Parents/families are invited to attend Middle school informational nights. | April 2024 | To provide parents/families, “What Your Child is Expected to Learn” and an overall glance in the life of a Kindergartener.  To provide parents/families the expectations of middle school and preparing students for the transition from elementary to Middle School. | Instructional Practice specifically relating to Collaborative Planning, Science and small group instruction. | Upon Request | YES |
| **Parent/**  **Teacher Conferences** | Parent/teacher conference night | 10/19/23  5:30-7:30  1/18/24  5:30-7:30  \* **On-going throughout the school year** | To collaborate with parent/families and inform them of their child's progress, to include providing resources and strategies to work at home with their child. Through parent/teacher conference nights, as well as those conferences held outside of the regularly scheduled conference nights parents will be better equipped to assist their child's academic needs. Teachers will also provide instructions to parents and families on how to access their students FOCUS account so they can monitor their students’ progress on a regular basis. Teachers will also review the school’s, School – Family Compact for Learning form. | Instructional Practice specifically relating to Collaborative Planning, Science and small group instruction. | Upon Request | YES |
| **\*College & Career** |  |  |  |  |  |  |
| **\*Graduation Requirements & Scholarships** |  |  |  |  |  |  |

**\* Required for secondary schools**

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| **How will workshops/events for families be evaluated to determine their effectiveness?** | At each parent and family workshop and/or event, parents and families will be given feedback forms to provide input into the event. They will be asked to provide highlights of the event and suggestions on how to improve. |
| **How will the needs of families be assessed to plan future events?** | Review feedback forms, and parent surveys to analyze and desegregate the data to determine which programs best met the needs of our students. Review if the times and the days of week worked best for our parents and families. |
| **What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)** | Based on the previous school year surveys and feedback forms, one of our main barriers that exist is our parents and families work schedules. This particular barrier (work hours) has been an ongoing barrier for Jupiter. However, Jupiter will continue to arrange school meetings at varied times and locations based on the parent/family schedules. Parent/teacher conferences will be scheduled at various times, by phone, or virtually with parents who are unable to attend conferences at school. Parent and family involvement curriculum nights will be scheduled only once per month as parents and families expressed that having multiple family engagement nights within one month hinders them from being able to attend them all. |
| **How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)** | Parent/teacher conferences are offered throughout the school year with flexible dates and times for parent and families to attend. The schools Title 1 Annual Night presentation is presented in person and is also recorded and uploaded to the school webpage for parents who can’t attend so they will be able to review. Kindergarten orientation is offered once in the morning and once in the evening. A recorded presentation is uploaded to the school webpage for parents who can’t attend so they will be able to review the presentation if unable to attend. |
| **How do families who are unable to attend building capacity events receive information from the meetings?** | Parents and families will receive information from our parent and family events through school fliers, newsletters, FOCUS text and email, teacher FOCUS webpage and individual parent/teacher conferences. Parents and families that are unable to attend can request the information and/or resources provided at the events/workshops/meetings by asking their child’s teacher and/or by contacting the Title 1 Coordinator. |
| **What strategies were used to increase family and community engagement in decision-making?** | Jupiter consistently reached out to our stakeholders to attend either our School Advisory Council meetings or our Parent Teacher Organization meetings. A Title 1 Parent and Family Survey was uploaded to the school webpage for parents and families to provide their feedback and input into our CNA, SIP, PFEP and Compact form. A Comprehensive Needs Assessment Team was created in order for parents/families, and community members to be a part of. The team met three times in the month of June. Parents and families provided input and feedback during our Annual Summer Kick off and parent and family engagement nights. We also asked them to provide days and times that would be better for them to attend our parent and family engagement events. |