Brevard Public Schools

Jupiter Elementary
2026-2027 Title I Parent and Family Engagement Plan (PFEP)

What is Title I?

Jupiter Elementary has been identified as a Title I school. Title I is a federal grant that gives additional resources to schools with economically disadvantaged students. These resources provide extra teachers, professional development for school staff, extra time for teaching (before/after school tutoring), parent trainings, and other activities designed to raise student achievement All Title I schools must jointly develop with parents and family members a written parent and family engagement plan (PFEP).

All families and community members were invited and encouraged to provide input and suggestions on developing this plan. Input was given during in-person or virtual meetings and by way of surveys. 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 Program Facilitator Rebecca Bach at (321) 952-5990 or at bach.rebecca@brevardschools.org

School's vision for engaging families: Jupiter Elementary is committed to providing every opportunity to engage and involve families in the decision-making process. We will also engage and involve families in the education of their children.

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 have **on-going**, two-way communication.
- ☐ 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.
- ☐ Provide information in a format and language parents can understand and offer information in other languages as feasible.

Principal: _____ Date: 9/24/26

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Jupiter Elementary 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)	Title 1 Annual Meeting August 26, 2026 Title 1 Family Involvement Nights: Literacy Read and Treat 10/29/26, Math Curriculum Night 11/24/26; Literacy Read and Treat 10/29/26; Science Night 2/25/26; CNA Team June 18, 2026	School Newsletters, classroom teacher newsletters, classroom teachers Focus webpage, FOCUS Communication (email, text and voice) fliers and Jupiter's Facebook page	Present to parents/families during our Annual Title 1 meeting in regards to School wide plan. Parents will be able to ask questions and complete a feedback/input form. Have a Comprehensive Needs Assessment (CNA) team meet and provide input.	We will collect feedback from parents/families by using an input form at meetings and events. 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 Improvement Plan (serves as the Title I school-wide plan)	Title 1 Annual Meeting August 26, 2026 Title 1 Family Involvement Nights: Literacy Read and Treat 10/29/26, Math Curriculum Night 11/24/26; Literacy Read and Treat 10/29/26; Science Night 2/25/26; CNA Team June 18, 2026	School Newsletters, classroom teacher newsletters, classroom teachers Focus webpage, FOCUS Communication (email, text and voice) fliers and Jupiter's Facebook page	Present to parents/families during our Annual Title 1 meeting in regards to School wide plan. 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, FOCUS 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 collect feedback from parents/families by using an input form at meetings and events. 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)	Title 1 Annual Meeting August 26, 2026 Title 1 Family Involvement Nights:	School Newsletters, classroom teacher newsletters, classroom teachers Focus webpage, FOCUS Communication (email, text and	Present to parents/families during our Annual Title 1 meeting in regards to School wide plan. Parents will be able to ask questions and complete a feedback/input form. Have a Comprehensive Needs	We will collect feedback from parents/families by using an input form at meetings and events. Title 1

	Literacy Read and Treat 10/29/26, Math Curriculum Night 11/24/26; Literacy Read and Treat 10/29/26; Science Night 2/25/26; CNA Team June 18, 2026	voice) fliers and Jupiter's Facebook page	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, FOCUS 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.	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	Title 1 Annual Meeting August 26, 2026 Title 1 Family Involvement Nights: Literacy Read and Treat 10/29/26, Math Curriculum Night 11/24/26; Literacy Read and Treat 10/29/26; Science Night 2/25/26; CNA Team June 18, 2026 Parent Conference Nights 11/22; 1/21	School Newsletters, classroom teacher newsletters, classroom teachers Focus webpage, FOCUS Communication (email, text and voice) fliers and Jupiter's Facebook page	Present to parents/families during our Annual Title 1 meeting in regards to School wide plan. 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, FOCUS 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 collect feedback from parents/families by using an input form at meetings and events. 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

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 26, 2026 (in-person)
How are families notified of the meeting? **(2 methods of notification, can't only be electronic)**	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.)
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 will personalize the Power Point by 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.

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How are parents and families informed of their rights?	Brevard Public Schools Office of Title I provides all Title I schools with a front office display 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. The district Title I office monitors and keeps documentation of this on file.	
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 and provide feedback?	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 Contact to go over all information presented at the meeting.	
How many families should attend? **(at least 50% of your families)**	296 = 50%	How many families actually attended? 8

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-Julie Kostka**	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.
McKinney-Vento/ Students in Transition Liaison ***District contact-Ivette Collado** **School Contact: Michelle McKay**	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. 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 meetings each year. Head Start teachers meet with all parents. Head Start students are also invited to attend all our family engagement events.

School Advisory Counsil (SAC)	Jupiter will continue to encourage parents and families to attend District Parent Leadership meetings (once a month during the day), School Advisory Council 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.
Parent Teacher Organization (PTO)/Parent Teacher Association (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
Extra Programs at your school/Community Partners (examples: Eckerd Connects, counseling, etc.)	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.

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. To communicate with families, we also send monthly newsletter digitally using SMORES. Also flyers are sent home with students, information is posted on the school website, and our school's Facebook Page. Students take their school planners home daily as well.
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. Schools also post this information on their school website and in their school 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.	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.

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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 informed when their student is substantially deficient and will be sent a letter with parent resources. 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, SIP, 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.

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.**

Research Based Strategy	Materials To Be Used	Format for Implementation: workshop, book study, presenter, etc.	Presenter	Tentative Date/Time
Building Trusting Relationships	PowerPoint Presentation; Journal Article	Faculty Meeting (Presentation)	Kwaneisha Guilford	11/05/26 2:55-3:30

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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, 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	Math Family Engagement Night	11/12/2026 5:30pm-7:30pm	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.	Spanish and Haitian Creole upon request	Yes
Curriculum	ELA Read and Treat	10/29/2026 5:30pm-7:30pm	Provide a set of books with different genres for each student to have access to 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 small group instruction.	Spanish and Haitian Creole upon request	Yes
Curriculum	ELA Bedtime Story Night	1/28/2027 5:30-7:30	Families will participate in literacy activities and will be provided take home packets to use to at home to strengthen reading skills.	Instructional Practice specifically relating small group instruction.	Spanish and Haitian Creole upon request	Yes
Curriculum	Science Night	2/25/2027 5:30-7:30	Families will participate in hands-on science activities that correlate to standards being taught in the classroom. Families will receive activities that they can do at home to strengthen students' science vocabulary.	Instructional practices relating to science vocabulary	Spanish and Haitian Creole upon request	Yes
State Assessments & Achievement Levels	Annual Title 1 Meeting	8/26/2026 5:00pm-5:30pm	Inform parents of school wide FSA data, to include an overview of what their child will be	Instructional Practice specifically relating to small group	Spanish and Haitian Creole upon request	No

			assessed on by the state this school year 2024-2025.	instruction, science practices and PBIS.		
Technology, FOCUS/Launchpad	Annual Title 1 meeting/Open House	8/26/26 5:00-7:30	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 small group instruction, science practices and PBIS.	Spanish and Haitian Creole 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 2027 5:30-7:30	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 small group instruction, science practices and PBIS.	Spanish and Haitian Creole upon request	Yes
Parent/ Teacher Conferences	Parent/Teacher Conference Night	10/22/26 5:30-7:30 1/21/27 5:30-7:30	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 small group instruction, science practices and PBIS.	Spanish and Haitian Creole upon request	Yes
***College & Career**						
***Graduation Requirements**						

*** 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?	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.
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 are used to increase family attendance? How do you target the families of your lowest students/subgroups?	Jupiter consistently reaches 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 five times in the month of June. Parents and families provided input and feedback during 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.