



Lockmar 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 Alicia Gillaspie @ gillaspie.alicia@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 Alicia Gillaspie @ gillaspie.alicia@brevardschools.org.

School's vision for engaging families: Lockmar Elementary School's mission is to create a positive learning culture that encourages parent and family commitment and encourages student achievement. Our Leadership Team, School Advisory Council, and staff share the obligation of developing and initiating the Comprehensive Needs Assessment, Parent and Family Engagement Plan, School Improvement Plan, and Parent Compact. Each of these measures safeguard Lockmar Elementary School has a clear vision and plan in arranging high quality instruction to all learners.

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.



Lockmar Elementary

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

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.**

| 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) | 8/28/23 | Flyers, Facebook, email, newsletter | They were given a copy to look at and they provided feedback and what they liked and what they thought needed to be changed and or enhanced. | Sign-in sheets |
| Parent and Family Engagement Plan (PFEP) | 9/25/23 | Flyers, Facebook, email, newsletter | They were given a questionnaire and provided feedback for us to use. | Questionaries |
| School-Home Compact | 9/21/23 | Flyers, Facebook, email, newsletter | They were given a copy to look at and they provided feedback and what they liked and what they thought needed to be changed and or enhanced. | Compact forms back |
| Title I Budget | 8/28/23 | Flyers, Facebook, email, newsletter | They were told the amount and what we were planning on spending the money on and were asked for feedback. | Sign-in sheets |
| Parent & Family Engagement Funds | 9/21/23 | Flyers, Facebook, email, newsletter | They were told the amount and what we were planning on spending the money on and were asked for feedback. | Sign-in sheets |

**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 at 5:00 PM |
|-------------------------------------|--------------------|



Lockmar Elementary

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

| | |
|---|---|
| How are families notified of the meeting? | We sent home flyers, placed in newsletter. |
| 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? | We held it before Open House night so that way parents would already be attending to see their student's classroom's. |
| How will you get feedback from parents and families about the meeting? | We had an exit survey for the families to fill out. |
| How do parents and families who are not able to attend receive information from the meeting? | We put a message on Facebook stating that if they would like to see the presentation to let the office know and we would get them a copy. |

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 resource teacher for Title One Family Involvement works collaboratively with Lockmar's ELL teacher to address the needs of ELL learners and families. We collaborate with the district for gifted screening materials. We plan and implement appropriate programs, services, and training opportunities for school staff and families, including translating information into the family's primary language as much as possible. |
| Students in Transition *District Contact-Ivette Collado | Lockmar educators and staff members work collaboratively with the Office of Title One and the district Students in Transition Liaison to meet the varying needs of our students and families in transition. Students identified as transition are eligible for support outside of their regular classroom hours through tutoring services paid for by the District Title One funds, should there be a need for those supports. We also work closely with transportation through the district to ensure that transportation is provided for students in transition. Weekend meal bags are also provided for students in transition. We also provide school supplies for these students so that can have a successful school year. Lockmar also has a social worker available to speak with the students on social emotional concerns if needed three days out of the week. |
| FDLRS/ESE Services | Lockmar has developed a flow chart to help staff figure out which person they need to contact to request meetings with. We also have an ESE specialist that is on campus two days a week for meetings and every other Friday. We also have an ESE contact person that helps with |



Lockmar Elementary

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

| | |
|--|--|
| | <p>coordinating meetings and making sure that the school is following due dates. Being able to offer virtual meetings has helped increase our parent involvement for all IEP, 504, EP, and ELL meetings. We collaborate with FDLRS for training for ESE credits and endorsements.</p> |
| <p>Preschool Programs (Head Start/VPK)</p> | <p>Lockmar has two VPK classes (EELP and VPK). Parents from both programs are invited to attend all parent workshops, family night events, curriculum night events, Kindergarten readiness night, and parent meetings through newsletters and other medias.</p> |
| <p>SAC</p> | <p>Lockmar invites all parents to become members of our SAC committee. We encourage parents to partner with us to help provide a positive and supportive learning experience to every student. Parents are invited to become members of our SAC through our newsletter, Facebook posting, website, and flyers. Parents as SAC members assist in helping develop, revise, and review our School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and the School-Parent-Student Compact. They also help develop future programs by providing feedback on programs that we currently have had.</p> |
| <p>PTO/PTA</p> | <p>We are currently building our PTO currently.</p> |

4. Utilize strategies to ensure meaningful communication and accessibility.

| | |
|---|--|
| <p>Describe the methods that will be used to ensure meaningful, ongoing communication between home, school and community.</p> | <p>Facebook, emails, newsletters, website.</p> |
| <p>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.</p> | <p>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.</p> |
| <p>Explain how families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</p> | <p>Each student in grades PreK-6 has been sent home expectations of what they expected to learn this year. After every i-Ready and FAST assessment results are sent home for the parents to see how well their student has done along with explanations as to where their student is currently at and where they need to be.</p> |
| <p>Describe how your school provides information to families in their native language.</p> | <p>Based on our Home Language Report, we provide information to families in the following languages: Spanish</p> |
| <p>How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</p> | <p>We make sure that every family's needs are met so that can attend meetings, events, and workshops. We make sure that materials ready so that we can accommodate students with disabilities for them to participate.</p> |
| <p>Describe the opportunities families have to participate in their child's education.</p> | <p>Families will be invited to learn about the importance of building a love for reading, math, and science through Title one events such as Literacy night, STEM night, and some other nights that we are still planning in person this year. Parents will be provided strategies on how to engage their student in the text by having conversations about what the text is</p> |



Lockmar Elementary

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

| | |
|--|--|
| | about and retelling the text back to them in their own words. Through parent conferences, parents learn how they can help support their student while partnering with the school. |
| Describe how your school shares the PFEP, SIP, CNA and other Title I documents with <u>community members</u>. | These documents are available in the front office in a binder, on the school website, translated for our families in Spanish, and reminders will be on Facebook and in our newsletter that they are available. |

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.

| <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> |
|--------------------|--|---|-----------------------------|----------------------------|
| Believe | Believe in self, students, parents | Preplanning | Staff | 8/2-8/9 |
| | | | | |

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:</u> What skill that reinforces student learning at home will families gain during this training? | List the Schoolwide improvement plan (SWP) goal this event <u>directly</u> supports | <u>Translation provided</u> | Take home materials provided |
| Curriculum Areas | Title One Annual Meeting | 9/21/23 5:00 PM | Families will learn more about the curriculum and expectations of Lockmar as well as how they can support their students and school. | Our low performing subgroups, attendance having a negative impact on positive culture, and math and ELA scores by increasing the students task behavior. | Y | Y |
| | Reader's Theatre | 11/8/23 5:30 PM | Students in 2 nd grade perform a skit to a book that they retell. | A strong home/school relationship is essential for student achievement. This | | |



Lockmar Elementary

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

| | | | | | | |
|---|------------------------------|---------------------|---|--|---|---|
| | Winter Concert | 12/6/23 | Families are invited at night to see students in grades 4-6 perform musical pieces. | will help with overall proficiency rates in ELA. A strong home/school relationship is essential for student achievement. Our low performing subgroups, attendance having a negative impact on positive culture, and math and ELA scores by increasing the students task behavior. | | |
| | Literacy Night | 12/13/23 | Families will be invited to learn about the importance of building a love for reading. Parents will be provided strategies on how to engage their students in text by having hands on activities and discussions with their students. They will learn how to assist their student with reading and get a book to share with their student at the end. | A strong home/school relationship is essential for student achievement. | | |
| | STEAM Night | 3/6/24 5:30-7:30 | Families are invited to participate and rotate through stations and experience hands-on activities that engage them with STEAM. | A strong home/school relationship is essential for student achievement. This will help with overall proficiency rates in ELA, Math, and Science. | | |
| | Kindergarten Readiness Night | 4/18/24 | During Lockmar’s Kindergarten Readiness night VPK students are invited to attend and rotate through stations to experience some things they will be learning about in kindergarten while meeting the teachers. | A strong home/school relationship is essential for student achievement. | | |
| State Assessments & Achievement Levels | Report Cards | 10/19/23 | Results of PM1 and substantially deficient letters were sent home with report cards. | A strong home/school relationship is essential for student achievement. This will help with overall proficiency rates in ELA and Math. | Y | Y |
| Technology, FOCUS/LaunchPad | Preplanning | 8/2/23-current | All updates and will be kept current with any new changes that come about. | A strong home/school relationship is essential for student achievement. | N | Y |
| Transition (VPK-K, MS, HS) | Kindergarten Readiness Night | 4/18/24 | During Lockmar’s Kindergarten Readiness night VPK students are invited to attend and rotate through stations to experience some things they will be learning about in kindergarten while meeting the teachers. | A strong home/school relationship is essential for student achievement. | Y | Y |
| Parent/Teacher Conferences | Parent Conference Nights | 10/24/23 1/24/24 | During Lockmar’s Parent Conference Night’s teachers discuss with parents, their students individual progress, assessment results, behavior, and learning goals. Parents are provided guidance as a means of required home instructional support | A strong home/school relationship is essential for student achievement. | Y | Y |



Lockmar Elementary

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

| | | | | | | |
|--|-----|-----|---|--|--|--|
| | | | needed for continued student success. Lockmar teachers have additional conferences throughout the year to address concerns and celebrate successes. We do not just wait for parent conference nights. | | | |
| *College & Career | N/A | N/A | | | | |
| *Graduation Requirements & Scholarships | N/A | N/A | | | | |

* Required for secondary schools

| | |
|--|--|
| How will workshops/events for families be evaluated to determine their effectiveness? | Exit surveys will give us immediate information but we also want to see the academic growth from our events from our students which is our goal. For that we will utilize: <ul style="list-style-type: none"> • FAST assessments progress monitoring • i-Ready progress monitoring |
| How will the needs of families be assessed to plan future events? | SAC meetings Parent conference meetings Survey results from stakeholders |
| What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc) | We are continuing to offer virtual meetings for our ESE, 504, EP, and ELL which seems to be beneficial for those that cannot attend in person. Language barrier between school/parent-We offer translation of materials for our families of events materials and messages. |
| How are flexible dates and times for meetings, events and/or workshops offered? (Give examples) | We offer events at night, and we send notification via Facebook and website if they missed the presentation to notify the school and we will provide a copy of the PowerPoint for them. |



Lockmar Elementary

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

| | |
|--|--|
| <p>How do families who are unable to attend building capacity events receive information from the meetings?</p> | <p>Grade level folders are made and can be sent home for those who did not attend. We also put the information on our website, newsletter, and Facebook page.</p> |
| <p>What strategies were used to increase family and community engagement in decision-making?</p> | <p>Lockmar improved our online communication and updated our website to enhance our advertisement to community members and families. Once our marquee is fixed it will be updated with all our events so that the community and families can participate more fully. We add members to SAC throughout the year when get them. Volunteers from the community church are assisting in helping with anything they can around Lockmar. We have Rolling Readers coming in reading to students in grades K-2. Some of our community partners provide food and supplies to our teachers and students.</p> |