



## Christa McAuliffe 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 Mrs. Marshall via email [Marshall.Josena@brevardschools.org](mailto:Marshall.Josena@brevardschools.org) or phone (321-768-0465 Ext# 47173)*

*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 Mrs. Marshall via email [Marshall.Josena@brevardschools.org](mailto:Marshall.Josena@brevardschools.org) or phone (321-768-0465 Ext# 47173)*

**School's vision for engaging families:** Our mission is to serve every student with excellence as the standard. We believe that family involvement is essential to fulfilling this mission.

#### **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: \_\_\_\_\_





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<b>Parent &amp; Family Engagement Funds</b>	11/29/22 SAC sharing of the PFEP funds 11/28/23 SAC meeting May 2024 CNA meetings	All stakeholders and community members were invited to attend our Comprehensive Needs Assessment meeting and all our School Advisory meetings. Emailed, Classroom Dojo, Syner-Voice, surveys, and website	All who were in attendance were presented with the PFEP and asked for input for next 2023-2024 revision.  (Community Meetings, Title 1 Surveys, Feedback Forms)	Survey results, email proving outreach, Website Advertisement, agenda, minute notes, attendance sheet and survey link
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***\*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.**

<b>Tentative date &amp; time(s) of meeting</b>	9/14/2023, Offered 3 different times; 5:30, 6:00, and 6:30 PM
<b>How are families notified of the meeting?</b>	Parents are notified of the Annual Title 1 Parent Meeting through multiple ways including: Newsletters, Individual Classroom Dojo, E-mail, and our School Website.
<b>What information is provided at the meeting?</b>	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.
<b>How are parents and families informed of their rights?</b>	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.
<b>What barriers will you address to encourage parents/families to attend?</b>	The identified barriers include the following: Parent work schedules and Language barriers (LEP Parents). The steps our school will take to overcome these barriers is to create meeting opportunities for parents to attend at different times to best meet the needs of our working families and we will provide adequate notice of upcoming events. We will offer translations during these family opportunities, closed captioned Power Point presentation in Spanish, when feasible.
<b>How will you get feedback from parents and families about the meeting?</b>	Live "Question and Answer" provided several times throughout the meeting. Survey Exit Ticket given at the beginning of the meeting to attendees to provide feedback. Power Point presentation will be uploaded on our school website for those who weren't able to attend the meeting. The Title 1 contact maintains all survey results, agendas, and attendance sheets.
<b>How do parents and families who are not able to attend receive information from the meeting?</b>	The Annual Title 1 Power Point presentation was uploaded on our school website to view at their convenience all school year. Families and community members can easily access it at any time. Our school website encourages all stakeholders to meet with our Title I contact at any time. Teachers are responsible for distributing Title I documents to ALL students. The Title I contact provides teachers with a Title I Distribution Log that documents all student names, when, and how students received each of the documents sent home. Paperwork is handed out to the new students when they register in the front office. The Title I contact maintains all survey results, agendas, and attendance sheets.



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**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.**

<b>Title III-ESOL</b> <b>*District Coordinator-Anne Skinner</b>	Our ESOL contact works directly with the district ESOL staff to address the needs of our English Language Learners. Training opportunities are offered to staff and families of ELL students, without duplicating services. When feasible, translations are provided. After school tutoring is offered by the ELL.
<b>Students in Transition</b> <b>*District Contact-Ivette Collado</b>	Any McAuliffe student identified as a student in transition is eligible for tutoring services paid for by district Title I funds if the student demonstrates academic deficiencies. Resources to support students in transition are provided to all parents identified. Our school contact works with district personnel to ensure services are provided.
<b>FDLRS/ESE Services</b>	Joint professional development opportunities are provided for staff and training opportunities are offered to parents by the Office of Exceptional Education, Title I, and FDLRS. Parents are informed of Title I services their child receives during conferences and/or meetings.  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 and family engagement initiatives and training opportunities, such as the Parent University workshops, which we encourage our parents to attend.
<b>Preschool Programs (Head Start/VPK)</b>	Title I funds supplement our VPK program, allowing us to offer full day services for our VPK students and families. Families of students in VPK and EELP are invited to all schoolwide family involvement events.
<b>SAC</b>	This group is composed of parents, school staff, and community members. Parents and school staff who express an interest in being on SAC are then included on our SAC ballot. Parents vote for parents and school staff vote for staff members and teachers vote for teachers. To encourage parents to participate in SAC, we send home an invite explaining what it is and how to join. Our SAC chair and SAC members provide information about SAC to any parents who express an interest in being a part of our SAC Committee. Our Title I Coordinator promotes our SAC during events and also at our Annual Title I meeting. Our SAC committee provides input into the development, implementation, and evaluation of the school's Title I Plan, School Improvement Plan, Comprehensive Needs Assessment, Title I Parent and Family Engagement Plan (PFEP), and how funds reserved for parental involvement will be used. Members of SAC will serve as liaisons between SAC and other parents. In addition, SAC will use the following information and feedback to evaluate the PFEP: BPS client survey results, Title I district survey results, and needs/recommendations gathered at family involvement activities. Strategies to increase family and community engagement in the decision-making process include reaching out in a variety of ways. We gather feedback during all parent engagement events and activities. Our Staff and SAC members promote the completion of both BPS surveys, and school made surveys via paper copies and online options. SAC meetings are promoted through our school website and in the principal's weekly phone call message home to parents.
<b>PTO/PTA</b>	The Title I Coordinator works with the Christa McAuliffe Leadership team, PTO, and staff to plan activities and events to best meet the needs of our parents and students to increase parent and family engagement.

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

<b>Describe the methods that will be used to ensure meaningful, ongoing communication between home, school and community.</b>	The following methods are used to ensure meaningful, ongoing communication between home, school, and the community: Newsletters, FOCUS (online access to grades and information), SynerVoice Phone Notifications, monthly principal zoom chats, Facebook, E-mail, School Website, School Calendar, take home handouts, School Marquee announcements, and/or communication apps like Remind and Class DOJO.
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<p><b>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.</b></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><b>Explain how families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</b></p>	<p>The following methods are used to ensure meaningful, ongoing communication between home, school, and the community: Newsletters, FOCUS (online access to grades and information), weekly SynerVoice Phone Notifications, Facebook, monthly zoom chats with the principal, E-mail, School Website, Peachjar, School Calendar, take home fliers, School Marquee announcements, and/or communication apps like Remind and Class DOJO</p>
<p><b>Describe how your school provides information to families in their native language.</b></p>	<p>Based on our Home Language Report, we provide information to families in the following languages: Spanish and Haitian-Creole. Our school website translates to the language of the reader choice, when feasible fliers are sent home translated in the identified language.</p>
<p><b>How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b></p>	<p>To the extent practicable, the school will provide full opportunities for the participation of parents with disabilities. Joint professional development opportunities are provided for staff and training opportunities are offered to parents by the Office of Exceptional Education, Title I, and FDLRS. Parents are informed of Title I services their child receives during conferences and/or meetings.</p>
<p><b>Describe the opportunities families have to participate in their child’s education.</b></p>	<p>Reading, math, writing games, various learning materials, as well as parenting materials are available for check-out through the Title I Parent Resource Center. Parents are welcome to personally request materials to be sent home to help support them and their child by contacting Mrs. Marshall, the Title I teacher, via e-mail, phone, or note through the classroom teacher.</p> <p>Parents are actively involved in the MTSS process through conferences, meetings, and other forms of communication. We offer engagement events such as Literacy Night, Art Night, Science Night and grade level specific Make and Take Math Nights to encourage families to be a part of their child’s education. We demonstrate the effectiveness of each event by keeping attendance sheets, reviewing Feedback forms, and we maintain the copies of material check-out forms to determine how many parents check out materials throughout the school year.</p>
<p><b>Describe how your school shares the PFEP, SIP, CNA and other Title I documents with <u>community members</u>.</b></p>	<p>Our school will ensure that PFEP, SIP, CNA and other documents are shared with community stakeholders by advertising the release of such documents on our school website, also by sharing and discussing information during SAC, our once-a-month Monday virtual principal chat meetings, our various parent meetings/events; as well as faculty meetings, school marquee, school newsletter, and our school website. In addition, this information will also be kept in the front office in the Parent Involvement Binder. Additional copies of these documents are available upon request and will be translated when feasible.</p>

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 McAuliffe 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>
Title I Parent and Family Engagement Contact Meetings	The Title I teacher will receive information and strategies to increase parental involvement and correlate activities to student achievement.	Presenter	All teachers and Staff	Fall and Spring



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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, 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						
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	Kindergarten Reading & Math Night	10/05/23	Parents will be informed about kindergarten math and reading skills and they will be taught skills and strategies on how they can help their children at home.	Increase math & reading proficiency Increase parental engagement	Yes-upon request/as feasible	Yes
Curriculum Areas	1 <sup>st</sup> Grade Library Night 1 <sup>st</sup> Grade Math Night	9/21/23 10/26/23	Parents will be informed about the importance of reading and will be able to get their child a library card for future use. Parents will be informed about 1 <sup>st</sup> grade math skills and taught skills and strategies on how they can help their children at home.	Increase math & reading proficiency Increase parental engagement	Yes-upon request/as feasible	Yes
Curriculum Areas	2 <sup>nd</sup> Grade Math Night	11/16/23	Parents will be informed about 2 <sup>nd</sup> grade math skills and they will be taught skills and strategies on how they can help their children at home.	Increase math proficiency Increase parental engagement	Yes-upon request/as feasible	Yes
Curriculum Areas	3 <sup>rd</sup> Grade Math Night	11/09/23	Parents will be informed about 3 <sup>rd</sup> grade math skills and they will be taught skills and strategies on how they can help their children at home.	Increase math proficiency Increase parental engagement	Yes-upon request/as feasible	Yes
Curriculum Areas	4 <sup>th</sup> Grade Math Night	11/28/23	Parents will be informed about 4 <sup>th</sup> grade math skills and they will be taught skills and strategies on how they can help their children at home.	Increase math proficiency Increase parental engagement	Yes-upon request/as feasible	Yes
Curriculum Areas	5 <sup>th</sup> Grade Science & Math night	11/30/23	Parents will be informed about science and math student data and curriculum and taught skills and strategies on how they can help their children at home	Increase science & math proficiency Increase parental engagement	Yes-upon request/as feasible	Yes
Curriculum Areas	6 <sup>th</sup> Grade tech information and information Night (on how to understand FOCUS and how to stay informed on Google classroom)	9/25/23	Parents will be informed about 6 <sup>th</sup> grade math skills and how they can help them at home with Google classroom teacher helps and videos. They will also be informed about the curriculum, various technology platforms that their child uses and taught skills and strategies on how they can help their children at home.	Increase math proficiency. Increase parental engagement	Yes-upon request/as feasible	Yes



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<p><b>State Assessments &amp; Achievement Levels</b></p>	<p>Open House Annual Title I Meeting 6<sup>th</sup> grade Open House Parent Conferences  Monthly Principal Chats  SAC Meetings</p>	<p>9/14/23  11/02/23 &amp; 1/25/24 11/6/23  11/28/23</p>	<p>Parents will be informed about the status of our school’s student achievement data. Individual student achievement data will be shared during parent conferences, through report cards, interims, and through Focus.</p>	<p>Increase parental engagement</p>	<p>Yes-upon request/as feasible</p>	<p>Yes</p>
<p><b>Technology, FOCUS/LaunchPad</b></p>	<p>During our curriculum nights and conferences.</p>	<p>9/25/23 11/02/23 1/25/24</p>	<p>Parents will learn how technology is being used in the classroom and how they can use technology to support their child’s learning at home. Parents will learn safety tips, and how to use FOCUS and Launchpad</p>	<p>Increase parental engagement</p>	<p>Yes-upon request/as feasible</p>	<p>Yes</p>
<p><b>Transition (VPK-K, MS, HS)</b></p>	<p>Kindergarten Roundup  Middle School visits and orientation nights</p>	<p>April of 2024  9/22/23 Stone Early 2<sup>nd</sup> Semester for zoned schools, Central and Southwest. Times vary.</p>	<p>Guidance department works closely with the Pre-K teachers for those students who “roll-up”. In addition, each spring, the kindergarten teachers host Kindergarten Roundup for incoming Kindergarten students and send invitations to those preschools that service our school.  Christa McAuliffe staff and administration work closely with Middle Schools in both our feeder chain and those with choice programs. Presentations are provided at the school level for all 6th grade students entering middle school and Parent Informational meetings are advertised and promoted with our 6th grade parents. Recommendations are made to ensure students are appropriately placed in the Middle School setting.</p>	<p>Increase parental engagement</p>	<p>Yes-upon request/as feasible</p>	<p>Yes</p>
<p><b>Parent/Teacher Conferences</b></p>	<p>Parent conference night</p>	<p>11/02/23 1/25/24</p>	<p>Parents will learn strategies to help their children with academic achievement. Parents will be informed about curriculum and their child’s academic performance.</p>	<p>Increase parental engagement</p>	<p>Yes-upon request/as feasible</p>	<p>Yes (check-out materials upon request)</p>
<p><b>*College &amp; Career</b></p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p><b>*Graduation Requirements &amp; Scholarships</b></p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

\* Required for secondary schools





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<p><b>How will workshops/events for families be evaluated to determine their effectiveness?</b></p>	<p>To determine a return on investment from parent and family engagement events, we collect feedback from all in attendance including the teachers. The Title I teacher maintains all exit slips/survey data, sign-in sheets, agendas, and feedback forms. These are used to evaluate the effectiveness of each activity.</p>
<p><b>How will the needs of families be assessed to plan future events?</b></p>	<p>Parent feedback forms are collected at the end of every event. Title I and BPS surveys are distributed throughout the year. All feedback forms and survey results are analyzed by our SAC, Title I, and leadership team. SAC meetings are held to identify needs. These results are used to improve and plan future events.</p>
<p><b>What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)</b></p>	<p>The identified barriers include the following: Parent work schedules and Language barriers (LEP Parents). The steps our school will take to overcome these barriers is to create virtual meeting opportunities, when feasible, for parents to attend at different times to best meet the needs of our working families, some of our on-campus meetings will offer different times, and we will provide adequate notice of upcoming events. We will offer translations during these family opportunities when feasible.</p>
<p><b>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</b></p>	<p>Meetings are scheduled on different days of the week at various times to allow more parents to be able to attend. Teachers and other staff members are available during two parent conference nights as well as before school, during planning, or after school if requested by parents. Check-out materials are available from 7:30-3:30 every day, during parent conference nights, and at other times as requested by parents. Parents may request materials by calling or e-mailing Mrs. Marshall, or by sending a note with their child and given to their classroom teacher who in turn will deliver it to Mrs. Marshall. The annual Title I Meeting power point may be viewed by parents throughout the year on our school website. Parents give input annually on a Title I District Parent Survey regarding meeting topics, days of the week, and time choices to assist our school in scheduling meetings.</p>
<p><b>How do families who are unable to attend building capacity events receive information from the meetings?</b></p>	<p>Families who are unable to attend events are given opportunities to receive copies of documents or materials distributed for the event as well as the information presented, or they will have a link available to them to access the information or materials distributed. The Title I Annual Meeting Power Point Presentation is located on our website for parents to view and is available on each teacher FOCUS webpage.</p>
<p><b>What strategies were used to increase family and community engagement in decision-making?</b></p>	<p>Christa McAuliffe Elementary has implemented a variety of strategies to increase parent/family/community engagement and involvement in the decision-making process. We provide materials and training to assist families in working with their children. We provide families and community members opportunities to join our virtual events to provide us with valuable input. We promote both SAC and PTO membership and encourage participation. The activities we have planned help build relationships with the community and support the academic achievement of all students. With the continuous promotion of our SAC meetings, and requests for feedback and input, we consistently provide families and community members with multiple opportunities to be involved in the decision-making process within our school. The principal of the school provides a once-a-month Monday meeting where the parents can chat with her. She shares the up-to-date school data, answers any parent question or concern, and gathers immediate feedback from those parents in attendance. We begin promoting participation for our CNA team in March to invite their feedback in May.</p>