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. Karen Reid at* [*reid.karen@brevardschools.org*](mailto:reid.karen@brevardschools.org) *or (321) 723-1055 ext. 48298.*

*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. Karen Reid at* [*reid.karen@brevardschools.org*](mailto:reid.karen@brevardschools.org) *or (321) 723-1055 ext. 48298.*

**School’s vision for engaging families:** By creating a partnership with families, students will extend their learning outside the school day. When parents and families can connect with school stakeholders, information can be shared on how to continue the learning at home; thus increasing student achievement potential.

**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)** | May 2023  June 2023 | Blackboard, Marquee, Email to SAC Members | Meetings  Surveys | Sign-in sheets, Agenda, Minutes including family input |
| **Parent and Family Engagement Plan (PFEP)** | April 2023  May 2023  Event Surveys SY2023 | Flyers, Blackboard, Marquee, Email to SAC Members, and Surveys throughout the school year | Meetings  Surveys | Sign-in sheets, Agenda, Minutes, Exit Slips |
| **School-Home Compact** | April 2023  May 2023  Event Surveys SY2023 | Flyers, Blackboard, Marquee, Email to SAC Members, and Surveys throughout the school year | Meetings  Surveys | Sign-in sheets, Agenda, Minutes, Exit Slips |
| **Title I Budget** | April 2023  May 2023  Event Surveys SY2023 | Flyers, Blackboard, Marquee, Email to SAC Members, and Surveys throughout the school year | Meetings  Surveys | Sign-in sheets, Agenda, Minutes, Exit Slips |
| **Parent & Family Engagement Funds** | April 2023  May 2023  Event Surveys SY2023 | Flyers, Blackboard, Marquee, Email to SAC Members, and Surveys throughout the school year | Meetings  Surveys | Sign-in sheets, Agenda, Minutes, Exit Slips |

***\*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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| **Date & time of meeting** | August 28, 2023 5:30pm |
| **How are families notified of the meeting?** | Families were notified of the Annual Meeting through FOCUS communication and PeachJar messages sent home to families of students who attend Palm Bay Elementary. For families who were unable to attend, the presentation was uploaded on the school website (with Spanish translation) along with a feedback link (with Spanish translation). A notice of where to view the presentation was also announced in the school newsletter for September (which was translated into Spanish). |
| **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?** | Palm Bay Elementary posted the Annual Meeting presentation and survey link on the school website after the meeting concluded to provide families that could not attend the meeting the opportunity to view the presentation and provide feedback at their discretion. Parents may also call and talk with the Title I contact regarding the program if they have questions. |
| **How will you get feedback from parents and families about the meeting?** | During the meeting, parents will be able to ask questions and provide feedback. Any family that views the presentation from our school website will be able to click on a link to provide feedback on our Title I program. |
| **How do parents and families who are not able to attend receive information from the meeting?** | Palm Bay Elementary posted the presentation and survey link on the school website after the meeting concluded so families that could not attend the meeting can view the presentation and provide feedback at their discretion. Parents may also call and talk with the Title I contact regarding the program if they have questions. |

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 instructional assistant Our E Our ESOL Instructional Assistant supports instruction in the classroom for our students that speak a language other other than other than English and supports with translations needed for our families. |
| **Title IX-Homeless**  **\*District contact-Ivette Collado** | Students who are in transition are provided transportation to and from school. Our school social worker and guidance counselor connects these families with additional services in the community.  Tutoring is also provided to students who are struggling in academic areas. |
| **FDLRS/ESE services** | Palm Bay Elementary has a push-in and pull-out model in grades K to 6 for both ELA and math. The push-in model provides our students with disabilities the opportunity to receive instruction and support with their peers. We encourage all of our families to participate in all school activities including parent nights, family nights, and SAC.  Palm Bay Elementary currently has four supported classrooms that service a portion of our students with disabilities. We encourage families of students with disabilities to attend parent engagement meetings and events. |
| **Preschool Programs (Head Start/VPK)** | Head Start and blended VPK are a part of the Palm Bay Elementary community. In addition to offering free pre-K to families, we encourage pre-K families to attend parent engagement meetings and events and in the spring we provide a Kindergarten Orientation to support the transition from pre-K to kindergarten. |
| **SAC** | Our School Advisory Council meets every month throughout the school year. All families are encouraged to participate. |
| **PTO/PTA** | We currently do not have a PTO/PTA. However, we do have parents/grandparents/family members/community members that volunteer in our school on a regular basis. |
| **Community Agencies/Business Partners** | There are many business partners in education that are active in our school community. Some provide refreshments for our school events and/or others provide supplies for students. |

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.** | Our monthly school newsletter is sent home with every student. The newsletter highlights the great things going on at Palm Bay Elementary and includes a calendar with our upcoming meetings and events. Flyers and FOCUS Communication messages are sent home to advertise specific events as well. Our Facebook page highlights the Bright Spots at Palm Bay Elementary School, including participation in community events and our positive impact. We also host two Parent-Teacher Conference Nights per year where we discuss student academic achievement data and provide materials for families to use at home to help with their child’s academic achievement. Additionally, parent-teacher conferences can happen at any time throughout the school year. At the classroom level, many teachers have weekly or monthly newsletters. School-wide, we have weekly folders that go home to families on Thursdays and include graded student work and important information. Additionally, grades 3-6 utilize planners and binders to carry information to and from home. |
| **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.** | Families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments at our Open House event to introduce families to this information and how it will be provided. This information is also provided at Title I meetings including academic nights and during parent conferences. Student state assessment results are sent home via backpack and FOCUS communication and school newsletter articles are utilized to notify parents that results are sent home. |
| **Describe how your school provides information to families in their native language.** | Based on our Home Language Report, we provide information to families in Spanish. Even though it is not required, we provide information to families in Haitian Creole and Portuguese as well. |
| **How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?** | All families are invited to participate in meetings, workshops and/or events with reasonable accommodations. |
| **Describe the opportunities families have to participate in their child’s education.** | Families are encouraged to become volunteers in our school so they can work in the classroom or attend field trips. SAC meetings are open to all community members. We offer a math and literacy night, parent-teacher conferences, and a kindergarten orientation in which we provide materials to support learning at home. Palm Bay Elementary also has a Parent Resource room for families to check out materials for their child to use at home. |
| **Describe how your school shares the PFEP, SIP, CNA and other Title I documents with community members.** | Palm Bay Elementary shares information through our school newsletter, FOCUS Communication, and our marquee as to when meetings will be held or when surveys are available for families to provide input. Meetings are held throughout the school year to discuss the Parent Engagement Plan and the School Improvement Plan. Revisions are made as needed. The plans are then approved by the district and posted on the school website. Copies and translations are available upon request. SAC meetings are open to the community. |

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** |
| Parent Teacher Conference Night Trainings | The conference nights are designed to engage parents in the school community through data sharing to inform parents their child(ren)’s academic achievement compared to grade level expectations and peers. Materials are provided to families to support learning at home. | Teachers share student achievement data with families in a graph format. The meeting closes with parents utilizing the materials they will take home with teacher guidance.  9/25/23 Mrs. Reid to share conference night expectations including BPS Title I Parent Conference Note form, format/agenda of a conference, data graph, sign-in sheet, resources to share for families to help academically at home, ELA and Math expectations, etc.  10/9/23 Coaches to model parent-teacher conference  Jan 2024 – Book Powerful Partnerships A Teacher’s Guide to Engaging Families for Student Success – Chp. 4 – Conferences – Mrs. Reid to have a book study and share video | Faculty | September 25, 2023  October 9, 2023  Jan 2024 |

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** | Parent-Teacher Conference Nights  Literacy Night  Math Night | October 19, 2023  January 25, 2023  December 7, 2023  March 21, 2024 | Student assessment data is shared in comparison with grade-level, class, and state expectations. Educational games and strategies are shared to assist with learning at home.  Read alouds are modeled for families on how to use specific reading strategies and activities are sent home with families to practice.  Math strategies are shared with families. Games are shared and modeled with families to use at home. | Instructional Practice specifically relating to Benchmark-aligned Instruction | Yes | Yes |
| **State Assessments & Achievement Levels** | Annual Meeting | August 28,2023 | The presentation includes the school’s current grade and proficiency levels. | Instructional Practice specifically relating to Benchmark-aligned Instruction | Yes | No |
| **Technology, FOCUS/LaunchPad** | Annual Meeting | August 28,2023 | The use of the FOCUS platform is included in our Annual Meeting as a way for parents to view their child’s progress throughout the year. | Instructional Practice specifically relating to Benchmark-aligned Instruction | Yes | No |
| **Transition (VPK-K, MS, HS)** | Kindergarten Orientation  Middle School Orientation | April 2024  2nd Semester | Palm Bay Elementary invites the pre-K families from our school and surrounding daycares to kindergarten orientation. During orientation, the families experience what a day is like in kindergarten and tour the school.  We notify our 6th graders going to middle schools of orientations and presentations at surrounding middle schools so they can become aware of all their options for middle school. In addition, middle schools visit PBE and provide a presentation regarding classes and electives and give 6th grade students enrollment packages for families. | Instructional Practice specifically relating to Benchmark-aligned Instruction | Yes  Yes | Yes  No |
| **Parent/**  **Teacher Conferences** | Parent-Teacher Conference Night | October 19, 2023  January 25, 2024  Upon Request | Individual student data is discussed, and materials sent home to provide additional support. | Instructional Practice specifically relating to Benchmark-aligned Instruction | Yes | Yes |

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| **How will workshops/events for families be evaluated to determine their effectiveness?** | Surveys are completed and collected at each event. The information is analyzed to determine if we should hold the event the following year, including the number attended and the feedback given about the event. |
| **How will the needs of families be assessed to plan future events?** | Event surveys, schoolwide surveys and Parent Nights will be used to determine the needs of families and how we can improve participation at future events. |
| **What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)** | In the Brevard County survey taken by 93 Palm Bay Elementary families, 62% of families indicated that their work schedule prevented them from attending events, followed by 22% indicating events were held at an inconvenient time. Parent meetings are aligned with times convenient for the largest number of families, based on survey data. Staff members are available to translate into Spanish and Language Line can be used to translate into Spanish or other languages. |
| **How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)** | Flexible dates and times for meetings and events are offered throughout the year. SAC meetings are on Mondays and Title I event nights are on Thursdays this year. Some events like Kindergarten Orientation are offered twice in the same day. |
| **How do families who are unable to attend building capacity events receive information from the meetings?** | Some meetings, such as the Title I Annual Meeting presentation, was uploaded to our website. Other meetings, such as Conference Nights, Literacy Night, and Math Night, activities will be uploaded to our website. Teachers reach out to families that missed the Parent Teacher Conference Nights to give them the information and to explain and send home the learning materials. |
| **What strategies were used to increase family and community engagement in decision-making?** | Parents were offered the opportunity to participate in an end of the year meeting to provide valuable input towards the development of the 2023-2024 school year Title I plan. This summer, parents were invited to participate in the Title I Critical Needs Assessment (CNA). School wide assessment data was shared and the impact of the Title I plan was analyzed. A final survey was provided to families that attended the end of the year parent and family engagement plan and compact plan review meeting. |