



## Palm Bay Magnet High School

### 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 Ellen Muse, muse.ellen@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 Ellen Muse, muse.ellen@brevardschools.org*

**School's vision for engaging families:** Palm Bay Magnet High stakeholders provide a caring, supportive environment where students, families, and faculty can collaborate on strong academics and life based education, leading our students toward being confident and competent community members. Palm Bay Magnet High School will provide high quality, innovative instructional programs that promote choice, equity and diversity, and academic excellence for all students. We are committed to informing our families about the high interest S.T.E.A.M. related programs we offer that will excite and prepare our students so they may continue to a higher education or be viable to directly enter the work world.

#### 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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**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 communities to provide input.	Describe the method in which family and community members were involved.	What evidence do you have to document family/community participation?
<b>School Improvement Plan (SWP) Comprehensive Needs Assessment (CNA)</b>	September 2023	Faculty Meetings, BPS Parent Survey, PBMHS Parent Survey, SAC Meetings, FOCUS announcements, FB page posts, Title 1 Annual Meeting	BPS Parent Survey, SAC meetings, Electronic surveys, Exit slips, Posts on PBMHS webpage, Posts to FOCUS	Sign in Sheets, Minutes, Agendas, Exit Slips, Survey Results, Screenshots of Postings, Copies of Emails
<b>Parent and Family Engagement Plan (PFEP)</b>	September/October 2023	Faculty Meetings, BPS Parent Survey, PBMHS Parent Survey, SAC Meetings, FOCUS announcements, FB page posts, Title 1 Annual Meeting, reaching out to local churches	BPS Parent Survey, SAC meetings, Electronic surveys, Exit slips, Posts on PBMHS webpage, Posts to FOCUS	Sign in Sheets, Minutes, Agendas, Exit Slips, Survey Results, Screenshots of Postings, Copies of Emails
<b>School-Home Compact</b>	September/October 2023	Faculty Meetings, BPS Parent Survey, PBMHS Parent Survey, SAC Meetings, FOCUS announcements, FB page posts, Title 1 Annual Meeting	BPS Parent Survey, SAC meetings, Electronic surveys, Exit slips, Posts on PBMHS webpage, Posts to FOCUS	Sign in Sheets, Minutes, Agendas, Exit Slips, Survey Results, Screenshots of Postings, Copies of Emails
<b>Title I Budget</b>	August, September 2023	Faculty Meetings, BPS Parent Survey, PBMHS Parent Survey, SAC Meetings, FOCUS announcements, FB page posts, Title 1 Annual Meeting	BPS Parent Survey, SAC meetings, Electronic surveys, Exit slips, Posts on PBMHS webpage, Posts to FOCUS	Sign in Sheets, Minutes, Agendas, Exit Slips, Survey Results, Screenshots of Postings, Copies of Emails
<b>Parent &amp; Family Engagement Funds</b>	September/October 2023	Faculty Meetings, BPS Parent Survey, PBMHS Parent Survey, SAC Meetings, FOCUS announcements, FB page posts, Title 1 Annual Meeting	BPS Parent Survey, SAC meetings, Electronic surveys, Exit slips, Posts on PBMHS webpage, Posts to FOCUS	Sign in Sheets, Minutes, Agendas, Exit Slips, Survey Results, Screenshots of Postings, Copies of Emails

***\*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>	October 18, 2023
<b>How are families notified of the meeting?</b>	FOCUS, PBMHS Marquee, PBMHS Webpage, PBMHS Facebook Page,



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<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>	The 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>	We are using feedback from parents to schedule events that best fit their schedule. We are offering events at a variety of different times. We are collaborating with parents based on feedback we receive from surveys and exit slips to help us prepare to best help our families.
<b>How will you get feedback from parents and families about the meeting?</b>	Parents and or guardians will be provided with exit slips after the event. Talk to families and parents when they are on campus to answer questions and invite feedback.
<b>How do parents and families who are not able to attend receive information from the meeting?</b>	The presentation will be uploaded onto the Webpage in English, Spanish, and Haitian Creole. A recording of the presentation will be uploaded onto the PBMHS webpage.

**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>	Palm Bay Magnet HS has a large percentage of students that are part of the ESOL program. Within our admin, faculty, and staff, we have multiple individuals that are able to act as translators as needed. Our ESOL classes support those students requiring extra help in navigating their English led classes.
<b>Title IX-Homeless</b> <b>*District contact-Ivette Collado</b>	Our students who qualify for being a student in transition through the McKinney-Vento Act and are determined as homeless are able to receive the same educational rights as students not experiencing homelessness. At Palm Bay High, we work with the district on providing bussing for our students who are out of the area so they are able to continue their school year with us. They have access to specialized tutoring to meet their academic needs, in addition to access to online tutoring if needed. Our students have the ability to request funds to go to specialized events to meet their needs such as competitions for academics or extracurricular activities. Our school also waives fees and helps contribute cap and gowns for those who are graduating. We have a pantry on campus that our students have access to for school supplies, hygiene products, clothing, and food so that basic needs can be met to assist the student in focusing on their academic needs and success.



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<b>FDLRS/ESE services</b>	Palm Bay Magnet High School has an excellent ESE department that works together with the teachers, parents, and students. Meetings are held with the best interest of the student's needs in mind. Professional development and trainings are held throughout the year to help teachers navigate the ESE realm and meet the needs of the students,
<b>Preschool Programs (Head Start/VPK)</b>	Palm Bay Magnet High School does not have a VPK program, but it does have the TAP Program which assists our students who are also parents. The students can continue with their traditional curriculum needed for graduation while providing classes on parenting skills.
<b>SAC</b>	Our school SAC committee meets on a regular basis and includes all of the stakeholders at Palm Bay Magnet HS including administration, teachers, parents, students, and community members. The SAC committee welcomes discussion and guidance from its members to help reach our SWIP goals.
<b>PTO/PTA</b>	Palm Bay Magnet HS does not have a PTA/PTO
<b>Community Agencies/Business Partners</b>	PBMHS has a Partners in Education representative that works with local business and community members to help support the staff and students. Many of our business partners are involved with providing support to our students directly or indirectly through guest speakers, field trips, or funding for different activities.

**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>	FOCUS emails, items posted on the PBMHS webpage, Items posted on the PBMHS Facebook page, letters sent home, etc are all used to provide information to our parents. It is important for PBMHS to provide multiple forms of communication to meet the different levels of access our parents might have.
<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>	Letters are sent home with every student that has been taught for four or more consecutive weeks by a teacher who is not state-certified in the subject area they are assigned. A copy of the letter and a list of the students who receive the letter is kept on file as documentation.
<b>Explain how families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</b>	Information is dispersed by teachers regarding curriculum. Students and parents will receive emails informing them when their student is testing and what test they will be taking.
<b>Describe how your school provides information to families in their native language.</b>	Based on our Home Language Report, we provide information to families in the following languages: English, Spanish and Haitian Creole. We have a translation system allowing us to communicate with families in a variety of languages. We have access to Spanish speakers on campus. The school website is able to be translated in multiple languages as well.
<b>How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</b>	Families with specific needs and or disabilities or provided access to the facilities or are provided accommodations based on their needs. We have wheelchair access throughout the school for families that need it.



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<p><b>Describe the opportunities families have to participate in their child’s education.</b></p>	<p>Families can attend Parent conferences, Family Events, and SAC meetings. School wide parent conferences are held twice a year while parents are able to schedule specific parent/teacher conferences at any time by making an appointment with the teacher or the guidance department. Surveys were used to determine the family engagement events in which parents most wanted to have available for them. Some of these events include the Title 1 Annual meeting, an informational meeting on "Graduation and Beyond", Mental Health in High School, and Navigating the Senior Year. Specific classes will host evenings providing information relevant to parents and how they are able to best support their students in subjects such as ELA and Math. PSot high school informational evening will be held for information on Colleges, Scholarships, and the FAFSA process. A CNA meeting will be offered to discuss the 2023-2024 school year to reflect on the current school year leading into the new 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>The documents will be shared at the SAC meetings. The documents will be posted on the school website and available in the front office. Local churches have been contacted so we may post flyers for our events to reach our community.</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 **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>
Family Engagement	The staff will understand the importance of communication in regard to the engagement of families and how it can lead to academic success and achievement. Specific strategies and practices will be discussed with the teachers.	Mrs. Gilich, the district Parent and Family Engagement content specialist will provide the training. Surveys will be distributed before the training to assess the needs of the faculty of PBMHS.	PBMHS Staff	December 3rd 2023



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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 <u>directly</u> supports	Translation provided	Take home materials provided
Curriculum Areas	ELA Night Math Night	11/16 Spring 2024	Curriculum events planned but not limited include an ELA night and Math night, The events will be a partnership between Title 1 and the specific departments. The teachers will be available to provide information, explain strategies, and answer questions leading to academic success of the student. Take home material providing academic support for the parents will be available at the events.	SIP Areas of Focus-1, 3, 5	Yes	Yes
State Assessments & Achievement Levels	Title 1 Annual Meeting Graduation and Beyond	10/18 10/23	The Title 1 contact and the Testing Coordinator provide information to the student and parents regarding the importance of State tests and what the tests mean in terms of graduation, credits, and year long courses. Information is provided to help parents understand the scores and how to help their students. Parent and Family Events will be used to explain the State Assessments in the specific subjects, ie ELA and Math.	SIP Areas of Focus-1, 3, 5	Yes	Yes
Technology, FOCUS/LaunchPad	FOCUS Google Classroom PBMHS webpage	August 2023- May 2024	Information and help using FOCUS is provided for parents as needed. Parents are able to request help if they have questions or need to set up accounts. The school emphasizes the importance of FOCUS in monitoring their student's achievement and progress in their classes. It is also promoted as a great two way communication tool between the teacher and the parent or guardian. The PBMHS webpage posts Title 1 events, and activities for parents and the community to see. Teachers and students may use Google Classroom and Parents can be linked to the Google classroom account.	SIP Areas of Focus-1,2,3,4,5	Yes	Yes



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<b>Transition (VPK-K, MS, HS)</b>	Graduation and Beyond Mental Health and Teenager College Nights FAFSA Welcome to PBMHS event	10/18 10/28 12/23 Jan 2024	Parents will be better equipped to help their students whether they are coming in as 9th graders or planning for life after high school. Parents will have the opportunity to attend an event from our school social worker as she discusses how to handle mental health at the high school level.	SIP AREas of Focus-1,2,3,4,5	Yes	Yes
<b>Parent/Teacher Conferences</b>	Teacher/Parent conferences	10/18th March 2023	Parent conferences are advertised through phone calls, FOCUS, the webpage, the marquee, etc. Parents are able to call for an appointment with their student's teacher for that evening. IF they are unable to make that event, they can contact the teacher or guidance to set up another day and time.	SIP AREas of Focus-1,2, 3, 4, 5	Yes	Yes
<b>*College &amp; Career</b>	College Night FAFSA events Scholarship events Curriculum events AVID Night	October 18th January 2024 Spring 2024	PBMHS supports several events geared towards College and Career. There are Title 1 sponsored workshops to help students with the application process, scholarships, and the completion of the FAFSA process. There is a College and Career Specialist who organizes and presents information for students and their families about the options available to their students. Our College and Career Specialist will discuss the Take Stock in Children and/or Job Corps with our students.	SIP AREas of Focus-1,2,3,4,5	Yes	Yes
<b>*Graduation Requirements &amp; Scholarships</b>	Graduation and Beyond Event College Nights WHat does my student's senior year look like?	October 28 Sept 23-May 24 Spring 2024	PBMHS offers events throughout the year informing students about graduation requirements and opportunities for students. Events will be held at different times to meet the needs of the parents including evenings and Saturdays. At any time, parents are able to speak with our guidance department and our College and Career Specialist regarding Graduation.	SIP AREas of Focus-1,2,3,4,5	Yes	Yes

\* Required for secondary schools

<b>How will workshops/events for families be evaluated to determine their effectiveness?</b>	Exit slips and/or surveys will be given to parents to gather feedback from parents and families attending PBMHS Events.
<b>How will the needs of families be assessed to plan future events?</b>	We will discuss the scheduling of events based on surveys from the parents. We will use data gathered from surveys and exit slips



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<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 main barriers for attendance at PBMHS event's are work schedule, transportation, and child care. We are offering events at a variety of different times including later evenings, mornings, and Saturday events. On the electronic survey given, later evening were the best option, but there were other families that suggested different times. Information is posted on the school webpage. Parents and families are able to call and discuss events as needed.</p>
<p><b>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</b></p>	<p>Training presentations or workshops will be made and can be accessed by families as needed. The Title 1 Annual meeting has been recorded and the video is posted on the school website in both English and SPanish.</p>
<p><b>How do families who are unable to attend building capacity events receive information from the meetings?</b></p>	<p>If an event is missed, a presentation and/ or video will be posted so it can be viewed at a later time.</p>
<p><b>What strategies were used to increase family and community engagement in decision-making?</b></p>	<p>Offering surveys and/or Exit Slips at all of the Events that are relevant to important school documents such as SIP, CNA, and Title 1 Budget. Take the time to personally talk with families that are on campus to answer questions regarding the SIP, School Compact, etc. We have reached out to the community and our local churches for help in promoting our events for our families.</p>