



## Riviera Elementary 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 Daniela Brao Stephens [Braostephens.daniela@brevardschools.org](mailto:Braostephens.daniela@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 Daniela Brao Stephens [Braostephens.daniela@brevardschools.org](mailto:Braostephens.daniela@brevardschools.org)*

**School's vision for engaging families:** We are a community of productive citizens committed to creating a better tomorrow.

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



Riviera Elementary School

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

**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?
<b>School Improvement Plan (SWP) Comprehensive Needs Assessment (CNA)</b>	Monthly SAC meetings, Title I Annual Meeting 8-31-2023, CNA 6/21/23-6/24/23, Title 1 Evaluation 5-9-24	School Newsletter, FOCUS Email and text messages, Flyers sent home with students, FOCUS teacher messages and marquee	Present presentation to parents and family in whole group via video and in person, using a power point and visuals with our data analysis. Parents were able to ask questions and engage in a discussion then, they were able to complete a feedback form or Survey Monkey.	We will gather feedback from parents by using a feedback form after the meetings. A title 1 teacher will be present at our SAC meetings to obtain feedback verbally from each meeting.
<b>Parent and Family Engagement Plan (PFEP)</b>	Monthly SAC meetings, Title I Annual Meeting 8-31-2023, CNA 6/21/23-6/24/23, Title 1 Evaluation 5-9-24	School Newsletter, FOCUS Email and text messages, Flyers sent home with students, FOCUS teacher messages and marquee	Present presentation to parents and family in whole group via video and in person, using a power point and visuals with our data analysis. Parents were able to ask questions and engage in a discussion then, they were able to complete a feedback form or Survey Monkey.	We will gather feedback from parents by using a feedback form after the meetings. A title 1 teacher will be present at our SAC meetings to obtain feedback verbally from each meeting.
<b>School-Home Compact</b>	Monthly SAC meetings, Title I Annual Meeting 8-31-2023, CNA 6/21/23-6/24/23, Title 1 Evaluation 5-9-24 Conference week 9/25/23-9/29/23	School Newsletter, FOCUS Email and text messages, Flyers sent home with students, FOCUS teacher messages and marquee	Present presentation to parents and family in whole group via video and in person, using a power point and visuals with our data analysis. Parents were able to ask questions and engage in a discussion then, they were able to complete a feedback form or Survey Monkey.	We will gather feedback from parents by using a feedback form after the meetings. A title 1 teacher will be present at our SAC meetings to obtain feedback verbally from each meeting.
<b>Title I Budget</b>	Monthly SAC meetings, Title I Annual Meeting 8-31-2023, CNA 6/21/23-6/24/23, Title 1 Evaluation 5-9-24	School Newsletter, FOCUS Email and text messages, Flyers sent home with students, FOCUS teacher messages and marquee	Present presentation to parents and family in whole group via video and in person, using a power point and visuals with our data analysis. Parents were able to ask questions and engage in a discussion then, they were able to complete a feedback form or Survey Monkey.	We will gather feedback from parents by using a feedback form after the meetings. A title 1 teacher will be present at our SAC meetings to obtain feedback verbally from each meeting.
<b>Parent &amp; Family Engagement Funds</b>	Monthly SAC meetings, Title I Annual Meeting 8-31-2023, CNA 6/21/23-6/24/23, Title 1 Evaluation 5-9-24	School Newsletter, FOCUS Email and text messages, Flyers sent home with students, FOCUS teacher messages and marquee	Present presentation to parents and family in whole group via video and in person, using a power point and visuals with our data analysis. Parents were able to ask questions and engage in a discussion then, they were able to complete a feedback form or Survey Monkey.	We will gather feedback from parents by using a feedback form after the meetings. A title 1 teacher will be present at our SAC meetings to obtain feedback verbally from each meeting.

***\*All Title I schools are required to hold at least one face-to-face conference in which the compact is discussed with families.***



**Riviera Elementary School**

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

**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>	August 31, 2023 at 4:30pm
<b>How are families notified of the meeting?</b>	Weekly newsletter, FOCUS email and text messages, flyers sent home, and school marquee
<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 attendance of economically disadvantaged families is generally low at our annual meeting. Through surveys we know parents do not attend due to their work schedule, they have multiple children, or do not have reliable transportation during that time. This year we moved up the time to accommodate parents who were picking up their child from aftercare to be able to come straight to the meeting. We will have our meeting in the media center on campus and our open house will follow, this also allows parents to come to both events and not require to take off two nights from work. We will provide a Spanish translation of the presentation with live subtitles and our Title I coordinator will be at the meeting to answer any questions parents might have in Spanish.
<b>How will you get feedback from parents and families about the meeting?</b>	Parents will have the opportunity to provide feedback by completing an input/feedback form after the meeting. Our Title 1 team will also be available after the meeting to answer all questions parents and families might have. We will have our exit slips in Spanish, Portuguese and Arabic and bi-lingual staff will be available to assist in translation.
<b>How do parents and families who are not able to attend receive information from the meeting?</b>	In the event the families miss the meeting we will notify our parents and families that the Title 1 PowerPoint presentation will be posted to our school website and shared in our manatee newsletter. We will also communicate that any parent can schedule a meeting with our Title 1 team to go over all the information presented at the meeting.

**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 *District Coordinator-Anne Skinner</b>	Our ESOL contact works directly with the district ESOL staff to continuously meet the needs of our ELL students. Our ESOL teachers translate documents and help in translating at meetings. The ESOL department at our school also attend all of our academic events to provide support to our ESOL students and their families.
<b>Students in Transition *District Contact-Ivette Collado</b>	Riviera students identified as homeless are eligible for tutoring services paid by the district Title 1 funds, if the student demonstrate academic deficiencies.
<b>FDLRS/ESE Services</b>	Professional development opportunities are provided to staff and parents by the Office of Title I, Exceptional Education, and FDLRS. Learning Resources personnel in the FDLRS Office and the Office of Title I work collaboratively in planning, System (FDLRS) implementing and evaluating various parent involvement initiatives and training opportunities.



**Riviera Elementary School**

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

<b>Preschool Programs (Head Start/VPK)</b>	Title I funding supplements 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 school wide family involvement events.
<b>SAC</b>	Our school advisory council will meet monthly. It is composed of teachers, staff, business partners, parents, and community leaders.
<b>PTO/PTA</b>	Riviera is electing to not start a PTA/PTO due to Principal's discretion and the inability to form a proper PTO, however we are in the process of trying to gain interest.

**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>	Timely information about Title I Programs will be distributed at the Annual Title I Meeting held in the beginning of the school year. Also distributed at the annual meeting are descriptions and explanations of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)]. Included in this are Florida's academic content standards, Florida's student academic achievement standards, local academic assessments including alternate assessments, requirements of Title I, and how to monitor their children's progress. All students enrolling after the annual meeting will receive these materials in a new student packet given to parent upon enrollment. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children [Section 1118(c)(4)(C)] will be provided through regular scheduled meetings during district conference nights. Dates and method of distribution of required documentation is noted on a shared documents between the office clerk and the Title1 contact, this is for all new students after the first 9 weeks. Other meetings may be scheduled by request from parents, teacher, or faculty members as a need arises. If the school wide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include parent comments with the plan that will be made available to the local education agency [Section 1118(c)(5)]. The PowerPoint and Sign-in sheets will serve as documentation that the information was provided during the Annual Meeting. Sign-in sheets will be collected throughout the year to serve as documentation for parent requested meetings that cover the information described.
<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 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.
<b>Explain how families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</b>	Families are provided information regarding curriculum, achievement levels, progress monitoring, and assessments at our Open House and Annual Title 1 meeting in August, grade level standards are emailed via newsletter at the beginning of the school year and throughout the year during conferences. Parents also receive iReady , STAR and FAST reports and are provided assistance in interpreting their child's score if needed. We work collaboratively with families to ensure they have access to FOCUS as a means of communication between home and school on student progress throughout the school year.
<b>Describe how your school provides information to families in their native language.</b>	All information related to school and parent programs, meetings, and activities, will be in an understandable format and will be available in other languages if requested by parents. Our weekly school newsletters can be translated into any language and all school created flyers sent home with students will be translated in Spanish, Portuguese, and Arabic. Based on our home language survey we automatically provide translations in Spanish, Portuguese, and Arabic at our Parent Data Conferences for those need it.



Riviera Elementary School

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

<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>Alternative formats will also be provided upon the request of parents with disabilities as needed.</p>
<p><b>Describe the opportunities families have to participate in their child’s education.</b></p>	<p>We are holding meetings throughout the school year for parents to attend to review student data, goals, and share ways they can support their child at home while learning information regarding the Florida Standards.</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>Riviera utilizes the school website, our weekly newsletters, and SAC meetings to share Title I documents and information with families and community members. We also invite them to our program Evaluation meeting in May to obtain their input and feedback as well as events throughout the year, such as the Title I Annual Meeting.</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>
The Science of Reading	Staff will be explicitly trained in the Science of Reading which covers the 5 Reading competencies: Phonemic Awareness, Phonics, Fluency, Vocabulary, and comprehension. Staff trained on these teaching strategies will be able to provide resources that families can access and utilize at home in an effort to have families feel connected to the learning occurring at the school site and that learning can transfer to the home.	Book Study/workshop	Instructional Staff in K-6th	Every Thursday 8/17/23-5/16/24
Building relationships	Staff will be trained on strategies and resources to utilize when connecting and engaging with families. Staff will be able to interact and communicate with families with a better understanding therefore bridging the gap from school to home.	Presenter	Instructional Staff	01/16/24

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**



Riviera Elementary School

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

<u>Topic</u>	<u>Title</u>	<u>Tentative Date/Time</u> Are they flexible?	<u>Adult learning goal: What skill that reinforces student learning at home will families gain during this training?</u>	<u>List the Schoolwide improvement plan (SWP) goal this event directly supports</u>	<u>Translation provided</u>	<u>Take home materials provided</u>
<b>Curriculum Areas</b>	ELA/ Math Night	9-14-2023 4:30-6:30	Clear understanding of how to effectively ask and engage in comprehension questions and conversations based on a text they are reading at home. Understand how to effectively use the Math BEST standards through our Reveal curriculum and implement common household/real life manipulatives/resources to better help the student be successful.	Riviera's SIP goal related to this area is to increase ELA Achievement, decrease the % of students scoring Level 1 in ELA and decrease the % of students scoring Level 1 in Math.	Yes	yes
	ELA Night	1-25-2024 4:30-6	Families will have a chance to learn new strategies to target their child's specific reading needs.			
	STEM Night	2-22-2024 5:30-7	Families and students will have opportunities to learn science and math standards through discovery and exploration.			
	FAST Night	4-4-2024 5:30-6:15	Families will have a clear understanding of the standards students are being tested on and the expectations for each student in grades vpk-6			
<b>State Assessments &amp; Achievement Levels</b>	Title I Annual Meeting	8-31-2023	Clear understanding of their child's current achievement level, as well as the achievement level where they should be at according to the district and where they fall amongst other students of their grade in the state.	Riviera's SIP goal related to this area is to increase ELA Achievement, decrease the % of students scoring Level 1 in ELA and decrease the % of students scoring Level 1 in Math.	Yes	Yes
<b>Technology, FOCUS/LaunchPad</b>	Focus support	8/10/23-5/25/24	Clear understanding of how to access FOCUS from the Launchpad and how to effectively locate key parts of the program.	Riviera's SIP goal related to this area is to increase ELA Achievement, decrease the % of students scoring Level 1 in ELA and decrease the % of students scoring Level 1 in Math.	Yes	yes
<b>Transition (VPK-K, MS, HS)</b>	Kindergarten and Middle School round up	5-2-24	Expectations of preparing students for transition to either grades Kindergarten or Middle school. Stone Middle and AVID participate in our Middle school round up.	Riviera's SIP goal related to this area is to increase ELA Achievement, decrease the % of students scoring Level 1 in ELA and decrease the % of students scoring Level 1 in Math.	Yes	yes
<b>Parent/Teacher Conferences</b>	Face to face or phone conferences	Flexible dates 8/14/23-5/24/24	Clear understanding of student's current academic achievement and current grade level placement. Parent and Families will be provided with School-Student-Parent	Riviera's SIP goal related to this area is to increase ELA Achievement, decrease the % of students scoring Level 1 in ELA and	yes	no



Riviera Elementary School

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

	Conference week	9/24/23-9/29/23	Compact and together with the teacher they will set goals for the student to be successful.	decrease the % of students scoring Level 1 in Math.		
*College & Career						
*Graduation Requirements & Scholarships						

\* Required for secondary schools

<b>How will workshops/events for families be evaluated to determine their effectiveness?</b>	We will have exit slips at our Title 1 meeting and at each of our Family Involvement events. We will also have a midyear parent survey. In May we will have a Program Evaluation meeting inviting all parents and families to provide data on the variety of programs we used this year and get their input.
<b>How will the needs of families be assessed to plan future events?</b>	Refer to exit slips – analyze and desegregate data to determine which programs were successful and which needed to be changed. Look at times and days of week that worked best for parents along with what resources they say they need to help their child be successful at home.
<b>What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)</b>	One of our largest barrier is our diverse family population which includes multiple languages. We currently have instructional staff members that speak Spanish, Portuguese, and Arabic; however we have families that speak other languages that are not represented by our staff. We have purchased 2 translation devices that can be used for one to one communication and these devices will be available for all family involvement events. Our instructional staff members that can translate will also be encouraged to attend all family involvement events. We will also invite district translators to our family involvement events.
<b>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</b>	Our family involvement events are offered at various times to give all families the opportunity to attend, however most surveys have told us that the best time is after 4, so for family event we try our best to accommodate that. For example, our SAC meetings are at 3:00pm, while our Title I Annual Meeting was at 4:30 -6:30pm, our ELA/ Math Night is scheduled from 4:30-6:30. Our Spring ELA event will be from 4:30-6, our STEM night will be from 5:30-7 and Our Title I Program Evaluation meeting will be offered at 9:00am and again at 5:00pm, and we hold numerous additional events for families to attend.



**Riviera Elementary School**

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

<p><b>How do families who are unable to attend building capacity events receive information from the meetings?</b></p>	<p>Parents will receive information from our parent events through newsletters, flyers, FOCUS emails and text messages and individual parent conferences. Parents can request the information by emailing the Title 1 Contact. All information will be in our Title 1 Binder in the front office.</p>
<p><b>What strategies were used to increase family and community engagement in decision-making?</b></p>	<p>We will hold a Title I Program evaluation meeting in May, inviting all parents, community members, and business partners. This meeting will allow all stakeholders to review the Title I programs, family involvement events, and how Title I funds were utilized during the school year and to provide input on how to utilize the funds for the following year based on the data and information presented. To increase participation in parent surveys, we will ask parents arriving early for dismissal to complete surveys while waiting. We will also ask parents dropping students off in the car rider line or parents who are picking up/dropping off materials to complete a parent survey while they are in the office. The survey will also be online and sent via newsletter and Focus will send out emails that will be translated into several languages represented in our school community.</p>