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 Kadlec.corey@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 Kadlec.corey@brevardschools.org*

**School’s vision for engaging families:** Sabal Elementary will positively impact our community by delivering the highest quality education in a caring student-centered environment.

**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)** | Monthly SAC and PTO meetings  Annual Title 1 meeting, August31, 2023  Family Focus Meetings, December of 2023, and May,2024  Program Evaluation Meeting, May 2024 | School Newsletter, Teacher’s Classroom Newsletters, Blackboard Connect; Email and Voice, paper flyers via backpacks, and Facebook, Class DoJo, and Google surveys (digital and paper), translations as requested. | Present PowerPoint presentation to families in whole group setting and provide hand-outs with our data analysis.  Parents can ask questions in person and complete a feedback form. | Paper copies of surveys and Google forms will be available for parent feedback. A Title 1 teacher will be present at our PTO meetings to obtain feedback verbally from each meeting. |
| **Parent and Family Engagement Plan (PFEP)** | Annual Title 1 meeting August 31st, 2023, Family Focus meeting in December of 2023 and May of 2024 monthly SAC and PTO | School Newsletter, Teacher’s Classroom Newsletters, Blackboard Connect; Email and Voice, paper flyers via backpacks, and Facebook, Class DoJo, and Google surveys (digital and paper), translations as requested. | PowerPoint presentation to parents and families in whole group setting and provide handouts with our data analysis from previous feedback in May of 2023. | We will gather feedback from parents by using an exit slip at the meetings, attaching the parent family engagement plan from 22 for a reference. Title one teacher will be presenting at PTO meetings to get feedback verbally from each of those meetings. Parents may participate in a mid-year and end of year survey in 2024. |
| **School-Home Compact** | The Annual Title 1 meeting August 31st 2023 family focus meeting in May of 2024 monthly SAC and PTO meetings and a program evaluation meeting in May of 2024. | School newsletter, blackboard connect, e-mail and voice, Flyers sent home and backpacks, teacher classroom newsletters, and classroom Dojo | Presentation of PowerPoint on compact in two groups to allow time for more feedback and smaller setting. Grouping students in grades VPK – 2 and 3- 6. | We will gather feedback from parents by using a paper exit slip at all meetings and a link to a digital survey through Newsletter, Class DoJo and Blackboard text. A Title 1 teacher will present for our PTO and SAC and attain feedback. We will also have parents participate in mid-year and end of year surveys. |
| **Title I Budget** | Annual title meeting and parent information meeting, monthly SAC meetings | School newsletter, blackboard connect, e-mail and voice, Flyers sent home and backpacks, teacher classroom newsletters, and classroom Dojo | A PowerPoint presentation will be made to parents and families as well as community members along with a zoom link to provide handouts with our data and analysis of what was used in our title one budget and framework. | Both paper and online surveys. |
| **Parent & Family Engagement Funds** | Parent and family engagement funds will be used to have the Orlando Science Center come in January of 2024. A Family Fun Math Night at Publix in September of 2023. Literacy nights in March of 2024.Pparent resources will be increased according to parent input and teacher recommendations from surveys and conferences. | Parent resource checkout will be made available online through the Sabal website, Facebook as well as classroom Dojo to check out the catalog of parent resources for both reading and math.  Paper flyers via backpacks, Facebook, DoJo, FOCUS and Blackboard Connect will announce all other Family events. | Input will be taken from families at parent conferences for feedback on what resources they most need. Tracking will be done with the resources that are checked out most consistently. | Parent surveys from events collected directly after the event as well as frequency of checkout of materials. |

***\*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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| **Tentative date & time(s) of meeting** | Title1 Annual Meeting on August 31st, 2023. |
| **How are families notified of the meeting?** | Families and community members are notified about our Annual Title 1 meeting with a paper flyer sent in backpacks, Dojo newsletter, Facebook and website post, Black Board Connect and school marquee out in front of the building. |
| **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?** | As this is one of our first family events of the school year attendance is very good at these meetings however, we did address through prior surveys that the meetings are overcrowded and this year we split the groups into K to two in the cafeteria and a three through six grade in the Media Center to provide parents the ability to listen with more feedback from the surveys. |
| **How will you get feedback from parents and families about the meeting?** | Parents are given the opportunity on both a paper copy of a survey as well as a QR code that they can scan throughout the hallways as they visit teachers’ classrooms, we also sent out several Dojo links to the survey. |
| **How do parents and families who are not able to attend receive information from the meeting?** | All information is posted to our Sabal website including links to surveys information can also be found at our front office and is placed in our monthly newsletter our weekly calls and teacher newsletters from classrooms. |

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** | ESOL teacher and two ESOL IA interpret for parents at parent teacher conferences and any meetings. The Title 1 Coordinator translates any other school documents into Spanish and Vietnamese per our school demographics. |
| **Students in Transition**  **\*District Contact-Ivette Collado** | At Sabal, kids who are considered "In Transition," have access to a backpack full of school supplies, clothes, sneakers, and the ability to participate in the Children's Hunger Project Backpack Program. The Students In Transition contact at Sabal works as a liaison to coordinate any other assistance the families may need such as: Gas Cards, Gift Cards, Tutor Assistance, Field Trip Assistance, After Care Support, Bus Passes and Shoes. |
| **FDLRS/ESE Services** | Exceptional Student Education (ESE): Our ESE teachers will have extended planning in the first grading period with the VE district resource person in reading and math. |
| **Preschool Programs (Head Start/VPK)** | VPK/ELP title one fund supplements for VPK program allowing us to offer full day services for our VPK students and families of students and VPK and ELP are invited to all school wide family involvement event |
| **SAC** | Our school Advisory Council meets monthly. This council is composed of teachers, staff, business partners, parents and other community leaders. The dates are set on a schedule for parents to know ahead of time and are also available to attend through Zoom. |
| **PTO/PTA** | Our PTO meets monthly and reaches out on a continuous basis to our families. They are responsible for events including a color run, trunk or treat and other school fundraising events. All parents can choose to be part of our parent impact meetings and we review our comprehensive needs assessment and parent and family engagement programs with them. We have a strong partnership this year with Publix on Lake Washington Ave and have already conducted a community Family Math Night. We share all newsletters with our community stakeholders to keep them informed as well as any PTO and school advisory committee meeting dates. |

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.** | Beginning with our Annual Title1 meeting parents are given the opportunity to learn more about our school funding and qualifications. They are given a chance to ask questions and respond to surveys in a smaller group setting this year with two group sessions. We have two parent conference nights throughout the year, during this time parents receive materials and suggestions on ways to help their students at home. There are also opportunities for scheduled meetings during the teacher’s office hours. As a whole school we offer several opportunities for parents to attend parent information and impact meetings that are both in person and via zoom. We strive to provide at least 3 different Family Fun Curriculum Nights each year, so parents have ample opportunities for communication or interactions. |
| **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 to 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 parents who receive the letter is kept on file in our front office as documentation. |
| **Explain how families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.** | Parents are provided with information regarding the curriculum, achievement goals, and progress monitoring of their students through paper copies of tests and diagnostics. We regularly encourage parents and our older students to continuously check FOCUS. Each monthly newsletter where we can place assessment information is done to alert parents where to find their child’s scores. Results alerts parents to check FOCUS as well as their child's folder for pertinent information. Teachers reach out on a regular basis to discuss any behavior or academic issues with students via Dojo or FOCUS e-mail and phone. |
| **Describe how your school provides information to families in their native language.** | Based on our Home Language Report, we provide information to families in the following languages: Spanish and Vietnamese when requested. |
| **How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?** | Alternative formats are provided upon the request of parents with disabilities as needed. A staff member that speaks Spanish can assist teachers and other staff members in communication with Spanish speaking parents when requested we also have translators in Spanish available at our academic curriculum events, Title 1 meetings, Parent Information Meetings and parent conferences. |
| **Describe the opportunities families have to participate in their child’s education.** | We have implemented Family Academic Curriculum Events throughout the year. There will math family night in September including Publix Grocery store. This will focus on the BEST standards for math and connections in real life situations. In January of 2024 families will have the opportunity to visit 15 hands on science stations brough in by the Orlando science Center. In March there will be a weeklong Reading event centered around the week of our book fair. We are continuing to include staff in the decisions for family events through the action Team for Family Engagement that meets monthly to discuss needs and family resources. There are two scheduled conference evenings in October and February; this will be student led conferences in grades 3-6. |
| **Describe how your school shares the PFEP, SIP, CNA and other Title I documents with community members.** | We invite all our business partners and community leaders who support our school to our annual Title 1 meeting and to all our family focus meetings. During our Family Fun Nights AKA family academic night, we give ample opportunity for the sharing of all our documents. They are also invited to our program evaluation meeting in May of 2424 to obtain input and give feedback. |

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 and Family Engagement Nights | There are three main family academic or Family Fun Nights this school year. One is in partnership with Publix for a Math Night to increase parents and students use of grade level math while grocery shopping. The Orlando Science Center will visit Sabal in January of 2024 for an hour and a half with science skill areas set up for families to rotate through. The next is Literacy Night with the bookfair and special guest authors. The focus will be on fluency, vocabulary acquisition and comprehension. | Use of the campus area including the main building and cafeteria. Staff volunteers, approved community volunteers and Orlando Science Center and Publix staff members. | Families, community partners | September 2023, January 2024 and March 2024 |
| Student Led Conferences | Staff is trained on ways to collect and review data throughout the year with their students. This can be done with reviewing iReady lessons passed, Lexia lessons passed, test scores, goals, and/or BEST standards proficiency/mastery, FAST and STAR. | Families come to their children’s classroom on scheduled nights and times. Students then explain their goals and conference on how to meet those goals with support at school and home. Materials to help those skills are then distributed. | Families and staff | October 2023  February 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** | Academic Family Fun Nights | September 2023, January 2024 and March 2024  Dates are flexible and additions can be made | Evening events will be held at school with resources that families can use together and then be taken home for further focus. Our SIP is working on student engagement so also engaging the parents and having students lead conferences on data that they are tracking with our BEST standards will increase student learning at home. | Instructional practice specifically relating to benchmark aligned instruction. | Spanish and Vietnamese if requested | Yes |
| **State Assessments & Achievement Levels** | Annual Title 1 meeting  State test results (paper) sent home with report cards and on FOCUS  Program Evaluation meeting in May | September 2023 (no)  May 2024 (yes) | To explain iReady diagnostic data and the skill gaps for the child’s specific needs or path. To explain data results from state testing and how to access the Family Portal. | Instructional practice specifically relating to benchmark aligned instruction. | Spanish and Vietnamese if requested | Yes |
| **Technology, FOCUS/LaunchPad** |  |  | Increase parent use of FOCUS to maintain their knowledge of their child’s progress in the classroom and on state testing. | Instructional practice specifically relating to benchmark aligned instruction. ESSA subgroups specifically relating to outcomes from multiple subgroups. | Spanish and Vietnamese if requested | Yes |
| **Transition (VPK-K, MS, HS)** | Kindergarten Orientation  Middle School Transition | April 2024  (yes)  February 2024 (no) | Expectations and preparing students for the transition including scheduling of classes and electives with counselors.  Tools for what to know before going to kindergarten | Instructional practice specifically relating to benchmark aligned instruction. ESSA subgroups specifically relating to outcomes from multiple subgroups. | Spanish and Vietnamese if requested | Yes |
| **Parent/**  **Teacher Conferences** | Conference nights | October 2023  February 2024 | Student led conferences for grades 3-6, teacher led K-2. Data from I Ready, Lexia, FAST and core curriculum. | Instructional practice specifically relating to benchmark aligned instruction. ESSA subgroups specifically relating to outcomes from multiple subgroups. | Spanish and Vietnamese if requested | Yes |
| **\*College & Career** | NA |  |  |  |  |  |
| **\*Graduation Requirements & Scholarships** | NA |  |  |  |  |  |

**\* Required for secondary schools**

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| **How will workshops/events for families be evaluated to determine their effectiveness?** | Events for families are evaluated to determine their effectiveness by reading surveys both paper and electronic. Also input comes from the parent teacher organization and School advisory committee. |
| **How will the needs of families be assessed to plan future events?** | The needs of families will be assessed to plan future events by taking the exit ticket and our survey which are both given in paper and links to electronic surveys several times. The data is collected, reviewed, and is used to form future events within reason. |
| **What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)** | Barriers for parents and families attending workshops and events are having families attend academic events as opposed to only performance-based events such as Christmas shows, and musical/art and award ceremonies. Families use of FOCUS to keep continuous knowledge of their child’s academic progress. |
| **How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)** | Meetings are at various times; for example, their parent teacher organization (PTO) meets with alternating times of 6:00 PM or 3:00 PM the school advisory committee uses a zoom link for parents who cannot attend in person. |
| **How do families who are unable to attend building capacity events receive information from the meetings?** | Parents who are unable to attend events on campus can receive information through our monthly newsletters both paper and posted to ClassDojo. Links to recorded meetings are also posted on the Sabal School website and Blackboard messaging by phone and text. |
| **What strategies were used to increase family and community engagement in decision-making?** | At all school events, parents are encouraged to attend decision making meetings. We also use FOCUS, e-mail and Dojo as outreach to parents to be a part of their child's education and decision making for school. During any event we have PTO representatives with information on how to join. |