



Saturn Elementary

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

Each Title I school shall jointly develop with parents and family members of participating children, a written plan that shall describe how the school will carry out the requirements mentioned below. Parents shall be notified of the plan in an understandable and uniform format and, to the extent practical, provided in a language the parents can understand. The school's plan must be made available to the local community and updated and agreed upon by parents periodically to meet the changing needs of parents and the school.

All families and community members were invited and encouraged to provide input and suggestions on developing/reviewing this plan. This plan is available on our school website and in the Title I Parent Notebook located in our front office. If you would like a printed copy of this document, or require translation, please contact our Title I Contact Audrey Cox 321.633.3535.

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 Audrey Cox 321.633.3535.

School's vision for engaging families: Participation, communication and collaboration between families, schools, and communities with the goal of increasing student academic achievement and lifelong success.

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.

Karen Hunt 10/31/23



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Principal: Kori Hurst Date: 10/31/2023

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?
School Improvement Plan (SWP) Comprehensive Needs Assessment (CNA)	April 2023	Digital Survey, Facebook Post	A schoolwide survey was sent out to families.	Surveys
Parent and Family Engagement Plan (PFEP)	August 24, 2023 October 18, 2023	Flier, Facebook post	Families filled out surveys during the Title I annual meeting as well as during a SAC meeting.	Exit slips
School-Home Compact	September 18, 2023	Emails,	Families filled out surveys during a SAC meeting and	Exit slips
Title I Budget	August 24, 2023	Flier, Facebook post	Families filled out a survey indicating what they would like to see Title funds spent on.	surveys
Parent & Family Engagement Funds	August 24, 2023	Flier, Facebook post	Families filled out a survey indicating what they would like to see Title funds spent on.	surveys

**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.**

Tentative date & time(s) of meeting	
How are families notified of the meeting?	Families were notified through school invitation and Facebook as well as blackboard message.



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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?	Barriers include families having multiple children in different grades as well as the inability to get off work multiple time per month to attend meetings. that will be addressed so that families are able to attend will be coordinating the annual meeting with Open House and hosting two times to meet during the evening.
How will you get feedback from parents and families about the meeting?	Feedback is collected through exit tickets handed out and collected after the meeting.
How do parents and families who are not able to attend receive information from the meeting?	Parents and families that are not able to attend will be able to request the presentation as well as ask for a meeting with the title I coordinator to clarify and questing they have.

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.

Title III-ESOL *District Coordinator-Anne Skinner	Teachers and staff identify families in need of services. Saturn has a full time ESOL teacher and ESOL Assistant that will be available at parents and families request to translate and provide language services. The ESOL teacher will support students and families with academic as well as non-academic needs such as, but not limited to school guidance and community partnerships. Staff work together with our ESOL teacher to provide translations for meetings and documentation. Communication is strengthened between families, staff, and students through sending home documents in parents' home language and utilizing additional faculty and staff that speak Spanish to assist in communicating with parents.
Students in Transition *District Contact-Ivette Collado	Our school social worker collaborates with the district's homeless liaison to ensure students identified are receiving the appropriate resources and services available. Students and families will connect with community agencies that can assist with transition needs such as housing, food, clothing, and medical assistance, tutoring and transportation.
FDLRS/ESE Services	Students require ESE services the appropriate support through certified ESE teachers, school psychologists, speech pathologists and an occupational therapist, that are available on campus during school hours. Saturn also utilizes the Florida Diagnostic & Learning Resources System (FDLRS) provides diagnostic, instructional, and technology support services to district exceptional education programs and families of students with disabilities.
Preschool Programs (Head Start/VPK)	Saturn's Preschool programs assist families with transitioning to pre-K as well as transitioning from Pre-K into Kindergarten. We provide a safe and smooth transition into our kindergarten program, hosting meetings between district liaisons and parents.
SAC	Saturn's SAC committee will meet each month to discuss various topics related to school growth and student achievement. Input into school-based documents will be solicited from members and attendees and feedback for the betterment of Saturn will be collected.



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PTO/PTA	Saturn currently does not have a PTO/PTA. If parents would like to form a PTO/PTA, it is Saturn’s wish that they will assist with various school activities/functions/services, provide financial assistance where needs are identified within the school, foster a community atmosphere, and support the mission and vision of Saturn and Brevard Public Schools.
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4. Utilize strategies to ensure meaningful communication and accessibility.

Describe the methods that will be used to ensure meaningful, ongoing communication between home, school and community.	Saturn’s Facebook page, school newsletters and flyers, and BPS blackboard messaging system will all be utilized as a means of communication. Families that are pre identified as needing translation services and or documents as well as those requesting translation services and or documents will receive school related documents in a timely manner.
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.	Information regarding curriculum, progress monitoring and achievement levels are provided to families at Open House. Saturn’s Annual Title I am meeting held in September, provided families with information on state and district assessments, along with expected achievement levels for each assessment. Parents and families are also provided the opportunity to attend data chats to receive information and detailed reports regarding their child’s academic and behavioral progress. Parents are also able to request a meeting at any time during the school year to discuss their child progress.
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:
How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Families with disabilities are accommodated to ensure access to meetings, workshops, and events by assuring invitations and flyers are sent home in a timely manner so that families can decide to attend. Accommodations will be made in the case that families are not able to attend, such as sending home materials, scheduling an additional meeting time, and posting meeting presentations online so that parents have access to them.
Describe the opportunities families have to participate in their child’s education.	Families will have the opportunity to participate in their child’s education during the 2023-2024 school year though parent teacher conferences, school events, volunteering opportunities through their child’s classroom teacher and through district provided workshop and meetings.
Describe how your school shares the PFEP, SIP, CNA and other Title I documents with community members.	Saturn shares the PFEP, SWP, CNA and other Title I documents with community members during SAC meetings and other meetings arranged for the sole purpose of sharing these documents. Saturn Also has an SRO on campus that will be available for community input.

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.



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<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>
6 strategies for partnering with families of English language learners	Teachers will have an understanding of how to establish a relationship and improve communication with their English language learner families.	Article	Teachers	January 2024

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						
<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>
Curriculum Areas	Title I annual Meeting Academic Expo	August 2023 November 2023	Teachers will send home curriculum-based guides as well as utilize classroom-based web sites to support and enhance student learning at home. Families were introduced to the various assessments their child will be taking this school year, as well as the required achievement levels expected from the state and district. Parents and families will begin to determine what their child needs to improve upon, from previous scores, to either maintain or achieve appropriate FAST and STAR scores.	-Increase Math Learning Growth to at least 50% (FAST - PM3 SY 2023 to PM3 SY 2024) -3 rd ELA: from 20% Level 3-5 (FAST PM3) will improve by 31% to meet 50% standard (FAST PM3 2024) -4 th ELA: from 45% Level 3-5 (FAST PM3) will improve by 9% to meet 50% standard (FAST PM3 2024) -5 th ELA: from 16% Level 3-5 (FAST PM3) will improve by 34% to meet 50% standard (FAST PM3 2024) -6 th ELA: from 43% Level 3-5 (FAST PM3) will improve by 8% to meet 50% standard (FAST PM3 2024)	YES	yes
State Assessments & Achievement Levels	Title I annual Meeting Academic Expo	August 2023 November 2023	Families were introduced to the various assessments their child will be taking this school year, as well as the required achievement levels expected from the state and district. Parents and families will begin to determine what their child needs to improve upon, from previous scores, to	-Increase Math Learning Growth to at least 50% (FAST - PM3 SY 2023 to PM3 SY 2024)	yes	yes



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			either maintain or achieve appropriate FAST and STAR scores.	-3 rd ELA: from 20% Level 3-5 (FAST PM3) will improve by 31% to meet 50% standard (FAST PM3 2024) -4 th ELA: from 45% Level 3-5 (FAST PM3) will improve by 9% to meet 50% standard (FAST PM3 2024) -5 th ELA: from 16% Level 3-5 (FAST PM3) will improve by 34% to meet 50% standard (FAST PM3 2024) -6 th ELA: from 43% Level 3-5 (FAST PM3) will improve by 8% to meet 50% standard (FAST PM3 2024) 6 th ELA: from 43% Level 3-5 (FAST PM3) will improve by 8% to meet 50% standard (FAST PM3 2024)		
Technology, FOCUS/LaunchPad	Registration Open House Teacher Meet and Greet	July 2023 August 2023 August 9, 2023	Registration will give families the opportunity to obtain their child's access codes for FOCUS as well as directions on how to access the site. Teachers will also review FOCUS information and directions at Open house.	Our goal for SY24 is to increase to 3.0 students believing that they have strong, supportive relationships with their teachers. Our goal for SY24 is to decrease chronic absenteeism from 20% in SY23 to 10% in SY24.	yes	yes
Transition (VPK-K, MS, HS)	Kindergarten Transition Night Middle school Information	May 2023 April 2023	Kindergarten – Families will tour the school, receive information regarding curriculum and instruction as well as take home material to work with their child over the summer for kindergarten readiness. 6 th grade students – Families will have access to information provided by the surrounding middle schools. Student and parents will gain access to middle school course requirements and course selection link to assist their child in choosing their classes.	Our goal for SY24 is to increase to 3.0 students believing that they have strong, supportive relationships with their teachers. Our goal for SY24 is to decrease chronic absenteeism from 20% in SY23 to 10% in SY24.	yes	yes
Parent/Teacher Conferences	Academic Expo Ongoing all school Year	November 2023	Families were introduced to the various assessments their child will be taking this school year, as well as the required achievement levels expected from the state and district. Parents and families will begin to determine what their child needs to improve upon, from previous scores, to either maintain or achieve appropriate FAST and STAR scores.	Our goal for SY24 is to increase to 3.0 students believing that they have strong, supportive relationships with their teachers. Our goal for SY24 is to decrease chronic absenteeism from 20% in SY23 to 10% in SY24.	yes	no
*College & Career	NA	NA	NA	NA	NA	NA
*Graduation Requirements & Scholarships	NA	NA	NA	NA	NA	NA



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* Required for secondary schools

<p>How will workshops/events for families be evaluated to determine their effectiveness?</p>	<p>Workshops/events will be evaluated through family and parent exit tickets and surveys as well as event sign in sheets to determine how many families are taking part in specific events as well as determining future needs of our families.</p>
<p>How will the needs of families be assessed to plan future events?</p>	<p>When planning future events at Saturn, the needs of families will be assessed by desegregating data from exit tickets and surveys, looking at meeting minutes where parent input was given. Conversations with community agencies and business regarding partners regarding family needs will also be taken into consideration when planning events for the school. Saturn will take into consider all input given by families and the community to determine the best and most meaningful way to meet the needs of all families.</p>
<p>What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)</p>	<p>Barriers for parents and families that will be addressed during the 23/24 school year include availability to attend events and language translations. Families that are not able to attend an event will be given the opportunity to set up a meeting where information, materials and guidance can be given. Saturn will also have a Spanish speaking teacher on site at each event to offer translation services to parents and families.</p>
<p>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</p>	<p>Parents have the option to request a meeting with their child’s teacher anytime throughout the school year. Teachers are available before school, during their planning time and after school to meet with families. Special arrangements will be made for parents to meet with their child’s teacher if they are unable to meet during offered times. Saturn will also offer events on different days of the week and at different times.</p>
<p>How do families who are unable to attend building capacity events receive information from the meetings?</p>	<p>Families who are unable to attend building events and meetings can receive information in various ways by call Saturn’s front office to request a meeting with administration, requesting that the information given out at the meeting be sent home and or by calling and speaking with the appropriate staff member to be given the information verbally over the phone. Also, materials that are sent home with families at events and meetings can be sent home with students, or parents can request to pick up the material sin the front office.</p>



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What strategies were used to increase family and community engagement in decision-making?

Family and community members are invited to become members of Saturn's School Advisory Council, (SAC) via a monthly newsletter, Facebook post, and phone messaging system sent out at the beginning of the school year. Parents and community members are invited to review and discuss changes to the following documents: School Improvement Plan, Parent and Family Engagement Plan and the School-Parent-Student Compact for Learning. Saturn also encourages parents to participate in SAC meetings at every event we hold.

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