



**Brevard Public Schools
Office of Title I
2021-2022 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 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 and family engagement 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 Amy Rodriguez, amy.rodriquez@royalpalmcharter.com, 321-723-0650.

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 Amy Rodriguez, amy.rodriquez@royalpalmcharter.com, 321-723-0650.

School's vision for engaging families: *At Royal Palm, we believe families are our most important partners for achieving success. Our families bring diverse experiences that strengthen our school's community. The hopes and dreams of our families drive our commitment to develop students into leaders.*

Assurances

- We will:**
- Involve an adequate representation of parents, or establish a parent advisory board to represent families, in developing and evaluating the "School 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.



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Principal: Shannon Shupe

Date: September 27, 2021

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?
Schoolwide Improvement Plan (SWP) Comprehensive Needs Assessment (CNA)	5/11/21 (Teacher survey), 5/13/21 (Zoom PTO meeting), 6/23/21 (Board Meeting), 7/21/21 (Board Meeting), 7/28/21 (Welcome Back Zoom parent meeting)	Sent survey via email to parents, community members and board members to gather input regarding Schoolwide Improvement Plan and Needs Assessment. Teachers, parents, and community members had the opportunity to provide input during our comprehensive needs discussion meeting held at the end of the school year. Board members had the opportunity, during a board meeting, to discuss school needs and areas of focus.	Parents, teachers, faculty, community members, and board members were sent a survey to gather input for the Schoolwide Improvement Plan after the areas of focus were identified from the Comprehensive Need Assessment.	survey responses, attendance sheet, meeting minutes
Parent and Family Engagement Plan (PFEP)	7/28/21 (virtual Zoom PTO meeting) 3/31/21 (parent survey), 4/8/2021 (student survey), 9/9/21 (parent survey)	Sent survey via email to parents; hardcopies were also available in the front office for parents who did not have access to technology. Virtual meeting was held to discuss survey and additional input from parents, teachers, and community members	Parents, teachers, and community members were surveyed to gather input related to parent and family engagement plans and how to make the best use of these funds. Surveys were completed in the spring of 2021 to gather input from current families and again in September 2021 to gather information from new families to our school.	survey responses, attendance sheet, meeting minutes
School-Home Compact	9/27/21 (survey to gather input), 9/28/21 (Zoom meeting)	Survey was sent to families to gather information regarding update and changes to the School-Home Compact). A virtual meeting was held so families could participate in giving input for new School-Home Compact. Notification of the School-Home Compact will go home via email and backpacks with the October 2021 School Newsletter	Parents and community members were surveyed to gather input as to where they felt the areas of needs were and what strategies or tools they needed in order to help their children become successful learners at school. A virtual meeting was also held with parents in order to give them another opportunity to provide input for the Compact.	survey responses, attendance sheet, meeting minutes



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Title I Budget & Framework	5/13/21 (Zoom meeting), 6/23 & 7/21/21 (Board meeting)	Zoom meeting invitation was shared via email and school newsletter with families for them to attend meeting where Title I budget and framework evaluations were shared. In addition, board meeting dates and times are posted on our school website where families and community members can access the dates and times these meetings will be held.	Parents and community members are always invited to attend our board meetings. Parents and community members are provided time during the meeting to ask questions and provide input.	survey responses, attendance sheet, meeting minutes
Parent & Family Engagement Funds	5/13/21 (Zoom meeting), 9/21/21 (Survey) & 9/28/21 (Zoom meeting)	Sent survey via email to parents; hardcopies were also available in the front office for parents who did not have access to technology. Virtual meeting was held to discuss survey and obtain additional input from parents, teachers, and community members	In order to ensure they could provide input, parents were sent a survey to gather opinions about parent and family engagement events and funds. A virtual meeting was also held to further discuss parent and family engagement events and funding.	survey responses, attendance sheet, meeting minutes

**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	October 14, 2021 @ 6 PM
How are families notified of the meeting?	Families are notified of the annual Title 1 program meeting via a flyer that is sent home via email and backpacked describing the event and its purpose. The meeting date and time is also listed and sent home on the monthly schoolwide newsletter. In addition, in their weekly emails to parents and discussions with students, teachers reminded the parents of the upcoming meetings, in particular about this Title I Annual Meeting.
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?	The most common barriers for families identified include the following: parent work schedules, current restrictions due to the pandemic as well as lack of child care for families. Royal Palm will take steps to overcome these barriers and design student-friendly meetings when possible. Because of the current guidelines due to the pandemic, large crowd/in-person meetings with parents are limited, therefore, we will make this annual meeting a face-to-face virtual meeting with a virtual option available and held via Zoom. We will also offer this meeting in the evening time which is when most parents indicated that they could attend. In addition, we are partnering with our after-care provider to offer childcare during the meeting.



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How will you get feedback from parents and families about the meeting?	Royal Palm will obtain parent and family feedback through surveys and exit slips conducted at the end of the meeting.
How do parents and families who are not able to attend receive information from the meeting?	Parents and families who are not able to attend the meeting will receive information from the meeting via our "Title I summary email" which will have the Annual Meeting PowerPoint attached to the email. Parents and family members who were not able to attend the meeting can review the email and PowerPoint and ask the Title I contact any questions they may have.

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 II- Professional Development	Royal Palm's Title 1 staff, the district Title 1 Parent and Family Engagement Resource Teacher, and the Office of Educational Leadership and Professional Development staff work collaboratively to provide school staff with professional development opportunities related to effectively working with families and students.
Title III-ESOL	Our district ESOL contact works directly with the district ESOL staff to address the needs of English Language Learners and their families. Training opportunities are offered to administrators, staff, and families of ELL students, without duplication of services. We also have the ability to have county ESOL personnel translate documents and translate at meetings, if feasible.
Title IV-Well-Rounded Education/School Safety/Educational Technology	Royal Palm opted not to individualize Title IV plans and will be following the district Title IV initiatives.
Title IX-Homeless	Any Royal Palm students identified as homeless are eligible for services paid for by district Title 1 funds. This includes services to pay for tutoring, if the student demonstrates academic deficiencies. In addition, there are funds available to pay for uniforms, school supplies, and field trips.
FDLRS/ESE services	FDLRS provides diagnostic and instructional support services to staff members and to families of students with exceptionalities. FDLRS and the district Title 1 office work collaboratively to implement and evaluate various parent and family engagement initiatives and training opportunities, such as Parenting in Today's World Conference which we encourage parents to attend each year. Our school's Exceptional Education Resource Teachers also attend trainings and professional development as student needs arise.
Preschool Programs (Head Start/VPK)	N/A
SAC	N/A



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PTO/PTA	To encourage parents to participate in our PTO, we set up a table at our Meet the Teacher Day and during our Annual Title 1 meeting. Title I resources are also discussed and sent to parents. Our PTO provides input into the development, implementation, and evaluation of the school Title 1 Plan, School Improvement Plan, as well as Comprehensive Needs Assessment. Members of the PTO will serve as liaisons between the administration and other parents. In addition, our PTO will use the following information and feedback to evaluate the Parent and Family Engagement Plan: school survey results, Title 1 district survey results, and needs/recommendations gathered at family involvement activities. Strategies to increase family and community engagement in the decision making process include reaching out in a variety of ways, such as surveys and virtual meetings, to gather parent and family input. We strive to gather feedback during all parent engagement events and activities. Our staff and PTO members promote the completion of all BPS surveys as well as school surveys through the use of email, the school’s social media page, and monthly schoolwide newsletters.
Community Agencies/Business Partners	This year we will continue to have a Business and Volunteer Coordinator who will build relationships with community members and encourage feedback and input. With the continuous promotion of our PTO meetings, and requests for feedback and input, we consistently provide families and community members with multiple opportunities to be involved in the decision making process within our school.

3. 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.	At Royal Palm we send home a monthly schoolwide newsletter to ensure meaningful, open, and ongoing communication between home, school, and the community. Through this newsletter, parents receive information about assisting their children in academic achievement and family involvement activities in which they may participate. Royal Palm also hosts an annual Meet the Teacher Day and Parent Conference week, each semester, to keep parents informed about curriculum and strategies to assist them in promoting academic success. Lastly, Royal Palm will also offer various grade level Curriculum Nights. During these nights parents will learn about math, reading, and science strategies, educational technology resources, and MTSS information. Parents, families, and community members will receive advanced notice regarding these meetings in various ways including email reminders, backpacked flyers, as well as announcements on our school marquis.
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 is out of field. A copy of the letter and a list of the parents who receive the letter is kept on file as documentation for auditing purposes.



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<p>Explain how families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.</p>	<p>Parents and families are provided information regarding the curriculum, achievement levels, and progress monitoring and assessments in various ways. During our Meet the Teacher Day parents are introduced to the curriculum and are encouraged to ask questions about the curriculum for each grade level. During our Annual Title I meeting, it is discussed with families what achievement levels students need to attain for grade promotion. District and school required assessments are also discussed during this meeting. This information is also shared with parents via the school's website. For students in Tier 2 and Tier 3 in the MTSS process, parents are invited to monthly meetings to discuss their student's progress and assist in making educational decisions for their children. In addition, parents are welcomed and encouraged to schedule and attend parent/teacher conferences to discuss curriculum needs, individual achievement levels, as well as progress monitoring data for their students.</p>
<p>Describe how your school provides information to families in their native language. What languages do you provide?</p>	<p>Royal Palm strives to provide information to families in their native language. We offer translation services into Spanish. However, if we have families who speak other languages, other than Spanish, we obtain direction and assistance from the district ESOL staff.</p>
<p>How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</p>	<p>We consider the needs of our families with disabilities when planning meetings, workshops and events. Parents in need of special services are accommodated as such. We encourage parents to communicate with the school regarding their needs so we can plan how we will accommodate them and help encourage them to attend meetings, workshops and/or events.</p>
<p>Describe the opportunities families have to participate in their child's education.</p>	<p>Families have various opportunities, throughout the school year, to participate in their child's education. Parents are invited to various Curriculum Nights including reading, math, science, and socio-emotional trainings as well as Parent/Teacher conferences each semester. Based on survey results we also add parent events as needs arise. In addition, parents are encouraged to volunteer their time at school as this is a great way to get to know the school and what is expected of students and families.</p>
<p>Describe how your school shares the PFEP, SWP, CNA and other Title I documents with community members.</p>	<p>Royal Palm shares Title 1 documents with community members in variety of ways. The main ways parents and community members are notified of documents is through an announcement in our monthly newsletter as well postings on our school's website. Parents and community members are also sent information via emails. Hard copies are always available for them in the front office.</p>



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4. **Educate and build the capacity of school staff (administration, teachers, instructional assistants, custodial, front office, etc) on ways in which to work with and engage families effectively as well as the importance of parent and family engagement in increasing student achievement. Explain your plan for this school year.**

<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>
Leader in Me – 7 Habits of Highly Effective People and Families	The school staff will help facilitate conversations between school staff, families, and children. Learning the habits of effective families will assist families in becoming more goal oriented and assist them in becoming more structured and involved in every aspect of their lives, including their child’s education.	Book Study and Training workshop	All parents and school staff	July 29 – September 9, 2021 (held every other week @ 4 p.m.)
Best Practices in Parent Communication and Interaction	Teachers will understand best practices in how to communicate and interact effectively with parents.	Training workshop	Faculty and staff	Fall 2021 Welcome Back meeting, 11/2/2021 @ 3:15 (via Zoom); follow-up articles and discussions Spring 2022



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5. 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	Family Literacy Night Dinner and a Book Family Fun Math Night Family STEM Night Behavior Basics	10/29/2021 @ 5 PM 12/07/2021 @ 5 PM 1/18/2022 @ 6 PM 2/08/2022 @ 6 PM 11/18/2021 @ 6 PM	<u>Literacy:</u> Parents will learn reading strategies to help engage their children and increase their reading comprehension and academic vocabulary which will, in turn, increase student academic success. In addition, families will learn how to use our online reading and math website to help their children develop their reading and math fluency and comprehension skills. <u>Dinner & a Book:</u> Families will learn all about the ELA standards and how they can help engage their child(ren) to become lifelong readers <u>Math:</u> Families will learn how to incorporate games into their family life which will in turn help their children with mathematical reasoning. <u>STEM:</u> Families will participate in STEM activities which will help them learn about the scientific method and key science concepts <u>Behavior:</u> Families will understand the basics about behaviors and how these can influence learning at home and in the classroom. Families will be given strategies to implement at home.	<u>ELA:</u> As measured by FSA, ELA proficiency will increase from 41% to 50% <u>Math:</u> As measured by FSA, Math proficiency will increase from 41% to 50% <u>Science:</u> science scores will increase by 5%	Literacy: Yes Dinner & a Book: Yes Math: Yes STEM: Yes Behavior: Yes	Literacy: Yes Dinner & a Book: Yes Math: Yes STEM: Yes Behavior: Yes
State Assessments & Achievement Levels	Achievement Results	10/14/2021	Parents in grades 3 – 8, will be able to understand how to read and interpret their child’s Spring FSA Scores. In addition, all families in Kindergarten – 8 th grade, will be able to read and interpret their child’s NWEA/MAP score report as well as understand the minimum requirements for grade level promotion. Specific strategies for improvement will also be shared with families.	<u>ELA:</u> As measured by FSA, ELA proficiency will increase from 41% to 50% <u>Math:</u> As measured by FSA, Math proficiency will increase from 41% to 50% <u>Science:</u> science scores will increase by 5%	Yes	Yes



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Technology, FOCUS/LaunchPad	Open House-Welcome Back	7/10/2021 @ 9 AM	Families will learn how to navigate our online system, Renweb, to access lesson plans, grades, attendance, lunch menus, and payment information. In addition, parents will learn about the online resources (Edgenuity) available for students to practice reading and math skills at home.	<p>ELA: As measured by FSA, ELA proficiency will increase from 41% to 50%</p> <p>Math: As measured by FSA, Math proficiency will increase from 41% to 50%</p> <p>Science: science scores will increase by 5%</p>	Yes	Yes – RenWeb flyers
Transition (Kdg, MS, HS)	Success & Transition Night & High School for a Day	3/10/2021 @ 6 PM 2/23/2021 @ 10 AM	<p>Success Night: Parents will learn how to effectively help their children transition into the next grade levels. We will specifically focus on transition to Kindergarten and Middle School. This event will also be open to the general public in order for them to learn about effectively transitioning to Royal Palm.</p> <p>High School: Parents and students will learn what to expect as they transition into high school. Parents and students will also learn about requirements needed for smooth transition into high school including the choice programs available in the various high schools. This event may be a Zoom sessions if a “field trip” is not possible.</p>	<p>ELA: As measured by FSA, ELA proficiency will increase from 41% to 50%</p> <p>Math: As measured by FSA, Math proficiency will increase from 41% to 50%</p> <p>Science: science scores will increase by 5%</p>	Yes	Yes
Parent/ Teacher Conferences	Parent Teacher Conference Week/Night	10/18- 22/2021 @ 3:30 - with 10/20/2021 from 6-8 PM & 2/14-18/2021 @ 3:30 with 2/16/2021 @ 6 – 8 PM	Parents will learn specific strategies to help their children with academic achievement in the areas of reading, math, and science. If attendance is a concern, a plan will be made to address the concerns and remedy the attendance issues.	<p>ELA: As measured by FSA, ELA proficiency will increase from 41% to 50%</p> <p>Math: As measured by FSA, Math proficiency will increase from 41% to 50%</p> <p>Science: science scores will increase by 5%</p>	Yes	No
*College & Career	Success & Transition Night	3/10/2021 @ 6 PM	During our Transition Night, parents of our 8 th grade families will be given information about college and career readiness and minimum requirements for High School graduation as part of their presentation. Families will also be given the information about meeting the standards for college and	<p>ELA: As measured by FSA, ELA proficiency will increase from 41% to 50%</p> <p>Math: As measured by FSA, Math proficiency will increase from 41% to 50%</p>	Yes	Yes



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			career readiness needed for high school graduation. We will also share scholarship opportunities for students and encourage them to speak to their high school guidance counselors once they are enrolled in high school.	Science: science scores will increase by 5%		
*Graduation Requirements & Scholarships	Success & Transition Night	3/10/2021 @ 6 PM	During our Transition Night, parents of our 8 th grade families will be given information about college and career readiness and minimum requirements for High School graduation as part of their presentation. Families will also be given the information about meeting the standards for college and career readiness needed for high school graduation. We will also share scholarship opportunities for students and encourage them to speak to their high school guidance counselors once they are enrolled in high school.	ELA: As measured by FSA, ELA proficiency will increase from 41% to 50% Math: As measured by FSA, Math proficiency will increase from 41% to 50%	Yes	Yes

* Required for secondary schools

How will workshops/events for families be evaluated to determine return on investment?	Workshop and events for families will be evaluated to determine return on investment through the use of exit slips and surveys. The exit slips and surveys will help us determine effectiveness of the event and help plan for future events based on continued parent needs.
How will the needs of families be assessed to plan future events?	The needs of families will be assessed through the use of surveys. At the beginning of the year we survey the parents to determine what their overall needs are so we can adequately plan to meet their diverse needs. As we plan and promote workshops and events, we will adjust future events based on feedback we receive.
What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)	The most common barriers for parents and families to attend events identified include the following: parent work schedules, lack of child care, language barriers, and pandemic related concerns. Our school will take steps to overcome these barriers and design "student-friendly" meetings and/or activities and offer child care for children of parents who attend meetings. We will also offer translations during meetings when feasible as well as offering a virtual option and encouraging masking for families who are concerned about health issues. . In addition, we will schedule events during different days and times to best meet the needs of working parents and provide adequate notice of upcoming events. With this school year again being so different, most of our events will offer a virtual option, when feasible. With virtual and in-person meeting options, we are hopeful more parents will be able to attend.



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<p>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</p>	<p>The dates and times for the meetings, events, and workshops are flexible. For example, after receiving surveys last school year, we now alternate PTO meeting times each month. One month a meeting is at 3:30 pm and the next, the meeting is at 6 pm. This gives parents a variety of times in which to attend PTO meetings Also, after feedback from the beginning of the year, our first parent book club will be hosted at 4 PM. In addition, because of the nature of this school year, we are going to be offering in-person and virtual Zoom meeting options. This will give parents who work opportunity to attend the meeting without having to physically be on campus.</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 capacity events will receive information as it is feasible. If parents were unable to attend these events, they will be sent a follow-up email with any handouts we distributed attached to the email. Parents will also be given the name of the Title 1 contact or workshop/event chairperson, in case they have any questions or require clarification. As feasible, event documents and PowerPoints will be placed on our school website for parents to view there.</p>
<p>What strategies were used to increase family and community engagement in decision-making?</p>	<p>Royal Palm uses various strategies to increase family and community engagement in decision-making. Among these strategies are surveying parents to make it easier for them to provide input into our decision-making process. Surveys are offered via electronic means as well as hard copies available. In an effort to involve families and community members, all meeting dates and times are posted on our social media page, emailed, as well as flyers sent home to parents via the students' backpack.</p>