



**Brevard Public Schools**  
**Office of Title I**  
**2022-2023 Parent and Family Engagement Plan (PFEPP)**

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 at 321-723-0650 or via email at [amy.rodriguez@royalpalmscharters.com](mailto:amy.rodriguez@royalpalmscharters.com)*

*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 at 321-723-0650 or por email [amy.rodriguez@royalpalmscharters.com](mailto:amy.rodriguez@royalpalmscharters.com)*

### **School's vision for engaging families**

#### **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: Sharon S. Green

Date: 10/5/22

**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)	5/1/22 – CNA Meeting 5/20/22 – CNA Meeting 6/6/22 – Board Meeting 8/18/22 – CNA Meeting 9/19/2022 -Coffee Chat	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.	Face-to-face meetings occurred to discuss current progress and school status. Parents, teachers, faculty, community members, and board members were also sent a survey to gather input for our Comprehensive Needs Assessment as well as our 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 (PFEPP)	5/1/22 - Survey 8/08/22 – Survey 9/19/22 – Meeting	Sent survey via email to parents; hardcopies were also available in the front office for parents who did not have access to technology. Face-to-face 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 2022 to gather input from current families and again in September 2022 to gather information from new families to our school.	survey responses, attendance sheet, meeting minutes
School-Home Compact	8/8/22 – Survey 10/13/22 – Meeting	Survey was sent to families to gather information regarding update and changes to the School-Home Compact). A face-to-face meeting was also held so families could	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 face-to-face meeting	survey responses, attendance sheet, meeting minutes



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		participate in giving input for new School-Home Compact. Notification of the School-Home Compact will go home via email and backpacks in October 2022. In addition, an announcement will be made in the October 2022 school newsletter that the compact is available for review.	was also held with parents in order to give them another opportunity to provide input for the Compact.	
<b>Title I Budget &amp; Framework</b>	5/20/22 – invite shared 6/6/22 – meeting	Face-to-face 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
<b>Parent &amp; Family Engagement Funds</b>	5/20/22 Survey 6/6/22 – Meeting	A survey was sent via email to parents; hardcopies were also available in the front office for parents who did not have access to technology. Face-to-face 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 face-to-face 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.**

<b>Tentative date &amp; time(s) of meeting</b>	October 13, 2022 @ 6 PM
<b>How are families notified of the meeting?</b>	A flyer was sent home via email on September 14 <sup>th</sup> as well as “backpacked” with students on September 14 <sup>th</sup> . One week before the meeting (October 6, 2022) a reminder email and flyer will also be sent home and backpacked.





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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?	The most common barriers for families identified include the following: parent work schedules and lack of child care for families. Royal Palm will take steps to overcome these barriers and design student-friendly meetings when possible. We will also offer this meeting in the evening time which is when most parents indicated that they could attend. In addition, we are offering childcare during the meeting.
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 as well as the "exit survey" 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.**

<b>Title II- Professional Development</b>	Royal Palm's Title I staff, the district Title I 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.
<b>Title III-ESOL</b>	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 personnel translate documents and translate at meetings, if feasible.



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<b>Title IV-Well-Rounded Education/School Safety/Educational Technology</b>	Royal Palm opted not to individualize Title IV plans and will be following the district Title IV initiatives.
<b>Title IX-Homeless</b>	Any Royal Palm students identified as homeless are eligible for services paid for by district Title I 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. The Title I contact has established a relationship with the district "in-transition" liaison so that if any services are needed, it is an easy process and services can be provided quickly.
<b>FDLRS/ESE services</b>	FDLRS provides diagnostic and instructional support services to staff members and to families of students with exceptionalities. FDLRS and the district Title I office work collaboratively to implement and evaluate various parent and family engagement initiatives and training opportunities, such as Parenting in Today's World Conference and professional development as student needs arise. Our school's Exceptional Education Resource Teachers also attend trainings and professional development as student needs arise.
<b>Preschool Programs (Head Start/VPK)</b>	N/A
<b>SAC</b>	N/A
<b>PTO/PTA</b>	To encourage parents to participate in our PTO, we set up a table at our Meet the Teacher Day and during our Annual Title I 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 I 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 information and feedback to evaluate the Parent and Family Engagement Plan. Feedback includes school survey results as well as 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 in-person/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.
<b>Community Agencies/Business Partners</b>	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. This year our goal is to partner with a local dance studio to offer classes for students after school and involve parents in other activities to develop a "well-rounded" child.





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**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.
Explain how families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	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.
Describe how your school provides information to families in their native language. What languages do you provide?	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.
How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	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.



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Describe the opportunities families have to participate in their child's education.	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.
Describe how your school shares the PFEF, SWP, CNA and other Title I documents with community members.	Royal Palm shares Title I 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.

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>
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 2022 "Welcome Back" meeting 7/6/2022 @ 9:00 a.m.



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Best Practices in Parent Engagement	Teachers will understand best practices in how to communicate and interact effectively with parents.	Article/Video	Faculty and Staff	Monthly email sent with article or video to read/watch and discuss at next staff meeting
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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						
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	"Hallow-Read"	10/28/2022 @ 5 PM (date not flexible)	Hallow-Read: Parents will learn reading strategies and how to help engage their children in reading, increase their reading comprehension skills, and get their children to enjoy reading. In addition, families will learn how to use our online reading practice websites to help their children develop their reading skills.	ELA: ELA proficiency, in grades 5 and 6 will increase to 50%  SWD: Students with disabilities will increase achievement by 5% in each subject area	Yes	Hallow-Read: yes
	Behavior Basics	11/17/2022 @ 6 PM (date is flexible)	Behavior Basics: Families will understand the basics about behaviors and how these can influence learning at home and in the classroom.	Math: Math proficiency, in grades 5 and 6, will increase to 50%  Science: 5 <sup>th</sup> grade will increase science scores by 10% on state testing	Yes	Behavior Basics: yes
	Family Fun Math Night	4/20/2023 @ 6 PM (date is flexible)	Math Night: Families will learn how to incorporate games into their family life which will in turn help their children with mathematical reasoning skills. Families will participate in playing math games in their student's classrooms.		Yes	Math: yes





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	Family STEM Night by Orlando Science Center	2/16/2023 @ 6 PM (date is flexible)	<b>STEM Night:</b> Families will participate in STEM activities which will help them learn about the scientific method and key science concepts studies by their children throughout the year.	Yes	<b>STEM:</b> yes
State Assessments & Achievement Levels	Assessments, What do the Scores Mean?	10/13/2022 @ 6 PM (date is not flexible)	Parents in grades 3 – 8, will be able to understand how to read and interpret their child's Spring FSA Scores as well as the FAST PM 1 Score Reports. In addition, all families in Kindergarten – 8 <sup>th</sup> 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.	Yes	Yes – score reports
Technology, FOCUS/LaunchPad	Open-House-Welcome Back	7/11/2022 @ 9 AM (date is not flexible)	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.	Yes	Yes – Renweb flyers
Transition (Kdg, MS, HS)	Success & Transition Night	4/20/2023 @ 6 PM (this date is flexible)	<b>Success &amp; Transition Night:</b> 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.	Yes	Yes



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		2/23/2023 @ 10 AM (this date is flexible)	<i>High School:</i> Students will take a field trip to one of the local high schools to learn about the programs being offered. 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.	<i>Science:</i> 5 <sup>th</sup> grade will increase science scores by 10% on state testing	No	Yes
	Parent/Teacher Conference Week	10/17/2022 – 10/21/2022 @ 3:30 – with 10/18/22 from 6 – 8 PM & 2/13/2023 – 2/17/2023 @ 3:30 – with 2/15/23 from 6 – 8 PM (these dates are not flexible, but parents can meet with teachers at any time during the year as requested)	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. Families will be able to learn about their student's specific academic and personal goals and identify ways to continue encouraging their student to meet their goals.	<i>ELA:</i> ELA proficiency, in grades 5 and 6 will increase to 50% <i>SWD:</i> Students with disabilities will increase achievement by 5% in each subject area <i>Math:</i> Math proficiency, in grades 5 and 6, will increase to 50% <i>Science:</i> 5 <sup>th</sup> grade will increase science scores by 10% on state testing	Yes	No
Parent/ Teacher Conferences				<i>ELA:</i> ELA proficiency, in grades 5 and 6 will increase to 50% <i>SWD:</i> Students with disabilities will increase achievement by 5% in each subject area <i>Math:</i> Math proficiency, in grades 5 and 6, will increase to 50%	Yes	Yes
	Success & Transition Night	4/20/2023 @ 6 PM (this date is flexible)	During our Transition Night, parents of our 8 <sup>th</sup> 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.			
*College & Career						



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			During our Transition Night, parents of our 8 <sup>th</sup> 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.	<u><b>Science:</b></u> 5 <sup>th</sup> grade will increase science scores by 10% on state testing	Yes	Yes
<b>*Graduation Requirements &amp; Scholarships</b>				<b>ELA:</b> ELA proficiency, in grades 5 and 6 will increase to 50% <b>SWD:</b> Students with disabilities will increase achievement by 5% in each subject area <b>Math:</b> Math proficiency, in grades 5 and 6, will increase to 50% <b>Science:</b> 5 <sup>th</sup> grade will increase science scores by 10% on state testing		

**\* Required for secondary schools**

<b>How will workshops/events for families be evaluated to determine return on investment?</b>	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.
<b>How will the needs of families be assessed to plan future events?</b>	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.