



Cocoa High School

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

EVERY TITLE I SCHOOL IN BREVARD COUNTY WILL:

1. Involve families and community members in the planning, review, and improvement of their School Improvement Plan and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement plan, as well as the school-home Compact, with an adequate representation of families.

Title I Documents	Date of meeting to gather family/community input.	List outreach strategies used to invite families and community to provide input.	Describe the method in which family and community members were involved.	What evidence do you have to document family/community participation?
School Improvement Plan (SWP) Comprehensive Needs Assessment (CNA)	03/28/2023 05/08/2023 05/31/2023 – 06/06/2023 06/08/2023 06/13/2023 06/20/2023	BPS Parent Survey; Faculty Meeting; Newsletter; Blackboard Connect Emails; flyers; SAC Meetings; CHS Website; Posts to FOCUS, T1 Annual Meeting	BPS Parent Survey; Faculty Meetings (<i>Faculty Input</i>); S.A.C Meetings (<i>all Stakeholders</i>); Open House (<i>Parents</i>); Posts to CHS Website; Posts to FOCUS; Weekly and Monthly Newsletters & Google Classroom; T1 Annual Meeting	Exit Slips; Survey Results; Agendas; Meeting Minutes; Calendar Invites; Copies of Emails; Flyers; Screenshots of Postings
Parent and Family Engagement Plan (PFEP)	07/31/2023 08/04/2023 08/31/2023	Registration survey; Title I Annual Meeting; Emails; Focus messaging; Weekly and Monthly Newsletters; CHS Website	BPS Parent Survey; Faculty Meetings (<i>Faculty Input</i>); S.A.C Meetings (<i>all Stakeholders</i>); Open House (<i>Parents</i>); Posts to CHS Website; Posts to FOCUS; Weekly and Monthly Newsletters & Google Classroom; T1 Annual Meeting	Exit Slips; Survey Results; Agendas; Meeting Minutes; Calendar Invites; Copies of Emails; Flyers; Screenshots of Postings
School-Home Compact	10/18/2023 10/24/2023	Title I Annual Meeting; Parent Conferences; Emails; FOCUS; CHS Website	Suggestion/Revision Forms & Survey	Suggestion/Revision Forms & Survey
Title I Budget	03/28/2023 08/31/2023	BPS Parent Survey; Faculty Meeting; Weekly and Monthly Newsletters; flyers; SAC Meetings; CHS Website; Posts to FOCUS, T1 Annual Meeting	BPS Parent Survey; Faculty Meetings (<i>Faculty Input</i>); SAC Meetings (<i>all Stakeholders</i>); Open House (<i>Parents</i>); Posts to CHS Website; Posts to FOCUS; Weekly and Monthly Newsletters & Google Classroom; T1 Annual Meeting	Exit Slips; Survey Results; Agendas; Meeting Minutes; Calendar Invites; Copies of Emails; Flyers; Screenshots of Postings
Parent & Family Engagement Funds	03/28/2023	BPS Parent Survey; Faculty Meeting; Newsletter; flyers; SAC Meetings; CHS Website; Posts to FOCUS, T1 Annual Meeting	BPS Parent Survey; Faculty Meetings (<i>Faculty Input</i>); SAC Meetings (<i>all Stakeholders</i>); Open House (<i>Parents</i>); Posts to CHS Website; Posts to FOCUS; Weekly and Monthly Newsletters & Google Classroom; T1 Annual Meeting	Exit Slips; Survey Results; Agendas; Meeting Minutes; Calendar Invites; Copies of Emails; Flyers; Screenshots of Postings

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



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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	Thursday, August 31, 2023
How are families notified of the meeting?	School Marquee; flyers; FOCUS & Google Classroom, CHS Website; Focus Weekly Parent Newsletter, Facebook, & Instagram
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?	We are collaborating with our parents and families to schedule events at times that are convenient for them. We are collaborating with all stakeholders to ensure that we are meeting their needs by asking them to provide feedback by completing exits slips or surveys at the conclusion of events. We use the feedback received to help guide preparation and planning for future activities/event/meetings.
How will you get feedback from parents and families about the meeting?	Parents are asked to complete an Exit Survey after each event.
How do parents and families who are not able to attend receive information from the meeting?	All presentations are uploaded to the CHS website and monthly newsletter.

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	Cocoa High School is home to an extensive ESOL program. We employ several personnel (teachers, instructional assistants, custodians, etc.) who all speak and read Spanish fluently. Subsequently, we have several interpreters that are available to assist when the need arises in the communication with Spanish-speaking parents, families, and students. We purchased translation devices that are being used successfully throughout the campus. Our ESOL instructional program provides for understandable instruction while the curriculum content in Language Arts and other content areas remain the same, as they are intended for fluent English speakers.
Students in Transition *District Contact-Ivette Collado	Title IX (Homeless Education), The Office of Title I, and the district Homeless Liaison work collaboratively to meet the Title IX needs of our homeless youth and families. To every extent possible, Cocoa High School will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of homeless and migratory children. Information and school reports required under Section 111 of the ESEA will be provided in an understand band uniform format and in a language parents can understand. Cocoa High School offers translation (English and Spanish) services during school events, conferences, documents and Blackboard Connect messaging system. We employ several bilingual personnel who are readily available translation (English and Spanish).
FDLRS/ESE Services	We have an outstanding ESE department who works collaboratively to provide instructional services to students based on their individual need. Additionally, Florida Diagnostic and Learning Resources systems (FDLRS) personnel work with our administrators, teachers, and parents to ensure that all students needing access to additional support or recourse are provided. Professional development opportunities and small group trainings are also provided to teachers hear on campus to meet the needs of these students.



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Preschool Programs (Head Start/VPK)	Although we do not have a Head Start program, CHS is home to one of the four Student-Parent Programs in the school district. This program provides an educational program for students who are also parents so that they can continue to attend school and work toward earning a high school diploma or its equivalent while learning parenting skills.
SAC	Our school administrators, teachers, support personnel and students collaborate with our School Advisory council (SAC) to ensure that we are meeting the needs of all our stakeholders, to include both students, parents, and their families. SAC meetings welcome participation from various school leaders to update the committee on initiative related to our SWIP goals.
PTO/PTA	In addition to SAC, we are also home to the Tiger Family Organization (TFO), which is our version of PTO/PTA. TFO's mission is to provide a bridge between the school, parents, and students.

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.	The school uses various modes of communication to share information with parents and families. These modes of communication include but are not limited to newsletters, flyers, FOCUS, email, Blackboard Connect phone messages, the CHS website, and multiple social media platforms associated with academic, athletic and/or social clubs. These are all utilized to ensure that there is open communication with our parents and families.
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 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.	To ensure that families understand the school's curriculum, achievement levels and progress monitoring of their child, the school convenes annual meetings to include Open House, Title I Annual Parent Meeting, and Parent Conferences (2x/year). Additionally, we host a STEM night in the Spring which allows our students to show off their academic skills, introduce them to concepts beyond their everyday schoolwork and to show parents and families what students are learning.
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: English and Spanish. Cocoa High School has an outstanding ESOL Department and employs personnel who are fluent in Spanish to assist with translations and serve as interpreters. Additionally, the school website can be translated into over twenty-two different languages.
How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	To ensure that our parents and families with disabilities have the same access to any event on campus, our Title I personnel works collaboratively with the ESE Department personnel to ensure that if anyone needs access to facilities and/or technology, we can provide the needed access. In the past, we have installed wheelchair accessible ramps and provided ASL interpreters during school events to assist our students and families who need assistance.
Describe the opportunities families have to participate in their child's education.	Cocoa High School builds positive relationships with families to support the needs of students and promote student success in the classroom through various activities throughout the school year. Parent and family engagement events designed to improve student performance include, but are not limited to, the Comprehensive Needs Assessment (CNA), Focus Groups, Open House, Title I Program Annual Meeting, and school-based surveys (Fall & Spring), which affords parents and families the opportunities to participate in various aspects of the school's improvement and planning processes. Additionally, we host a STEM night which allows our students to show off their academic skills, introduce them to concepts beyond their everyday schoolwork, and to show parents and families what students are learning. To support families and students in preparation for post-educational opportunities and in conjunction with the guidance department and post-secondary institutions, we host a College Admissions Workshop and a College Financial Aid/Scholarship Workshop. Take-home resources (i.e. handouts, supplemental texts, manual and guidebooks)



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	associated with academic coursework, the college application process, scholarship writing and how to pay for college are provided at all events. Throughout the school year, input from families is solicited electronically via handouts and post to the CHS website and FOCUS accounts.
Describe how your school shares the PFEP, SIP, CNA and other Title I documents with <u>community members</u> .	These documents are shared via uploads to the CHS website, flyers or paper copies are sent home with students, they are shared and discussed in the SAC and TFO meetings and posted to the FOCUS accounts.

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

<u>Topic/Title</u>	<u>How does this help staff build school/family relationships?</u>	<u>Format for Implementation: workshop, book study, presenter, etc.</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
Professional Development	To be effective, teachers must be prepared to engage parents and families by collaborating with them to support student success. This activity will help to create strong parent-school relationships, encourage social development, and improve academic achievement.	Workshop/trainings/PLC meetings/Title I Poverty Simulation	7 th -12 th grade teachers	August 2023 – May 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.



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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 <u>directly</u> supports	Translation provided	Take home materials provided
Curriculum Areas	STEM Night	March 2023	Curriculum events include but are not limited to STEM Nights, which are hosted by Title I in collaboration with each department at CHS. Interactive activities are a part of each event, and several take home resources are provided to each family at all events. These resources are provided to promote learning beyond the textbooks and encourage family engagement/participation in their child's learning/school experience.	AREAS OF FOCUS: 1,4	YES	YES
State Assessments & Achievement Levels	Title I Annual Parent Meeting	08/31/23	Cocoa High School Title I Program contact and Students-at-Risk Coordinator share pertinent information with all stakeholders concerning the importance of Title I programs in schools, how supplemental resources are used to support CHS teachers, students/parents/families to promote increased academic performance, and how to access tools that will help them understand FSA scores along with any interpretation in another language, if needed.	AREAS OF FOCUS: 1,4	YES	YES
Technology, FOCUS/LaunchPad	FOCUS Google Classroom CHS Website Smore	August 2023 – May 2024	FOCUS support/access/passwords and training are provided for parents so that they can continue to monitor their children's progress in the classrooms. Google Classroom is another platform teachers use for instructional purposes, to post assignments, engage in academic discussions, and collect assignments. CHS's website is utilized to post Title I sponsored events/activities and other school-wide events. Monthly Parent Link newsletters are published on the website each month using Smore publishing. The Remind text messaging program is used for messaging classes and updating parents and families regarding upcoming events.	AREAS OF FOCUS: 1,4	YES	YES
Transition (VPK-K, MS, HS)	College Admissions Workshop College Financial Aid/Scholarship Workshop Curriculum/Course Selection Night Financial Literacy Workshop Tiger Camp (Rising 7 th Grade) Feeder school visits	August 2023 – May 2024	CHS supports outgoing 12 th grade students by hosting several Title I sponsored workshops to assist students in the college application process, the scholarship application process, and the completion of the FAFSA application. CHS is hosting a Financial Literacy Workshop to assist students and families with current financial matters and those after graduation. The guidance department hosts Curriculum Night for incoming 6 th graders and their parents. This event touches on the registration process, what to expect as	AREAS OF FOCUS: 1,4	YES	YES



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			<p>middle-schoolers, and offers guided tours for students and families. Likewise, a similar event is hosted for incoming Freshman (9th graders) and their families. Freshman Orientation consists of presentation on graduation requirements and what to expect as a high schooler. The Guidance counselor visits with each 8th grade ELA class to discuss course requests and other pertinent information. Tiger Camp was designed to assist our 7th graders with the transition to middle school. Middle School Guidance Counselors visit each elementary school with rising 7th graders and McNair Middle School attending CHS to complete course requests.</p>			
<p>Parent/ Teacher Conferences</p>	<p>Teacher/Parent Conferences</p>	<p>10/17/2023 03/19/2023</p>	<p>Parents have the option of making an appointment with their child's teacher(s), however, if they could not make PTC, they can still meet with their child's teacher at another date and time to which they both agree.</p>	<p>AREAS OF FOCUS: 1,4</p>	<p>YES</p>	<p>YES</p>
<p>*College & Career</p>	<p>College Admissions Workshop College Financial Aid/Scholarship Workshop Curriculum/Course Selection Night</p>	<p>August 2023 – May 2024</p>	<p>CHS supports outgoing 12th grade students by hosting several Title I sponsored workshops to assist students in the college application process, Bright Futures, the scholarship application process, essay writing and the completion of the FAFSA application. In addition, we have College and Career Specialist on campus who arranges workshops and is present during high school lunches for students.</p>	<p>AREAS OF FOCUS: 1,4</p>	<p>YES</p>	<p>YES</p>
<p>*Graduation Requirements & Scholarships</p>	<p>College Signing Event-Athletics College Admission and Financial Aid/Scholarship Workshops</p>	<p>August 2023 – May 2024</p>	<p>CHS hosts an event for students who received college scholarships and their families. CHS supports outgoing 12th grade students by hosting Title I sponsored workshops to assist students in the college application process, Bright futures, the scholarship application process, essay writing and the completion of the FAFSA application.</p>	<p>AREAS OF FOCUS: 1,4</p>	<p>YES</p>	<p>YES</p>

* Required for secondary schools



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<p>How will workshops/events for families be evaluated to determine their effectiveness?</p>	<p>Exit slips and/or surveys will be provided to obtain feedback from parents and families attending the events</p>
<p>How will the needs of families be assessed to plan future events?</p>	<p>We understand the for our students to be successful we must engage our families in decision-making processes, and more importantly, we need to create an atmosphere to ensure our parents and families always feel welcome. We understand when the voices of our parents and families are heard and included in the decision-making process, we have a more invested individual, and our parent and family engagement program can and will improve. Therefore, it is important for us to have inclusive parent and family engagement activities.</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>Some of the barriers we face as a secondary school for getting our parents and families to attend events is a need for child-care, need for transportation and time, as work schedules may not allow attendance after school or in the evenings. We have scheduled events in the evenings based on the preferences of surveyed families.</p>
<p>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</p>	<p>We are working with our families to schedule events at various times of the day and night. We collect feedback at the conclusion of each event to make sure we are meeting their needs and responding to their suggestions.</p>
<p>How do families who are unable to attend building capacity events receive information from the meetings?</p>	<p>If an event is missed, the presentation and/or video is posted to the CHS website and can be viewed later.</p>
<p>What strategies were used to increase family and community engagement in decision-making?</p>	<p>We spend a lot of time and resources marketing events to engage parents and families. Parents and families are all invited to join our school Tiger Family Organization (TFO) and our School Advisory Committee (SAC). In addition, parents and families are always invited to meet with and/or speak with the Title I Program Contact or their child's guidance counselor, teacher, or grade level administrator. We have established partnership with local businesses to try to connect our parents and families to service agencies in the community. Lastly, we have a mentoring program for community members who can mentor a student on a regular basis on campus.</p>