# Title I, Part A: Parent and Family Engagement Plan

**School:** SS Dixon Intermediate

I, Missy Floyd, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by the appropriate state and federal staff. I further certify that all expenditures will be obligated only as appropriate to this project and will not be used for matching funds on this or any special project where prohibited.

**Assurances**

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school wide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

Missy Floyd
**Signature of Principal or Designee**

9/10/20
**Date signed**

## Mission Statement

Parental Involvement Mission Statement

**Response:**

The mission of S.S. Dixon Intermediate is to work in partnership with students, families, and our community to ensure that each student experiences academic success in a safe, nurturing, and academically appropriate environment. Our goal includes giving parents the opportunity and support needed to enable them to be a part of their child's education so that each student can achieve personal success and enrich the community.

## Engagement of Parents

Describe how the school will involve parents and families in an organized, ongoing, and timely matter in the planning, review, and improvement of Title I programs including involvement in decision making of how funds for Title I will be used. [ESEA Section 1116]

**Response:**

SS Dixon Intermediate School will include students (as appropriate), parents, school faculty, and community members as partners in planning, governance, and advocacy. We will encourage participation of all stakeholders. Parents and guardians will participate in decisions that relate to and affect their child's education. We will support this commitment by:

1. Conducting an annual meeting for parents. All parents will be invited and encouraged to view administrations live video and the information shared by the classroom teachers. During this meeting we will explain the Title 1 program, what the school day will consist of, COVID 19 information, the right of parents to be involved, Parent Compact, SPAR, Parent Involvement Plan, School Accountability Report Card, and school grade.
2. Offering live and/or virtual meetings during the COVID pandemic. Once visitors can return to campus, we will offer flexible meetings/event days and times to accommodate the varying schedules of parents. Child care may be provided if applicable.
3. Establishing a parent involvement advisory committee (School Advisory Council) that includes faculty, staff, parents, business members, and community members. All parents are encouraged to attend/observe meetings, which will take place virtually during the COVID pandemic. The Council is reflective of our school diversity. The School Advisory Council will provide input for our school, assess the effectiveness of the Parent Involvement Program, and make recommendations for positive changes regarding parent involvement. The Council shall serve in an advisory capacity to the school principal, to assist in the development of the educational program, and in the preparation and evaluation of the School Improvement Plan required pursuant to Section 230.23(18), Florida Statutes.
4. Offer breakfast for ESOL families. Once the school district encourages campus volunteers/visitors (due to COVID)we will offer a breakfast for ESOL families where we can discuss barriers and explain services we can offer to help with language barriers.

## Coordination and Integration

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to other federal programs such as Head Start, Home Instruction Programs for Preschool Youngsters, Voluntary Pre-Kindergarten, Title I, Part C, Title II, Title III, Title IV, and Title VI [ESEA Section 1116]

**Response:**

1. Title 1 Parent Involvement Programs will be coordinated and integrated at S.S. Dixon Intermediate through a joint effort of the school's administration, the School Advisory Council, and the school guidance department. The school's administration will be responsible for scheduling and facilitating parent involvement meetings at which time ideas for parent involvement activities and a plan for implementation of each will be discussed and approved. The administration will also be responsible for monitoring parent involvement activities and making sure they are taking place in a timely and appropriate manner.
2. Parents are invited to attend a virtual Open House Event where they will listen to and/or view presentations presented by administration and their child's teacher concerning classroom policies & procedures and strategies for helping their child at home to be successful in school. On the same night, a presentation about the Title 1 program at SSDI will be shared virtually with parents.
3. FSA Writing Training will be available for parents to learn more about the FSA writing test. Gretchen Faust, who is both a 5th grade teacher and an expert in the area of teaching writing and preparing students for the FSA writing test, will facilitate the workshop for parents to show them specific strategies that can be used at home to help their child/student prepare for the FSA Writing test that is given to 4th and 5th grade students. This meeting will be virtually verses in person if campus visitors are still being avoided due to the COVID pandemic.
4. Parent workshops will be held virtually on topics such as Cyberbulling; tips for helping children at home in the areas of reading, math, writing, science, and digital platforms; understanding the Florida Standards, and topics related to parenting skills. Our guidance counselor plans to survey families as to the number of students being raised by grandparents, to determine the need to provide additional support for them.
5. Parent Resource Center: A Parent Resource Center is available for parents to receive literature, pamphlets, flash cards, leveled readers, and manipulatives. There is also a variety of books and/or videos/DVDs on topics relating to parenting or helping children be successful in school. A computer is also available int he front office which can be used to pull resources, print educational information/paperwork, complete applications, and/or search for jobs.
6. STEAM Event: Due to COVID our annual STEAM event will take place during the school day so that all students are given the opportunity to participate in the event. The 2020 STEAM event will focus on preparing students to face challenges, no matter what future field/career path they study and work in. Through this students will use hands-on, real-world, problem-solving instruction to engage students in subjects and will challenge them to use their creativity, curiosity, investigative and critical thinking skills to collaboratively investigate future careers.
7. Patriot Showcase: Throughout the month of October students will begin reading and doing classroom activities tied to the book The One and Only Ivan. Mid- November SSDI will roll out a family-friendly night where we showcase activities on campus, with special appearances from their children, the hit movie The One and Only Ivan, and concessions delivered right to the parents vehicle by faculty/staff members. We will transform our PE field into a contact-free drive-in movie theater where families can gather and see what's taking place on campus. This event will take place over 3 days (due to parking concerns) so that all students have the opportunity to participate.
8. Remote Learning: Due to COVID 19 approximately 100 students from SSDI are participating in the remote learning platform this year. Through remote learning students have a classroom teacher that works with students and teaches them standards based lessons throughout the school day. Remote learning students are encouraged to participate and be involved in the same activities as the brick and mortar students. Remote learners are given the opportunity to preview ITV daily, check out library books, participate in PBIS activities/events, and parents can pick up curbside meals consisting of breakfast and lunch.

## Annual Parent Meeting:

Describe the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school's Title I program, the nature of the program, and a description of how the meeting will cover adequate yearly progress (AYP), SCHOOL choice, and the rights of parents.

**Response:**

Our annual Title 1 Parent Meeting and Open House will be held virtually. Invitations to the event will be given to parents by classroom teachers, posted on the school sign, and quarterly newsletter. School Messenger will also be used to call all parents with a reminder of the event. The Title 1 Power Point will be shared virtually and teachers will virtually share classroom information with parents/guardians. The student-parent compact is reviewed during the meeting and teachers are able to share vital information with parents who were not able to attend the Supply Drop Off event. Parents who do not attend Supply Drop Off or Open House are contacted via phone to discuss the compact with a copy being sent home.

## Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and how the school will provide, with Title I funds, transportation, child care, or home visits, as such services relate to parent and family engagement [Section 1116]

**Response:**

S.S. Dixon Intermediate School will schedule meetings and parent involvement events, including workshops during the school day and/or in the evening to make it possible for parents to participate and be involved in their child's education. Due to COVID many of these events will take place virtually or through the use of social distancing. When needed and appropriate, Title I funds will be used to cover the costs of child care, transportation, and/or a meal to make it possible for economically disadvantaged families to participate and to provide an incentive for them to attend these events. Home visits will be made when needed by the school administration, guidance counselor, and teachers.

## Building Capacity

Describe how the school will implement activities building the capacity for meaningful parent/family involvement, relationships with the community to improve student achievement, materials and trainings to assist parents/families to work with their children, and any other reasonable support for parent/family engagement activities [ESEA Section 1116]

**Response:**

(Open House, Digital Training, STEAM, and Writing Training were previously mentioned)
1. Volunteer Orientation - Volunteers will be trained on school policies and procedures to increase their effectiveness which allow teachers more time to spend working with students, which should positively impact student achievement. (September 2020)
2. Cyberbullying/Bullying Training - During PE students will participate in a cyberbullying/bullying prevention training presented by member(s) of the Santa Rosa County Sheriffs Department. (October 2020)
3. Veteran's Day - By honoring our veterans and educating students concerning the meaning of Veterans' Day, student will gain an increased understanding of our history. This will increase student background knowledge, allow them to understand wars, and the impact on America's history. This should lead to increased student achievement. This year students will be involved in classroom Veterans' Day activities and lessons. (November 2020)
4. Science Fair - Student participation in the Science Fair (4th & 5th graders) should help prepare students for success on the 5th grade FCAT Science test. (November 2020)
5. Kids Heart Challenge (formerly Jump Rope for Heart) - Pending district approval due to COVID - This is a great opportunity for parents/student to give to an organization that helps others while focusing on personal health and well-being. (November 2020)
6. Chorus Performance - Pending district approval due to COVID - Family members will be invited to come to the chorus performances that are presented by 5th grade chorus members. Fine arts add to a student's schooling and this is an opportunity for parents to see the impact on their child. (April 2021)
7. Field & Kite Day - Pending district approval due to COVID - This day is set aside to provide games and field day events for all students. Typically parents come to support and help run the event. (March 2021)
8. Volunteer Appreciation - The Volunteer Appreciation Brunch serves as an opportunity to strengthen the partnership between SSDI and its volunteers. The donation of time to our school is a very important part of student achievement as volunteers provide support to teachers and directly to students through tutoring, working in the classroom, and assisting with campus activities/events. (April 2020 pending district approval due to COVID).
9. Academic Night - Pending district approval due to COVID - This evening event will give families an opportunity to visit the school and play reading and math games. Parents will see ideas that can be incorporated at home that will reinforce reading and math skills. Date is to be determined.

## Staff Training

Describe the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and staff with the assistance of parents/families in:

1. The value and utility of contributions of parents/families;
2. How to reach out to, communicate with, and work with parents/families as equal partners;
3. Implementing and coordinating parent/family programs and in building ties between parents/families and the school. [ESEA Section 1116]

**Response:**

1. Digital Training - This training will make sure teachers remain up to date on digital platforms in the event we return to remote learning. Jeff Baugus will provide administration/teachers with frequent updates and offer training on campus as needed.
2. McKinney Vento - The training will share opportunities that are available for economically disadvantaged students. Characteristics of economically disadvantaged students/families are presented. Strategies on ways to help the sub group are discussed.
3. Volunteer Training - We have a very active group of parents who are willing and want to help in classrooms. Some of the parents are not able to come to the school on set days, but are willing to do things to help the teacher away from school. Teachers need to understand how to best use volunteers. We have a meeting to discuss things volunteers can/cannot do.
4. MTSS Training - The MTSS process follows particular timelines and requirements for parental meetings. Teachers must understand the process that is used at SSDI.
5. COVID Protocol/Procedures - Faculty/Staff will participate in frequent trainings so that everyone on campus feels educated and up to date on current policies/procedures.

## Communication

Describe how the school will:

1. provide timely information about the Title I programs;
2. describe and explain the curriculum at the school, the forms of assessment used to measure student progress, and the achievement levels students are expected to obtain;
3. if requested by parents provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren);
4. submit parents/families' comments if the schoolwide plan is not satisfactory to them. [ESSEA Section 1116]

**Response:**

S.S. Dixon Intermediate School families will be notified of the Title 1 Program during the annual meeting/open house event on 9/10/20. Parents will be notified of events through: the school website/Facebook, School Messenger call-out system, teacher notification, school newsletter, and the school marquee. The Title I Parent Newsletter will be sent home with each student the beginning of September. Parents' Right to Know Notice is displayed at the front entrance of the school and on the website. We encourage our parents to visit our school's website/Facebook where we will place Powerpoints with and/or without voice. Having Powerpoints and videos available give parents vital information who are unable to attend scheduled events. Many of our teachers use apps to stay in contact with parents.
S.S. Dixon Intermediate School uses state-adopted textbooks, and all curriculum must correlate with the Florida Standards. Except those few students who are alternately assessed, students are given the FSA tests in the spring of each year to assess performance and learning gains. Student progress is also monitored throughout the year through Unify for Science, STAR Reading and STAR Math, Freckle Math & ELA, I Ready for identified students, Saxon Math for Tier 2 students, piloting of the Numeracy Initiative, and classrooms that are using CGI Math Project. Proficiency on FSA is a level 3 and the goal for all students is to perform at or above this level. A PMP is developed for 3rd grade students scoring below a set score on STAR Test C from the previous year and/or the beginning of the year STAR Reading or Math Tests, 4th and 5th grade students who scored a level 1 or 2 on FSA reading or math, retained students, students who had a failing grade in science, or by the teacher's observation of low performance. Strategies and interventions are provided to improve the student's performance. Students who have a progress monitoring plan are monitored for the effectiveness of the intervention. Students who continue to struggle may be referred for further evaluation.

## Accessibility

Describe how the school will:

1. provide full opportunities for participation in parent/family engagement activities for all parents/families;
2. share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format and in languages the parents can understand.

**Response:**

All parents will be invited to participate in school events, meetings, field trips and other campus activities which are appropriate for their child's grade level once the district approves campus volunteers/visitors due to the COVID pandemic. Families with limited English proficiency will receive notices in their language, or an interpreter will be provided to translate information so that the parents can understand the information. Arrangements for transportation will be made for those families who do not have transportation to and from a school event they would like to attend. The school handbook, written letters, notices from the school, and School Messenger will be used to notify parents of opportunities for involvement at Dixon Intermediate. Information will be translated either in written or verbal form as needed so that parents can understand the information. With notice, an interpreter will be provided to those parents who are hearing impaired. Powerpoints/videos will also be made available via the school's website for parents who are unable to come to school.

## Barriers

Describe the barriers that hindered parent participation in the previous school year. What steps will the school take during the upcoming school year to overcome the barriers (with attention paid to families who are disabled, have limited English proficiency, and parents/families of migratory children. [ESEA Section 116]

**Response:**

1. ESOL or hearing impaired parents may not understand material presented or activities that occur at the school. We need to be cognizant of this and make sure we do our best to provide an interpreter for those parents with a hearing loss. We also need to make sure that families understand the evening events that are taking place. If possible, we will provide materials in the child's home language.
2. When we have academic focused events, we should contact our families of our most involved students to determine if there is a need to plan a special time for the families to come. Often our ESE students do not do well in large crowds or with many activities going on at the same time. When a need is determined, we can start the event earlier for those students or provide the activities in a specific location to limit the number in the room at one time.
3. Often single parents may need childcare to be able to attend events that aren't family focused. We can provide childcare when there is a need.
4. During the COVID pandemic many students did not have access to technology/Internet. Due to this experience we have become more aware of families that will need technology support/assistance if we were to go remote again. SS Dixon Intermediate will make sure these families have the necessary support/items to ensure student success (laptops, Internet service, training).