**DUNNELLON MIDDLE SCHOOL Title I, Part A Parent and Family Engagement Plan**

**Mission Statement** *(Optional)*

Describe how the parent and family engagement plan is a shared responsibility.

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| Our vision of the DMS PFEP is that we actively find ways to draw in our families to school activities in which parents will engage for the purpose of learning how to help their students be successful. We also want to see parents becoming involved in SAC and completing the Annual Parent Survey as a means of shared responsibility.    Teachers will: Keep students and parents informed by providing ongoing information about student progress and behavior; provide assistance to parents so they can help their children at home; meet with parents to discuss their child’s achievement; provide a high quality curriculum and effective instruction for all students to enable them to meet the state’s high standards.  Parents will: Make sure their child attends school regularly and on time; support the child’s learning and participate in decisions relating to the child’s education; communicate regularly with the teachers; encourage the child to read at home every day; make sure the children complete classroom and homework assignments.  Students will: Work cooperatively with classmates; read at home every day; come to school prepared to learn; show respect for yourself, your school and classmates; believe that you can and will learn. |

Describe how the parent and family engagement will assist in providing high quality instruction for all learners.

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| Parent and Family Engagement activities will be designed to help teach parents how to support their child’s learning at home. Families will be taught additional skills to use with their students at home to continue the learning. If students are seeing that their parents are involved in their learning the student will be encouraged to do his or her best. When both the home and school work together to help a child learn then all concerned parties are working towards the same goal. |

**Engagement of Parents**

Describe how the school will engage the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used.

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| Dunnellon Middle School will work with our SAC members and any concerned parents at SAC meetings to discuss how Title I funded programs at our school are working as well as the Home / School Compact. The school will seek input from all participating parents as to how services can be improved throughout the year as well as how resources will be allocated. SAC members will be asked to review our PFEP, Home/School Compact and SIP during meetings. Plans will be revised based on input from SAC meetings. |

**Coordination and Integration with Other Federal Programs**

Describe (*in the table below*) how the school will coordinate with other federal programs and integrate parent and family engagement activities that teach parents how to help their child(ren) at home.

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| Title I Part A | DMS representatives will participate in all training opportunities offered by the Title I office to gain knowledge in how to best engage parents/families in activities at school. DMS will offer 3-4 Engagement activities during the school year. The goal will be to offer activities that teach parents how to help their children at home in a particular subject area. |
| Title I Part C (Migrant) | If migrant students are enrolled coordination with the district migrant office will occur for additional support and resources. |
| Title I Part D (Neglected & Delinquent) | N/A |
| Title II | DMS staff will participate in District Professional Development opportunities. |
| Title III - ESOL | DMS currently employs 4 ESOL paraprofessionals. These individuals support our ELL students in the classroom and serve as interpreters for our families that do not speak English. |
| Title IV Part A | N/A |
| Title IV Part B (21st CCLC) | N/A |
| Title IX Part C - Homeless | When we have students who are identified as “homeless” we work with the Homeless liaison for the district to help secure assistance and resources for the children and families. |
| Home Instruction for Parents of Preschool Youngsters (HIPPY) | N/A |
| Individuals with Disabilities Education Act (IDEA) | DMS works with families to meet the needs of our students with disabilities. We follow students’ IEPs and schedule services and classes accordingly. We also work with parents to develop 504 plans to provide accommodations for students who do not have an IEP but need minor accommodations available to them under section 504 of the IDEA. |
| Voluntary Pre-Kindergarten Program | N/A |

**Annual Parent Meeting** *(Stand Alone)*

Provide a description of 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.

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| Our annual meeting is currently scheduled for September 27, 2018. We will offer the meeting at two times. One from 4:30 – 5:30 p.m. and a second from 6:30 – 7:30 p.m. We will inform the parents by utilizing a Skylert Message, Twitter, backpack note and Peachjar electronic message. |

Provide a description of the nature of the Title I program that is shared with parents (school wide or targeted assistance).

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| DMS operates a school wide Title I, Part A program, which is the largest federally funded grant program for grades K-12. It is designed to provide all children that attend low-income schools significant opportunities to receive a fair, equitable, and high quality education. |

Provide a description of how the meeting will cover yearly progress, school choice, and the rights of parents.

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| The meeting will discuss school specific data as measured by the 9 categories of school grading. We will also discuss the parents “right to know” and school choice. Parents who are unable to attend the Annual Meeting can request a printed copy of the power point slides be sent to them. |

**Flexible Parent Meetings**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening.

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| The school will offer flexible meeting times by offering a larger “window” of time for drop in events. As well as more than one meeting being scheduled such as the annual meeting with two start times( 4:30 and 6:30 p.m.) Our student orientation will have a window of time from 4:30 – 7:00 p.m. We also strive to work with families to find a meeting time for IEPs and parent conferences when our normal, scheduled times do not fit the family’s needs. |

Describe how will the school provide, with Title I funds, transportation, childcare or home visits, as such services relate to parent and family engagement.

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| DMS will utilize our social worker and her assistant when we have a need for a school employee to visit a home. We do not currently have Title I funds allocated for transportation or childcare as it relates to parent and family engagement. |

**Building Capacity**

Describe how the school will implement activities that will build the capacity for meaningful parent/family engagement.

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| DMS will conduct quarterly engagement activities that will invite families to join the school in working together to help students be successful. DMS will use multiple methods to communicate event dates and times. DMS will offer flexible meeting times to better serve our parents’ needs. The school will implement the quarterly activities by core subject areas in the following order: Science, Reading/ELA, Math, and Social Studies. The focus of the activity will be to get parents involved in Hands On Activities with their children where curriculum is explained and parents will take away ideas of how they can support their child’s learning at home. The individual focus of each of the events will be guided by school data from FSA and FCAT. We will seek to address areas that will strengthen students’ performance on this year’s state assessments. We will utilize Virtual Engagement to allow families to still take part in the learning after the fact once they are notified. |

Describe how the school will implement activities that will build relationships with the community to improve student achievement.

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| DMS will conduct an Orientation evening prior to the start of the school year (08/09/18). This activity is designed to open the door to building relationships with families. This will provide a time for parents and students to meet the child’s new teachers and find the location of classrooms before school begins. Parents will be able to provide contact information to teachers and to begin to open the lines of communication between home and school. DMS will also invite community members and parents to become members of the SAC. DMS also seeks community volunteers to partner with various classrooms to help build relationships between the school and community. We will also be partnering with DHS seniors to serve as tutors for our AVID students during first period.  DMS will also conduct an Open House event in September. Families will be invited to follow their child’s schedule and hear presentations from all teachers about the curriculum, assessments, and expectations for achievement. This activity will further build relationships between home and school. |

Describe how the school will provide materials and trainings to assist parents/families to work with their child(ren).

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| DMS will offer a quarterly family engagement activity to help parents learn ways to help their children learn at home. These activities will provide each family with the training and materials (pre-made kits) needed to work with the children at home. The materials will be provided at no cost to our families. Families are given the opportunity to “test out” and apply new skills. DMS has already scheduled a Strong Fathers Science Night for September 11, 2018. |

Describe how the school will provide other reasonable support for parent/family engagement activities.

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| DMS will explore how we could offer supervision for school aged children during our parent engagement events. Teachers will have access to Connected Classroom containing Cyber Coaching to assist educators in developing their confidence as they are implementing newly learned strategies…and…Teacher Talk, which is a forum for educators to receive resources, network with each other educators and share successes. |

**Staff Development**

Provide a description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in the value and utility of contributions of parents/families.

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| DMS will use the resources available through Christel-Clear Learning Innovations (Teacher Talk) to educate our team members in the value of seeking to utilize the contributions of parents/families. This will be facilitated by means of incorporating segments into faculty meeting (first and third Fridays each month) |

Provide a description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in how to reach out to, communicate with, and work with parents/families as equal partners.

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| DMS will use the resources available through Christel-Clear Learning Innovations to educate our team members in how to reach out to, communicate with, and work with parents/families as equal partners. |

Provide a description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in implementing and coordinating parent/family programs, and in building ties between parents/families and the school.

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| DMS will work with the organization Strong Fathers to access online support for our school and teachers to assist us in offering quality Parent Engagement activities throughout the school year. |

**Other Activities**

Describe other activities (ex: parent resource center) the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren).

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| DMS will offer a Cyber Safety class to the parents of our middle school children. We want to educate parents about the possible dangers lurking on the internet. We also will teach strategies to our parents to help keep students safe as they utilize programs that rely on the internet. |

**Communication**

Describe how the school will provide timely information about the Title I programs.

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| Parents will be notified through a monthly newsletter, the school website, twitter, peach-jar, and automated phone calls. |

Describe how the school will 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.

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| The school will conduct an Open House evening during the first quarter of the school year. Parents will be able to hear a presentation from each of their child’s teachers explaining the curriculum, forms of assessment, and the achievement levels that students are expected to obtain in each teacher’s classroom. The teachers will all have a detailed syllabus to provide to families along with handouts related to assessments tied to their course. All paperwork will be available to any parent who is unable to attend the event (upon request). Parents who have additional questions or concerns after the event will be encouraged to schedule an individual parent/teacher conference. |

Describe how, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren).

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| DMS provides weekly opportunities for parents to set up meetings with the teachers of their children. Parents are also invited to participate in all school initiated meetings (504, ESE, ESOL staffings, etc.) a 10 day notice is provided. |

Describe how the school will submit parents/families comments if the school wide plan is not satisfactory to them.

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| The school will work with all parents to resolve concerns. Parents should contact the Principal, Del Smallridge at 352-465-6720 to discuss a concern with the SIP. If needed, the concern will be brought to the SAC. If the concern is unable to be resolved at the school level it will be forwarded to the Director of Federal Programs for further review. |

**Accessibility**

Provide a description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families.

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| DMS will use multiple means of communication to advertise our meetings, programs and activities. We will utilize our ESOL paraprofessionals to help us translate flyers into the heritage language of our ELL students. DMS will also utilize flexible meeting times as a means of providing additional opportunities for parent engagement.  Our facility is ADA accessible. Parents with disabilities are regularly invited to all parent engagement events and family engagement workshops. If support is needed to accommodate a disability, appropriate arrangements will be made.  Translators for those in need of assistance with Spanish and/or American Sign Language are available upon formal request, as well informally, through our many bi-lingual staff members. |

Provide a description of how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand.

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| DMS will utilize backpack flyers (English and Spanish versions) to advertise our meetings, programs, and reports. We will also use Skylert messages , Twitter and Peachjar as a means of communicating electronically with parents in easy to understand language without educational jargon. |

**Discretionary Activities** *(Optional)*

Describe any activities that are not required, but will be paid for through Title I, Part A funding (for example, home visits, transportation for meetings, activities related to parent/family engagement, etc.).

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| DMS will provide all students with an Agenda Planner to aid in communication being established between home and school. The planner provides an effective means of written communication between parents and teachers. This means of communication does not require a computer, smart phone or internet access. |

**Barriers**

Describe the barriers that hindered participation by parents during the previous school year.

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| Notification of the events. Many flyers that were sent home with students did not get delivered to the parents. Some parents did not receive Skylert Messages due to incorrect phone numbers being on file. |

Provide description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children).

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| DMS will take greater steps to ensure that we have “working” phone numbers on file for all of our students. The IPC will be tasked with researching the reports of incorrect phone numbers and attempting to obtain up to date contact numbers. DMS will also use Twitter AND Peachjar as a means of communicating electronically with our parents. DMS will also utilize a Virtual Engagement tool to allow families to still take part in the learning after the fact. |