**Deltona Middle School Title I, Part A Parent & Family Engagement Plan (PFEP).**

I, Dr. Rick Inge, 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 appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported 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 parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition:
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent;
* Jointly develop/revise with parents the school parent and family engagement plan and distribute it to parents of participating children and make available the parent and family engagement plan to the local community;
* 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 parent and family engagement plan and the joint development of the schoolwide program plan;
* Use the findings of the parent and family engagement plan review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school’s parent and family engagement plan;
* If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan;
* 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;
* 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; 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.



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| **Signature of Principal or Designee** | Date Signed |

# Mission Statement

Parent & Family Engagement Mission Statement (Optional)

**Response:** Deltona Middle School believes that parent involvement is essential to student achievement. The Parent & Family Engagement Plan strengthens our partnership with parents as we work together to teach children and continue with a Parent/Teacher/Student Association. At Deltona Middle School, we know that, through the collaborative efforts of all people who support our students, we will continue to excel at teaching the skills that children need to be productive members of society.

# Involvement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parent and family engagement will be used.

**Response:** Parents will be invited and are encouraged to participate and become members of the School Advisory Council (SAC) which meets every four weeks. During SAC meetings parents will be provided information on the school's Title I allocation. SAC members provide input on the Parent & Family Engagement Plan (P&FEP) and the Title I budget, as well as all other plans related to school improvement. Parent surveys are also used to solicit parent input. Comments from parents are documented on SAC meeting minutes. One purpose of our Title I school is to review the P&FEP and the School Improvement Plan. The P&FEP is available on our website and there's a hard copy in the front office. Parents are encouraged to give suggestions on the use of Title I funds.

# Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement 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, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI.

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| **count** | **Program** | **Coordination** |
| 1 | Title I, Part C | Parent support is offered through Student Reach Out services such as food assistance programs for migrant students |
| 2 | Title X, Homeless | Title X Coordinator provides services to homeless families to ensure that students have school supplies, community resources, and transportation.  |
| 3 | Title I, Part D | Transition plans are coordinated with the Department of Juvenile Justice with funds from the Neglected and Delinquent programs. |
| 4 | Title III | Parent Leadership Council Meetings are held at the district level for parents of ELL students to provide them with different trainings and orientations |

# Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school’s Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity.

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Establish Annual Title I Meeting dates and activities  | Principal and SAC | Aug. 2, 2018 | Dates set on School Calendar and parent sign in sheets |
| 2 | Prepare agenda for Annual Title I Meetings | Principal | Sept. 4, 2018 | Completion of agenda |
| 3 | Gather information on Annual Title I Meetings such as brochures and presentation outlining services | Assistant Principal | Sept. 5, 2018 | Information prepared for distribution |
| 4 | Train teachers about plans/goals of Annual Title I Meetings | Principal and Assistant Principal | Aug. 10, 2018 | Faculty meeting minutes and comments |
| 5 | Advertise Annual Title I Meetings  | Principal, Teachers | Aug. 26, Sept. 2, Sept. 4 | Number of attendees, Survey, newsletter, flyer, website, automated phone messenger |
| 6 | Annual Title I Meetings | Teachers | Sept. 6, 2018 | Sign in sheets, agenda and parent survey |

# Flexible Parent Meetings

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

**Response:** Workshops and meetings will be scheduled at different times to accommodate parents' varying schedules and availability. Guidance services are available for students/guardians before, during lunch and after school. Meetings may be scheduled in the morning, afternoon, or evening. For example, activities such as Open House and Family Science Night, Hispanic Heritage Nights are held in the evening. Generally, SAC meetings are held after school. Input for the School Improvement Plan is solicited from parents; we schedule input times in the morning, afternoon, and evening and during Open House to ensure that parents can participate. Teachers hold parent teacher conferences individually or by teams. Parents get information on student test scores and interventions that may be in place for a student, that are used to assist in closing the achievement gap.

# Building Capacity

Describe how the school will implement activities that will build the capacity for strong parent and family engagement, in order to ensure effective involvement of parents and families and to support a partnership among the school involved, parents, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents and families work with their child to improve their child’s academic achievement. Include information on how the school will provide other reasonable support for parent and family engagement activities as parents may request.

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | STEM Academy  | STEM teachers |  Provide information to parents on how to help their children be better prepared for academics | July 2018 | Increase in Academy enrollment |
| 2 | Open House and Annual Title I Meetings  | School Staff  | Provide information to parents on expectations on how parents can help their children improve academic success. | September 6, 2018 | Sign-in sheets, Title I Survey |
| 3 | Hispanic Heritage Night | ESOL and World Lang. teachers | Celebrating the various cultures at our school makes students more active and proud, thus increasing productivity | Nov. 8, 2018 | Parent Input form |
| 4 | Science Family/Project Night | Science Coach | Provide information to parents on how to help their children be better prepared for projects | December, 2018 | Sign in sheets, parent input form |
| 5 | SAC Membership Training | SAC Chair | Parent membership/involvement in SAC will improve student academic achievement. | October 2018 | Post sign in sheets |
| 6 | Social Studies Fair | school staff | By showcasing student accomplishments parent involvement will improve and student achievement will increase | January, 2019 | Sign in sheets, parent input form |
| 7 | STEM Family Night | STEM teachers | provide information to parents about STEM and have hands-on activities to help increase student achievement | March, 2019 | Sign in sheets, parent input form |

# Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent and family engagement programs, and build ties between parents and schools.

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Building capacity | S. Seidel | Increased parent involvement in student’s instruction should increase student achievement | Preplanning2018 | Provide information to staff on increasing parent involvement and engagement |
| 2 | Volunteer and Business Partner Training | Office Specialists | Training how to implement parent programs and how to utilize volunteers appropriately will improve student academic achievement. | September 2018 | Increased involvement from the community and more Business partners |
| 3 | Title I Program Overview | Assistant Principals | Teachers will learn about what is offered through Title 1 services to support increased student achievement. | October 2018 | Sign-in sheets, exit slips, agenda, presentation materials and minutes |
| 4 | Shared Decision Making | Denise Hulette | Training teachers and SAC members on importance of shared decision making regarding school improvement decisions that support increased student achievement. | October 2018 | Input of SIP, Parent Compact, Improved Student Achievement |

# Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more fully participating in the education of their children.

**Response:** Deltona Middle School is looking into recruiting two teachers to provide extended Media Hours and Tutoring for Parents/Students. The Media will be available for families 2 times a week in the evening hours of 4:00 to 5:00 pm. The Center provides computers with internet access that families may use. Parents can check out books and educational materials to be used at home. Deltona Middle School holds numerous family activities throughout the year to encourage families to take an active interest in their child's education. "Open House" is held in September. At these events, parents meet teachers and learn about curriculum and expectations for the year. Information on Title I programs are shared at the Annual Title I Meetings using brochures and an informational Power Point presentation.

  **Communication**

Describe how the school will provide parents and families of participating children the following:

* Timely information about the Title I programs;
* Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
* If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
* If the schoolwide program plan is not satisfactory to the parents of participating children, the school will include submit the parents’ comments with the plan that will be made available to the local education agency.

**Response:** Deltona Middle school has returned the practice of having a Parent Liaison. We are confident that this will increase our parent involvement and engagement. Information about Title I programs will be provided through newsletters, booklets/brochures, and an informational PowerPoint shown during the Annual Title I Meetings. Curriculum and assessment information is shared by teachers at Open House, during parent teacher conferences and through newsletters. FSA information is sent home to parents via backpack and is also available on our website when provided by the state. Parents may provide input to the school via parent input forms, interim reports, and student report cards.

 **Accessibility**

Describe how the school will provide full opportunities for participation in parent and family engagement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand.

**Response:** Information regarding parent activities are provided to parents via school website, SchoolMessenger phone messages, Twitter, Instagram and Facebook, newsletters, parent/teacher conferences, student backpacks, workshops, meetings and Open House. District information is available in English and Spanish. When requested, the District will provide a translator for other languages if school staff are not able to assist. Books and videos in Spanish are available through the ESOL teacher. ESOL paraprofessionals translate information for parents over the phone and at conferences.

 **Discretionary Activities**

Discretionary School Level parent and family engagement plan Components Check if the school does not plan to implement discretionary parent and family engagement activities. Check all activities the school plans to implement:

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | Maximizing parental involvement and participation in their children’s education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school | Parent Conferences, IEP meetings, PST meeting are scheduled, so that parents can be present and provide input. For parents that are unable to attend, phone conferences are available.  | Teachers, Assistant Principals, Principal, Guidance Counselors | Involved parents make the home to school transition complete and increase student achievement. | Ongoing through May 2019 |
| 2 | Adopting and implementing model approaches to improving parental involvement  | Five Star Implementation | Office Specialist/Parent Liaison | Increase student, teacher, and parental participation, motivation which effects study habits and improves student achievement. | Ongoing through year |

# Upload Evidence of Input from Parents

Please provide evidence of parent input in the development of the Parent & Family Engagement Plan.

Please upload into SharePoint and keep copies for our records.

# Upload Parent-School Compact

Note: As a component of the school-level parent and family engagement plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

Please upload into SharePoint and keep copies for your records.

# Upload Evidence of Parent and family engagement in Development of Parent-School Compact

Note: As a component of the school-level parent and family engagement plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

Please upload into SharePoint and keep copies for your records.

## Evaluation of the previous year's Parental & Family Engagement Plan

**Building Capacity Summary**

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children. Include participation data on the Title I Annual Meeting.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | STEM Academy  | 1 | 115 |  Provide information to parents on how to help their children be better prepared for academics |
| 2 | Open House and Annual Title I Meetings  | 1 Open House1 Title 1 meetings  | 761 | Provide information to parents on expectations on how parents can help their children improve academic success. |
| 3 | Science Family/Project Night | 1 | 544 | Provide information to parents on how to help their children be better prepared for projects |
| 4 | SAC Membership Training | 1 | 20 | Parent membership/involvement in SAC will improve student academic achievement. |
| 5 | Social Studies Fair | 1 | 35 | By showcasing student accomplishments parent involvement will improve and student achievement will increase |
| 6 | STEM Family Night | 1 | Cancelled for 17-18 | provide information to parents about STEM and have hands-on activities to help increase student achievement |
| 7 | Hispanic Heritage Night | 1 | 300 | Celebrating the various cultures at our school makes students more active and proud, thus increasing productivity |

# Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school.

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| --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Building capacity | 1 | 100 | Increased parent involvement in student’s instruction should increase student achievement |
| 2 | Volunteer and Business Partner Training | 1 | 100 | Training how to implement parent programs and how to utilize volunteers appropriately will improve student academic achievement. |
| 3 | Title I Program Overview | 1 | 100 | Teachers will learn about what is offered through Title 1 services to support increased student achievement. |
| 4 | Shared Decision Making | 1 | 20 | Training teachers and SAC members on importance of shared decision making regarding school improvement decisions that support increased student achievement. |

# Barriers

Describe the barriers that hindered participation by parents during the previous school year in parent and family engagement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Time | Offering activities at various times with ample notice so parents may try to adjust work schedules. |
| 2 | Money | Seeking out business partners to support in providing food at events |
| 3 |  |  |
| 4 |  |  |

# Best Practices (Optional)

Describe the parent and family engagement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

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| --- | --- | --- |
| count | Content/Purpose | Description of the Activity |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

Please return completed Parent & Family Engagement Plan to your Parent & Family Engagement Facilitator.