**DELAND MIDDLE SCHOOL Title I, Part A Parent & Family Engagement Plan (PFEP).**

I, Chester Monty Boles, 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:** Deland Middle School values inclusivity and strong partnerships with parents in order to build an engaging and effective learning community. Through effective partnerships with our parents and families, we aim to strengthen our school community and enable all students to learn. We believe that feedback from all stakeholders, especially parents, is vital to informing our educational decisions for our students. Through collaboration with parents, students and school personnel, we hope to provide a vibrant learning environment that prepares our students for their next steps.

# 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 month. During SAC meetings, parents will be provided information on the school's Title I allocation. SAC members provide input on the Parent and Family Engagement Plan 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 minutes. One component of being a Title I school is to review the Parent and Family Engagement Plan and the School Improvement Plan. The PFEP is available on our website and there's a hard copy located in the front office.

# 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 X, Homeless | Title X Coordinator provides services to homeless families to ensure that students have school supplies, community resources, and transportation. |
| 2 | Title I, Part D | Transition plans are coordinated with the Department of Juvenile Justice with funds from the Neglected and Delinquent programs. |
| 3 | Title III | Parent Leadership Council meetings are held at the district level for parents of ELL students to provide them with different trainings and operations. |
| 4 |  |  |

# 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 1 Meeting dates and activities | Principal and Principal Intern | 9/1/2018 | Dates set on School Calendar and parent sign in sheets. |
| 2 | Prepare agenda for Annual Title 1 Meetings. | Principal Intern | 9/1/2018 | Completion of Agenda. |
| 3 | Gather information on Title I such as brochures and power point outlining Title 1 services. | Principal and Principal Intern | 9/1/2018 | Information prepared for distribution. Copy of agenda. |
| 4 | Disseminate invitations/flyers | Principal Intern, Title I Contact | 9/3/2018 | Flyer with date of dissemination |

# 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:** Meetings are available with the guidance departments before, during or after school for both parents and students. Parents can also communicate with guidance via phone or email to address any educational concerns. Teachers can hold meetings individually or as teams in the morning or at different times as needed. Parents can also request additional copies of report cards or other academic information to be sent home or available for pick-up in the main office.

# 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 | Title I Program Information | School Staff | Provide information to parents on expectations and how parents can help their children | 9/6/2018 | Sign-in sheets, Title I survey | |
| 2 | Dads and Donuts and Muffin w/ Moms | Staff | Provide opportunities for parents to attend events and positively impact student success | 2/2019 | Sign-In |
| 3 | Parent Forums | Goddard/various | Provide parent forums at local elementary schools as it pertains to DeLand MS | On-Going | Sign-ins |
| 4 | Parent Nights for technology information | Staff/Admin | Parents given 1:1 training on how to access county based sites to monitor student progression | On-Going | Sign-in |

# 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 | New Teacher Orientation | Leadership Team | Providing new teachers with resources to communicate with parents and families; to provide teachers with resources to help parents at home increase family engagement with classroom activities; training on best practices to increase parental involvement | 08/2018 | PLC minutes, faculty meeting minutes and Meeting agendas |
| 2 | Homeless Training at Stetson | Staff/Admin | Provide teachers with ways to increase student achievement by over-coming particular barriers related to poverty | 4/2019 | Sign-in, Student achievement, referral counts |
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| 4 |  |  |  |  |  |

# 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:** A computer is centrally located in the media center for parents to complete online free/reduced lunch applications, check Parent Portal and Grade Book. Parents are encouraged to volunteer in the classroom and to join PTA. 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:** Information about the Title I programs will be provided through newsletters, booklets/brochures, and an informational PowerPoint shown during Annual Title I Meetings. The Title I Parent and Family Engagement Plan brochure and Title I booklet are sent home with each student. Curriculum and assessment information is shared by teachers at Open House, during parent conferences and through newsletters. Florida Standard Assessment information is sent home to parents and is also available on our website. Automated phone messages are sent out regularly to increase parental participation. The marquee displays meetings dates, times and topics. Parents may provide input to the school via parent input forms and surveys.

**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 participation is provided to parents via school website, automated phone messages, newsletters, parent/teacher conferences and meetings. 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. Parents with special needs are accommodated. Deland Middle School is handicapped accessible.

**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 [Section 1118(e)(10)]; | Parent conferences, IEP meetings, PST meetings, are scheduled so that parents can be present and provide input. For parents that are unable to attend, phone conferences are available. | Teachers, Administration, School Counselors | Involved parents make the home to school transition complete and impact student success. | Ongoing |  |
| 2 |  |  |  |  |  |  |

# 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 | Family Nights (curriculum) | 5 | 100 | Parents given opportunity to see what curriculum students are working on a regular basis in an effort to improve student achievement. |
| 2 | Annual Title 1 Meetings | 2 | 20 | Parents learned how Title 1 benefits school-based activities and impact student success |
| 3 |  |  |  |  |

# 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 | Homeless conference at Stetson University | 1 | 10 | Teachers given training on the impact poverty has on student progression and how to manage student poverty in an effort to improve student success |
| 2 |  |  |  |  |

# 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 | Times/Work schedules | Surveys to determine most effective times |
| 2 | Sustainability | More opportunities in various areas of parent involvement |
| 3 |  |  |

# 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 |  |  |

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