

T. DeWitt Taylor Middle/High School Title I, Part A Parent & Family Engagement Plan (PFEP).

I, Kathy Gibbons, 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.



Signature of Principal or Designee

10/21/19

Date Signed

Mission Statement

Parent & Family Engagement Mission Statement (Optional)

Response: The heartbeat of T. DeWitt Taylor Middle-High School is working together to achieve academic excellence, self-worth, and multicultural respect through a caring environment.

T. DeWitt Taylor Middle-High School Believes

...that ALL students have a right to learn in a safe and secure learning environment.

...that the strength of T. DeWitt Taylor Middle-High School is based upon a cooperative working

relationship with our stakeholders - parents, students, teachers, and community members.

...that T. DeWitt Taylor Middle-High has a strong and positive academic learning climate in which teaching and learning are actively supported.

T. DeWitt Taylor Middle-High believes parent involvement is essential in actively supporting student achievement. Through collaborative efforts of all involved parties we will continually support our students and parents. Together as a team we can!

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 encouraged to become active members of the School Advisory Council (SAC). At the SAC meetings parents will be provided information regarding the school's Title I allocation. T. DeWitt Taylor Middle-High School's Title I Parent-School Compact is reviewed annually with input from the parents. Parents will be allowed to provide input in the development and decision-making process of Title I activities related to the school.

School Advisory members are made up of 51% demographic makeup and include representatives from the school who are employees and parents and representative of the school faculty. The members have been elected and/or appointed to be in this representative group.

SAC minutes are taken at each of the meetings and parent/community input is taken at every meeting.

Additionally an annual evaluation will be conducted using surveys completed by parents, staff, and students. The results will be analyzed to evaluate the effectiveness of the school's parent involvement program.

The annual Title I meeting will be offered 2 times and provided during flexible hours and different dates. After each parent event, surveys are provided for all stakeholders to complete.

Input is taken for both the SIP (School Improvement Plan) and PFEP (Parent Family Engagement Plan) by having input surveys in English and Spanish available at the front desk. The PIP is available upon request; parents notified through school website, flyer sent home, SAC (School Advisory Council), marquee, Volusia Messenger, and a copy is kept in front desk lobby.

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.

count	Program	Coordination
1	Title III	Additional support and resources provided by the school will be discussed with parents during the LEP committee meeting. The District ESOL Coordinator and staff provide ongoing support and Professional Development to teachers to ensure instructional best practices are utilized. Teachers consistently monitor the progress of ELL students to identify specific needs and to target interventions/enrichments to ensure the appropriate pathway toward graduation.
2	Title I, Part C	Parent support is offered through migrant services such as translation and food assistance programs. Academic assistance is offered through credit accrual/recovery, tutoring, and summer school. Parental support is also offered through parent/kid activity nights and workshops on school success.
3	Title X, Homeless	Title X Coordinator provides services to families to ensure that students have school supplies, community resources, and transportation.
4	Title I, Part D	Transition plans are coordinated with the Department of Juvenile Justice with funds from the Neglected and Delinquent programs.
5	IDEA	Supplemental instruction support is provided by the school will be discussed with parents during the development of the students' IEP.
6	Title I, Part A	Supplemental Tutoring before and/or after school. Supplemental materials and supplies needed to close the achievement gap. Supplemental funds for on-going staff development as determined by the results of FCAT data.
7	Title II	The district provides ongoing Professional Development in the core subject areas to ensure quality instruction and student success.

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. [Section 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Adhere to Annual Title I Toolkit/disseminate information	Administrative Team; Activities Director; Clerical	Aug. 2019 Sept. 2019	Website, School messenger, marquee, flyers placed in community locations
2	Open House/ Annual Title I Meeting	Administrative Team	Sept. 18, 2019	School messenger report; Title I survey, copies of agenda
3	SAC & Annual Title I Meeting	Administrative Team; Activities Director; Clerical	Sept. 18, 2019	School messenger report; Title I survey, copies of agenda
4	Develop sign in sheets	Administrative Team; Clerical	August 2019	Sign in sheets for meeting
5	Event survey distributed	Administrative Team	August 2019	returned surveys
6	School messenger	Rubio/Miller	August 2019	call log

7	Disseminate Title I parent handbook and brochures	Admin Team and Clerical	Aug./Sept 2019	returned surveys
8	Annual Title I Agenda; Talking Points	Principal	Sept. 2019	sign in sheets

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: T. DeWitt Taylor Middle-High will offer a flexible number of meetings, such as meetings in the morning, during the school day, or in the evening to better accommodate parents. School counseling services are available for students/guardians before school, during lunches, and after school. Teachers will hold conferences, individually or by team, with parents of children in their classrooms either in the morning, during the teacher's planning time, or in the afternoon. Also, the school may host several content area specific trainings/workshops where childcare will be provided, if needed. Presentations such as Financial Aid Parent Night and Open House/Annual Title I will be offered with flexible dates and times. Another opportunity for parents that may be offered are grade level specific trainings. Input for the School Improvement Plan and the Parent Family Involvement Plan is solicited from parents; we schedule input times in the morning, afternoon, and evening to ensure that parents can participate. Input is also requested at the Title I Annual Meeting and at SAC (School Advisory Council) meetings.

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.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Teacher/Parent Conferences	Administrative Team and Faculty	Increase parental involvement. Work with parents in a collaborative relationship.	Yearlong - ongoing	Conference form
2	Annual Title I Meeting - FOCUS Gradebook Access	Administrative Team and School Counselors	Provide parent strategies to increase student achievement and parent involvement.	FALL 2019	Event survey; sign-in sheets
3	Grad requirements for HS and MS requirements	Administrative Team and School Counselors	Provide parent strategies to increase student achievement and parent involvement.	FALL 2019	Event survey; sign-in sheets; handouts; presentation materials
4	Parent Training and Media Technology Resource Availability	Administrative Team: School Staff: Media Specialist	Computer access, strategies &/or training for parents to gain technical knowledge, thereby increasing student achievement and parental involvement	Fall 2019- May 2020	sign-in sheets; parent input

5	Individual conferences regarding Technology and access to the parent portal	Media Specialist and Guidance Staff	Provide individual help to parents to log-in and access the Parent Portal	August 2019 - ongoing	Sign-in sheets, handouts, and end-of-year survey results
6	Small group academic conferences regarding College Readiness (PERT)	Administrative Team and Guidance Counselors	Parents will gain knowledge of college readiness, scholarship information, and curriculum course requirements.	FALL 2019	Event survey; sign-in sheets; Climate Survey; student grades; AYP data
7	College Going Culture Parent Session	Advanced Placement Teachers	Parents will gain knowledge of college readiness, scholarship information, and curriculum course requirements related to AP courses.	FALL 2019	Event survey; sign-in sheets; student projects; Climate Survey; student grades; AYP data
8	Counseling Q & A Parent Session	Guidance Team	Provide parent strategies to increase student achievement and parent involvement.	Yearlong - ongoing	Event survey; sign-in sheets; student projects; Climate Survey; student grades; AYP data
9	FAFSA NIGHT FOR SENIORS	Guidance Team	DSC will have their financial aid representatives available to aid parents in completing the Free Application for Federal Financial Aid	FALL 2019	Event survey; sign-in sheets; student projects; Climate Survey; student grades; AYP data
10	Senior Parent Night	Guidance Team	Parent information for grad requirements and after high school planning)	Spring 2019	Event survey; sign-in sheets; student projects; Climate Survey; student grades; AYP data
11	Dual Enrollment Information Session	Guidance Team; Admin Team; Parent Liaison	To explain the Dual Enrollment process and field student/parent questions. Students and parents will be able to better identify Dual Enrollment eligibility requirements and describe the dual enrollment process	FALL 2019	Event survey, sign-in sheets; climate surveys; student enrollment; student grades
12	MS Requirements Parent Night	Guidance Team; Admin; Parent Liaison	Parents will be informed about promotion requirements, student engagement, importance of attendance and Industry Certification	FALL/ Spring 2019/2020	Event survey, sign-in sheets; climate surveys; student enrollment; student grades
13	Steps to Success High School	Guidance Team; Admin Team; Parent Liaison	To provide student and families with information pertaining to high school success including, but not limited to academic strategies for high school completion, graduation assurance, study skills, tutoring, student organizational skills, relationship building, attendance, and testing information.	January 2020	Event survey, sign-in sheets; climate surveys; student enrollment; student grades, student attendance
14	Schedule Review Nights (Rising Sophmores, Juniors, & Seniors)	Guidance Team; Admin Team; Parent Liaison	To provide parents and guardians an opportunity to review child's schedule. Students and parents will have	February 2020	Event survey, sign-in sheets; climate surveys; student enrollment; student

	Grades 9-11		the knowledge of courses selected and questions regarding courses will be answered. Course registration information and changes for 2020 school year		grades, student attendance
15	Schedule Review Nights (Rising 7th & 8th graders)	Guidance Team; Admin Team; Parent Liaison	To provide parents and guardians an opportunity to review child's schedule. Students and parents will have the knowledge of courses selected and questions regarding courses will be answered.	Spring 2020	Event survey, sign-in sheets; climate surveys; student enrollment; student grades, student attendance
16	Rising 6th grade orientation	Guidance Team; Admin Team; Parent Liaison	To provide essential information about middle school to incoming 6th graders and their families. Students and parents will become familiar with Taylor Middle-High's school campus, meet key stakeholders, gain knowledge of courses offered and middle school requirements	Spring 2020	Event survey, sign-in sheets; climate surveys; student enrollment; student grades, student attendance

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.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Shared Decision Making	SAC Chair; Administrative Team	School staff working with parents in a collaborative relationship; learning effective strategies for communication	October 2019	Grades; conferences; guest speakers
2	Effective use and Knowledge of Volunteers and Business Partner	Administrative Team	Working with various organizations to promote student achievement in the classroom	Yearlong - ongoing	faculty sign-in and implementation
3	Collaborative Partnering - SAC presentation	SAC Chair; Administrative Team	Working with school personnel; learning effective strategies for communication with parents	October 2019	sign-in sheets; SAC minutes; SAC agenda
4	Principal Planning Meeting	School Psychologist, Administrative Team, SRD, Guidance Counselors	Working with pupil services personnel to effectively plan and communicate the barriers and offer strategies and plan of action for the year.	FALL 2019	Sign-in
5	Staff Training to Build Capacity of parent involvement	District Parent Education Facilitator	Building ties between parents and schools	FALL 2019	Sign-in sheet, minutes

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: T. DeWitt Taylor Middle-High incorporates various activities to encourage and support parents to more fully participate in the education of their children. Throughout the year, any activity the school presents are shared in the parents' native language, English or Spanish, via School messenger message system. This system allows the message to go directly to the phone number selected by the parent. Additionally, the information is posted on the marquee, in the front office, and on the school's website. Flyers are posted in both languages in select community locations, such as churches and the post office. This information is shared at least one to two weeks in advance with reminders throughout the year. The school's website has information posted for the entire school year which includes all the parent trainings/workshops, graduation date/location, and SAC dates, to name a few. School Advisory Council (SAC) and Gridiron Football club are parent/community groups that encourage and advocate parent participation. Parent conferences are scheduled before, during, and after school with appropriate school personnel as needed to address the students' and/or parents' needs. Additionally, the media center is available both in the morning and afternoon, offering parents the opportunity to come in and use the computers. Parents will be able to check on their students' grades by accessing Focus. Parents may contact teachers via email or ask questions of the media specialist who can direct the parent to the appropriate personnel. The social worker and migrant advocate provide information and resources as deemed necessary. Parents are also afforded the opportunity to attend the FACT Fair in the west region which will share school and community resources with parents and focus on teaching parents' strategies to increase student achievement. Both school-wide and community participation in community service related projects (such as blood drive and) are encouraged with our parents, who may be volunteers and/or business partners. Continuing from the previous year recommendation from SAC, the media center will be available mornings and afternoons for parents to receive assistance in Focus gradebook, and learn more about it along with other resources available on the internet and have an opportunity to dialog about strategies to best help their student.

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: At both of the Annual Title I meetings of parents in September, T. DeWitt Taylor Middle-High School will hold a general meeting where information will be presented about the Title I programs, the curriculum, FOCUS, tutoring, and academic assessments. At the Annual Title I meetings, parents receive a brochure relating the Title I program in English or Spanish. Parents will learn about the school program, how to schedule parent-teacher conferences, and how to participate in decisions related to the education of their child. During the annual Open House, parents will be invited to visit their child's classrooms and meet staff. During the classroom visits, teachers will provide additional information on the subjects they teach, assessment plans, and how parents can help at home. The same information will be provided in an informational packet distributed the following day for all parents who were unable to attend. Teachers will maintain sign-in sheets and provide a copy to the assistant principal who will also maintain documentation on the dissemination of information, distribution methods, and timelines. Meetings will be posted on the school website. The School messenger message will be sent out in English and Spanish alerting the

parents to both the importance and content of the annual meeting. This information will continue to be shared at various meetings and trainings. Sign-in sheets and event surveys are maintained at each event on the campus to gauge attendance and feedback.

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: T. DeWitt Taylor Middle-High will provide full opportunities for participation in parental involvement activities of all parents (including parents with limited English proficiency, disabilities, and migratory children). Information regarding parent participation is provided to parents via school website, Volusia Messenger phone messages, parent/teacher conferences, student backpacks, workshops, and meetings. District information is available in English and Spanish. Written communication is also provided to parents in Spanish as needed. School documents are available in Spanish and are explained to parents. When requested, the District will provide a translator if school staff are not able to assist. ESOL teacher and parent liaison translate information for parents over the phone and at conferences. ESOL tutoring is available specifically for ESOL students to assist them in both subject area and language acquisition, and this information is shared with parents at individual parent conference. Parents with special needs are accommodated. T. DeWitt Taylor Middle-High is handicapped accessible. Additionally, the Migrant Advocate works closely with the school to ensure that the parents of the migrant students are receiving the information at home through a home visit if the parents are unable to attend.

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:

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)];	Phone conferences with parents who cannot attend meetings; providing meetings before school, during school and after school as needed for parent; providing social worker and or migrant advocate/recruiter to make home visits to share the information related to the conferences of those parents who cannot attend.	School Personnel	Improve the ability of parents to participate in the decision-making process; Increased communication among all parties. Increase student participation and parent knowledge regarding available resources	September 2019 thru May 2020

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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	SAC - Parent Training	8	100	Increasing parent involvement, sharing information regarding various programs and specific curriculum information.
2	Open House - Annual Title I Mtg.	2	58	Sharing and training parents how to fill out information to apply for financial aid, college requirement information shared, and scholarship information shared, etc.
3	Financial Aid Night	1	56	Provide parents strategies to increase student achievement and parent involvement.
4	6 th Grade Jumpstart	1	114	Provide parents strategies to increase student achievement and parent involvement.
5	High School Dual Enrollment Night	1	67	Increase parent involvement. Increase parent knowledge of school improvement plan, parent involvement plan, school-home compact, AYP data and testing requirements, to name a few.

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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Shared Decision Making	1	95	School staff working with parents in a collaborative relationship, learning effective strategies of communication.
2	The Gradebook (grading) Parent Conferences, Effective Feedback Strategies and Interventions	1	350	School staff working with parents, learning effective strategies for communication.
3	Collaborative Partnering - faculty presentation	1	85	School staff working with parents in a collaborative relationship, learning effective strategies of communication.
4	Effective use and knowledge of volunteers and business partners	1	85	Increase student achievement in content grades and AYP data.
5	Collaborative Partnering - SAC presentation	8	32	Working with school personnel, learning effective strategies of communication.

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).

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Language - ELL	The school will provide translators for school meetings and events.
2	Childcare	The school will provide childcare as needed for events
3	Time (Availability)	The school will schedule meetings and events throughout the day including morning and afternoon to meet different parents time and work schedule.
4	Limited Literacy	The school will ensure that times are presented in a parent friendly language and format.
5	Resources (computers, teacher experience; materials)	The school will provide resources such as computer usage, materials for project completion and teachers available to assist at various events throughout the school year.
6	FRL (free/reduced lunch)	The school will ensure that everyone is contacted to ensure qualifying for free or reduced lunch if needed. The school will also promote how this allows students to be able to receive fee waivers for various assessments.

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)

count	Content/Purpose	Description of the Activity
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1	Jump-Start into 6 th Grade	Parent workshops held two weeks prior to start of school – Monday August 6, 2018 which offered informational sessions about the following topics: Promotion requirements for MS, attendance, student engagement, bullying and harassment, a tour of the campus and much more.
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Please return completed Parent & Family Engagement Plan to your Parent & Family Engagement Facilitator.
