



2023-2024

Title I, Part A Parent & Family Engagement Plan (PFEP)

I, JONATHAN PEARCE, 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:
- Engage 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 & Family Engagement Plan (PFEP) and distribute it to parents of participating children and make available the PFEP to the local community.
- Engage 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's Parent and Family Engagement Plan (PFEP) and the joint development of the School Improvement Plan (SIP).
- Use the findings of the PFEP review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's PFEP.
- 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 to or has been taught for ~~for~~ (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.

A handwritten signature in black ink, appearing to read "J Pearce", is written over a horizontal line.

Signature of Principal or Designee

10/24/2023

Date Signed

Mission Statement (optional)

Parent & Family Engagement Mission Statement

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! We are Wildcat Nation!

Engagement of Parents & Families

Describe how the school will engage 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 held 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 PFEP 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 2022-2023 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

2023-2024
June 2023

		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 FSA data
7	Title II	The district provides ongoing Professional Development in the core subject areas to ensure quality instruction and student success.

Title I Parent Meetings

Describe the specific steps the school will take to conduct at least two Title I meetings 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), 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. **Meeting should be offered a minimum of two times on different dates/times to accommodate parents' schedules. One in the fall and one in Spring is suggested.**

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Adhere to Annual Title I Toolkit/disseminate information	Administrative Team; Activities Director; Clerical	September 2023 Spring 2024	Event surveys, Website, School messenger, marquee, flyers placed in community locations
2	Open House/ Annual Title I Meeting	Admin. Team	September 2023 Spring 2024	School messenger report; Title I survey, copies of agenda
3	SAC/ Annual Title I Meeting	Administrative Team; Activities Director; Clerical	October 2022 Spring 2023	School messenger report; Title I survey, copies of agenda
4	Develop sign in sheets	Clerical	September 2023 Spring 2024	Sign in sheets
5	Even Survey	Admin Team	September 2023 Spring 2024	Returned surveys
6	School Messenger Call	Admin Team	September 2023 Spring	School messenger log

2023-2024
June 2023

			2024	
7	Disseminate Title I parent handbook and brochures	Admin Team Clerical	September 2023 Spring 2024	Survey
8	Annual Title I Agenda; Talking Points	Principal	September 2023 Spring 2024	Talking Points document

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, childcare, 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 (SIP) and the Parent Family Engagement Plan (PFEP) 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.

Parent & Family Engagement Activities (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 engagement of parents and families and to support a partnership among the school, 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. A minimum of three academically focused activities are required.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Teacher/Parent Conferences	Admin. Team & Faculty	Increase parental involvement. Work with parents in a collaborative relationship	Yearlong	Conference Form
2	Annual Title I Meeting – Parent Portal	Admin. Team & School Counselors	Provide parent strategies to increase student achievement and parent involvement.	Fall 2023 Spring 2024	Event survey; sign in sheets
3	Grad requirements for HS and MS requirements	Admin. Team & School Counselors	Provide parent strategies to increase student achievement and parent involvement.	Yearlong	Student academic history; grades

2023-2024
June 2023

4	Small group academic conferences regarding College Readiness (PERT)	Admin. Team and Counselors	Parents will gain knowledge of college readiness, scholarship information, and curriculum course requirements	Fall 2023 Spring 2024	Climate survey; event survey; sign in sheets; AYP data
5	Schedule Review Nights (Rising sophomores, Juniors & Seniors) Grades 9-11	Admin Team and counselors	To provide parents and guardians a opportunity to review student's schedule. Students and parents swill have the knowledge of courses selected and questions regarding courses will be answered. Course registration and changes for 2024 school year.	Spring 2024	Event survey; climate survey
6	Schedule Review Nights Middle School (Rising 7 th & 8 th graders)	Admin Team and counselors	To provide parents and guardians a opportunity to review student's schedule. Students and parents swill have the knowledge of courses selected and questions regarding courses will be answered. Course registration and changes for 2024 school year.	Spring 2024	Event survey; climate survey
7	Rising 6 th grade orientation	Admin Team Counselors	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 2024	Event survey; climate survey
8	Fall Festival	Admin Team Business partner coordinator	To Build and strengthen community relations and offer opportunities for families to engage with our students and teachers	Fall 2023	Ticket sales Photos Climate survey

Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, administrators, 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. Staff Training focusing on “Building Capacity”**

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Shared Decision Making	SAC Chair Admin Team	School staff working with parents in a collaborative relationship; learning effective strategies for communication	Fall 2023	Grades; conferences
2	Effective use and knowledge of volunteers and business partner	SAC chair Admin Team	Working with various organizations to promote student achievement in the classroom	Yearlong	Faculty sign in and implementation
3	Collaborative partnering – SAC presentation	SAC chair Admin Team	Working with school personnel; learning effective strategies for communication with parents	Fall 2023	Sign in sheets SAC minutes SAC agenda
4	Principal planning meeting	School Psycholgist, Admin Team; SRD Counselors	Building ties across all student/parent services	Fall 2023	Sign in sheet Agenda
5	Staff training to build capacity of parent involvement	District Parent Education Facilitator	Building ties between parents and schools	Fall 2023	Sign in sheet Agenda

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 submit the parents' comments with the plan that will be made available to the local education agency.

Response:

At both Annual Title I meetings, which will take place in both Fall of 2022 and Spring of 2023, parents of T. DeWitt Taylor Middle-High will hold a general meeting where information will be presented about the

2023-2024
June 2023

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.

UPLOADS

Please note upload of the Parent & Family Engagement Plan will be completed by Parent Facilitators once approved and signed by Principal.

Upload Evidence of Input from Parents

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

Please upload *reviewed* evidence into SharePoint and keep copies for your records.

Upload School-Parent Compact

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

Please upload *reviewed* compact into SharePoint and keep copies for your records.

Upload Evidence of parent and family input in the development of the School-Parent Compact

Note: Submit copies of actual parent/family input supporting the development and revision of the School-Parent Compact (i.e. minutes, surveys etc.).

Please upload *reviewed* evidence for compact into SharePoint and keep copies for your records.

Previous year's Parent & Family Engagement Plan (PFEP) Evaluation

Parent & Family Engagement summary (Building Capacity Summary)

Please make sure that the evaluation for last school year's activities is completed and turned in with this school year's PFEP. If an activity was proposed on last year's PFEP and did not take place do not evaluate or enter it. If an activity was not on last school year's proposed PFEP and took place, please evaluate it. The PFEP is a living document and changes with the school's needs.

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 Meetings.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	SAC meetings (parent input)	8	100	Increasing parent involvement, sharing information regarding various programs and specific curriculum information.
2	Open House - Annual Title I Mtg	1	150+	Sharing and training parents how to fill out information to apply for financial aid, college requirement information shared, and scholarship information shared, etc
3	FALL Festival/Community Even	1	200+	Building relationships with families. Sharing school information. Addressing various individual topics.
4				

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	85	School staff working with parents in a collaborative relationship, learning effective strategies of communication.
2	Gradebook (grading) Parent Conferences, Effective Feedback Strategies and Interventions	1	350+	School staff working with parents, learning effective strategies for communication
3	School staff working with parents, learning effective strategies for communication	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	45	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/Flexibility)	The school will schedule meetings and events throughout the day including morning and afternoon to meet different parents time and work schedule. Meetings will also be conducted via phone conference or TEAMS via parent need.
4	Limited Literacy	The school will ensure that information is presented in a parent friendly language and format.
5	Resources (computers, teacher experience, materials)	School will provide resources as needed such as wifi hotspots; computers and training. Tutoring is also available throughout the year across subjects and grade levels.

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
1	Fall Festival Community Event	Saturday event for entire family in which families could meet school staff in a nonthreatening environment. Build relationships and ask questions regarding individual student needs. Community members were also present to share information on community resources.
2	Awards Banquets (Sports)	Event for entire family in which families could meet school staff in a nonthreatening environment. Build relationships and ask questions regarding individual student needs. Student recognition in the designated sport.
3	Senior Awards Assembly	Event for entire family in which families could meet school staff in a nonthreatening environment. Build relationships and ask questions regarding individual student needs and future endeavors.
4		

Submission Procedures:

- 1. Please submit completed Parent & Family Engagement Plan (PFEP) to the Title I Parent & Family Engagement office.**
- 2. Once the PFEP is approved by the Parent Facilitator and initialed It will be returned for signature and the watermark will be removed. You will then receive a approved copy for your records. The Title I Parent & Family Engagement office will submit the approved PFEP to Jayne Baxter. There is no download necessary for the submission of the PFEP plan.**

If you have any questions, contact Sheila Rees ext. 44740

Approval check by PFE	☐
-----------------------	--------------------------