



2023-2024

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

I, \_\_\_\_\_ Dr. Chad Miller \_\_\_\_\_, 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 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

10/5/2023

Date Signed

**\*\*Please use the data from the school's survey(s) to complete this Parent & Family Engagement Plan!**

*(Each section with a table should have multiple entries, please add rows as needed).*

2023-2024  
June 2023

**Mission Statement (optional)**

Parent & Family Engagement Mission Statement

**Response:**

Through collaborative efforts of the school community, students will be enriched, motivated and encouraged to achieve their highest individual potential; empowering them to participate in a diverse global community.

**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:**

The School Advisory Council (SAC) meets monthly and is responsible for the planning, review and improvement of the Title I program. All parents are invited to be members of the Deltona Lakes Elementary SAC. SAC members provide input on the Parent & Family Engagement Plan and the Title I budget was discussed, 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.

**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 I, Part C	Parent support is offered through migrant services such as translation, tutoring, parent/kid activity nights and workshops on school success, and medical and food assistance programs referrals.
2	Title IX, Homeless	School works closely with coordinator to ensure that homeless students have school supplies, community resources and transportation.
3	Title I, Part D	Head Start VPK works with our school staff to coordinate transition plans for students and ensure continuity of services.
4	Title I Part A	Supplemental Tutoring before 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
	Title II	The district provides on going Professional Development in the core subject areas to ensure quality instruction and student success.
	Title III	Additional support and resources provided by the school will be discussed with parents during LEP committee meetings. The district ESOL Coordinator and staff provide ongoing support and professional development to teachers and paraprofessionals to ensure instructional best practices are utilized. Teachers consistently progress monitor the ELL students to identify specific needs, target interventions/enrichments to ensure the appropriate pathway toward graduation.

### **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	Establish Open House date and activities	Principal	September 20, 2023	Date set on school calendar, Advertised on marquee and flyers
2	Prepare agendas for Open House	Principal	September 2023	Completion of agenda
3	Gather information on Title I such as brochures and PowerPoint outlining services	Principal	September 2023	Information prepared for distribution
4	Train teachers about plans/goals of Open House	Principal	September 2023	Faculty email and comments
5	Advertise Open House	Principal Teachers	September 2023	School calendar, school website, newsletters, flyers, Connect 5 message, Classroom newsletters
6	Prepare information on curriculum and class expectations	Teachers	September 2023	Title I Parent Survey
7	Annual Title I Meeting	Principal	September 20, 2023 & Spring 2024	Parent Survey Forms

### **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:**

Workshops and meetings will be scheduled at different times to accommodate parents' varying schedules and availability. Meetings may be scheduled in the morning, afternoon, or evening. Activities such as Open House, Annual Title I meeting and various informational nights are held in the evenings. 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 to ensure that parents can participate. Parent input is also on every SAC agenda. Also, parents have the opportunity to provide input on our school website as well as the front office. All information such as the School Improvement Plan and Parent Family Engagement Plan can be found on our website.

### **Parent & Family Engagement Activities (Building Capacity)**

Describe how the school will implement activities that will build the capacity for strong parent and family

2023-2024  
June 2023

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	Annual Title I Meeting	Principal/School Staff	Provide information to parents regarding Title I services available	September 20, 2023	Sign-In sheets, parent input form
2	Parenting Training, SAC Membership Training	School Staff	Increase parents' knowledge of academic expectations and foster parent/school partnerships	August 2023	Sign-in sheets
3	Family Literacy, Parents-to-Kids(English/Spanish)	School Staff	Provide parents with strategies to increase family literacy	TBD	Parent program evaluations
4	Reading Strategies Bingo Literacy Night	School Staff	Provide information to parents on how to help their children be better readers	Oct. 11, 2023	Parent input form
5	Student Academic Achievement Standards and Title I Program Information, Open House, Meet the Teacher	School Staff	Provide information to parents on expectations and how parents can help their children	September 2023	Sign-in sheets, Title I Survey, parent input form
6	Kindergarten Orientation	Principal, Guidance Counselor, Academic Coach	Provide parents of incoming Kindergarten students information regarding school programs, enrollment, and parent resources	May 2024	Sign-in sheets, parent input form
7	Parent Leadership Conference	Principal, Guidance Counselor, ESOL Staff, Reading Coach, Intervention Teacher	Provide information in English and Spanish for our ESOL parents including parent resources, curriculum guides, and volunteer information	October 2023	Sign-in sheets, parent input form, survey
8	Publix Math Night	Math strategies by Grade Level	Provide parents with grade level questions to answer	Nov 2023	Sign in sheets, parent input form, Survey
9	PBIS Family Night	K-5	Parents and students will be invited to a night to participate in creating math activities related to	Nov. 2023	Sign in sheets, surveys, parent input form

2023-2024  
June 2023

			the standards to practice at home.		
10	PM 3 FAST Parent Info	3-5	Provide parents information regarding the FSA assessment.	Feb/Mar 2024	Surveys, parent input form
11	Title I Parent Discussion Meeting	K-5	Parents were invited to a question and answer session with representatives from DOE.	January 2024	Sign-in sheets, parent input form
12	FACT FAIR	K-5	Parents were invited to a community resource fair.	TBD	Handouts, community resources, backpacks
13	MOAS Science Night	K-5	Parents were invited to experience hands-on science stations with their child.	April 2024	Science strategies, handouts, parent input forms

### 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	Parent Involvement Building Capacity with Parents and Families	Title I Contact	Provide school staff with strategies for encouraging parents to participate in the educational process to increase student achievement.	January 2, 2024	Sign-in sheets, agenda, presentation materials, Title I survey
2	Different Levels of Parent Involvement (DLOPI)	Principal	Improve the ability of staff to work effectively with parents	Fall 2023	Sign-in sheets, agenda, presentation materials, input sheets
3	Value of Parental Involvement: A quarterly newsletter will be distributed to teachers that includes information on the value of parental involvement.	Principal, Title I Contact	Improve the ability of staff to work effectively with parents by providing examples of best practices for parental involvement.	Quarterly throughout the year Digitally	Handouts, email communication

2023-2024  
June 2023

	Communicating with Parents	School Staff	Shared information regarding how to communicate effectively with parents to increase student achievement.	Fall 2023	Agenda, handouts, sign-sheet, PowerPoint
--	----------------------------	--------------	---	-----------	--

---

## 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:

Information about Title I programs will be provided through newsletters, booklets/brochures, and an informational PowerPoint shown during Annual Title I meeting. The Title I Parent & Family Engagement Plan brochure and Title I booklet are provided during the meeting. PIRC information is on our website, at our front desk, and is sent home with students via backpack. Curriculum and assessment information is shared by teachers at Open House, during parent teacher conferences, and through newsletters. Assessment information is sent home to parents via backpack and is also available on our website. Parents may provide input to the school via parent input forms, the school website, progress reports, and in the student's daily planner.

---

## 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, phone messages, newsletters, parent/teacher conferences, workshops, and meetings. District information is available in English and Spanish. When requested, the District will provide a translator if school staff is not able to assist. Books and videos are available in Spanish to parents at the school. ESOL paraprofessionals translate information for parents over the phone and at conferences. The newsletter is translated into Spanish. There is a Parent Leadership Committee meeting for parents of ELL students. The Parents-to-Kids program is offered yearly in English and Spanish. Parents with special needs are accommodated. Deltona Lakes Elementary is handicapped accessible.

## UPLOADS

***Please note upload of the Parent & Family Engagement Plan will be completed by Parent Facilitators***

2023-2024  
June 2023

***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	Annual Title I Meeting	2	355	Parents were informed of their rights and programs here at DLE paid for my Title I.
2	Parenting Training, SAC Membership Training	8	21	Each SAC meeting held a training for parents regarding Title I.
3	Family Literacy, Parents-to-Kids(English/Spanish)	0	0	Was not able to complete.

2023-2024  
June 2023

4	Reading Strategies, Literacy Night	1	210	Reading Strategies were reviewed and encouraged families to read nightly.
	Student Academic Achievement Standards and Title I Program Information, Open House, Meet the Teacher	2	493	Meet the teacher and Open House were successful. Teachers shared information regarding student achievement and student activities.
	Kindergarten Orientation	1	27	Kindergarten parents were given DLE information. Kindergarten students participated in circle time in the kindergarten classrooms.
	Parent Leadership Conference	1	31	ESOL parents were given information regarding ESOL.
	Literacy BINGO & PBIS parent training	1	326	Literacy Bingo was held in conjunction with the Book Fair. Reading Strategies were identified and book marks given to parents on what questions to ask while reading.
	PM 3 FAST Parent Info	1	37	Teachers provided parents FSA information for grade 3.
	MOAS Science Night	1	375	Parents and students attended 15 science stations and participated in the exploration.

### 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	Build Capacity with Parents and Families	1	70	Teachers participated in a faculty meeting outlining how to build capacity with families.
2	Faculty meeting outlining the Parent Family Engagement Plan	1	70	Teachers were presented with the PFEP.
3	Value of Parental Involvement: A digital quarterly newsletter was distributed to teachers & parents that includes information on the value of parental	6	450	Parents were informed of all happenings at DLE. This communication contacted school wide information as well as grade level information. Strategies and resources were provided to help students at home.

2023-2024  
June 2023



	involvement.			
--	--------------	--	--	--

### 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	Parents of SWD to attend academic nights.	Extend individual invitations to families. Personal phone calls and reminders.
2		
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)

count	Content/Purpose	Description of the Activity
1		
2		
3		
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

2023-2024  
June 2023

**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	<input checked="checked" type="checkbox"/>
-----------------------	--