



Parent and Family Engagement Plan 2020-2021

Dundee Elementary Academy

Each Title I school shall jointly develop with parents and family members of participating children, a written plan that shall describe how the school will carry out the requirements mentioned below. Parents shall be notified of the plan in an understandable and uniform format and, to the extent practical, provided in a language the parents can understand. The school plan must be made available to the local community and updated and agreed upon by parents periodically to meet the changing needs of parents and the school.

School's vision for engaging families:

Create a culture where families and the school support each other so that all students can succeed.

What is Required:

Assurances: We will:

- ☒ Involve an adequate representation of parents, or establish a parent advisory board to represent families, in developing and evaluating the "School Parent and Family Engagement Plan" that describes how the school will carry out its required family engagement activities.
- ☒ Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved. Offer other meetings/workshops at flexible times.
- ☒ Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are to be used.
- ☒ Involve parents in the planning, review, and improvement of the Title I program.
- ☒ Develop a school-parent compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement, and describes how parents and teachers will communicate.
- ☒ Offer assistance to parents in understanding the education system and the state standards, and how to support their children's achievement.
- ☒ Provide materials and training to help parents support their child's learning at home. Educate teachers and other school staff, including school leaders, on how to engage families effectively.
- ☒ Coordinate with other federal and state programs, including preschool programs.
- ☒ Provide information in a format and language parents can understand, and offer information in other languages as feasible.
- ☒ Include the School and District Parent and Family Engagement Plans on our school website and in the Parent Engagement Notebook in the front office.

Principal Signature: Dr. Lane Tatom Date: 6-25-20



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EVERY TITLE I SCHOOL IN POLK COUNTY WILL:

1. Involve parents in the planning, review, and improvement of their School Improvement Plan and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement plan, as well as the school-home compact, with an adequate representation of parents.

	Date of meeting to gather parent input.	How were parents invited to give input?	Describe the method in which parents were involved.	What evidence do you have to document parent/family participation?
School Improvement Plan (SIP)	8/6/20	A summary sheet was emailed which asked for feedback and it was presented at a general SAC meeting. There were meeting notices on Facebook.	Parents were invited to attend a SAC meeting where the plan was presented for feedback. A feedback form was also posted on the website for the month of August.	Meeting minutes and results of the form.
Parent and Family Engagement Plan (PFEP)	8/6/20	Parents were given a copy electronically via email and it was also shared at the Annual Title I Meeting	Parents were invited to attend a SAC meeting where the plan was presented for feedback. A feedback form was also posted on the website for the month of August.	Meeting minutes and results of the form.
School-Home Compact	5/18/20	Parents were invited to SAC meetings where it was discussed and there was a form for feedback. There were meeting notices on Facebook.	Parents were invited to attend a SAC meeting where the plan was presented for feedback. A feedback form was also posted on the website for the month of August.	Meeting minutes and results of the form.
Title I Budget	8/6/20	A summary sheet was emailed which asked for feedback and it was presented at a general SAC meeting. There was a post on Facebook.	Parents were invited to attend a SAC meeting where the plan was presented for feedback. A feedback form was also posted on the website for the month of August.	Meeting minutes and results of the form.
Parent & Family Engagement Allocation	8/6/20	A summary sheet was emailed which asked for feedback and it was presented at a general SAC meeting. There was a post on Facebook.	Parents were invited to attend a SAC meeting where the plan was presented for feedback. A feedback form was also posted on the website for the month of August.	Meeting minutes and results of the form.

**Elementary schools are required to hold at least one face to face conference in which the compact is discussed with parents. A conference agenda and parent signed copy of the compact should be submitted to Title I Crate as evidence.*

** Evidence of the input gathered and how it was/will be used should be available on Title I Crate.*

2. Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved.

Tentative date & time(s) of meeting	6:30-7:00 on 9/10/20
How are parents notified of the meeting?	Facebook and weekly email by principal.
What information is provided at the meeting?	The Title I District Parent and Family Engagement Coordinator provides each school with a Power Point Presentation and agenda that incorporates information on: The Title I Program, Use of Funds Overview, Curriculum and Assessment Information, Parent and Family Engagement Plan, Compact, Ways Parents Can Be Involved and Upcoming Parent Engagement Events. Schools may personalize the Power Point by elaborating on how their Title I funds are used to increase student achievement and promote parent and family engagement, ways parents can be involved at their school, how to access staff, and information on the school's curriculum.
How are parents informed of their rights?	Polk County Public Schools Title I program provides all Title I schools with a letter informing parents of their rights. This letter is sent home with all students via backpack the first week of school. Schools are also required to have a copy of the "Parents Right To Know" letter on their school website and in a parent and family engagement notebook kept in the front office. The district Title I office monitors and keeps documentation of this on file.
What barriers will you address to encourage parents/families to attend?	Scheduled in conjunction with another event so that parents are already on campus. Information presented in Spanish and translators are available.
How will you get feedback from parents about the meeting?	Parents will be asked to take a post survey to gauge their understanding of the Title I program at DEA.
How do parents who are not able to attend receive information from the meeting?	A video will be made, and translated into Spanish, and posted on our school's website.



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3. Identify partnerships that coordinate & integrate Title I and local/federal funds to provide opportunities that encourage and support parents in more fully participating in the education of their children and/or to help support learning at home.

Title IV-Homeless	The guidance counselor works with Kids Pack to provide food over the weekend for selected students.
Migrant	
Preschool Programs	The preschool teacher located at DEA often attends trainings and meets with kindergarten teachers so that she can stay informed on kindergarten expectations.
Title III-ESOL	ELL parent meetings are held on early release days. These are presented in Spanish and teach parents strategies that they can use at home to help their student. Staff from the county ESOL department help with topics, resources for parents, and support the reading interventionist in creating these learning opportunities for parents.
SAC	Each grade level team, special area, and ESE teacher will be asked to bring a parent representative to the SAC meetings. At SAC meetings grade levels review what their grade level is doing to within each IB unit and ways that parents in the community can be involved.
PTO/PTA	A representative from each grade level, special area, and ESE are part of PTSA to help with increasing communication between home and school.
Community Agencies/Business Partners	Representatives from the school (IB coordinator, principal, counselor) often attend local city chamber meetings surrounding the school so that there can be clear and consistent communication messaging about the school.

4. Utilize strategies to ensure meaningful communication and accessibility.

Describe the methods that will be used to ensure meaningful, ongoing communication between home and school.	Students will have Tuesday folders that provide parents with weekly information about events at the school. The principal sends a weekly newsletter about important information that is happening in the school. Also, all teachers will use agendas to provide parents with daily communication about learning and behavior for the day. All parents are invited to SAC meetings and PTSA meetings which occur monthly. Finally, three times a year families will be invited to participate in student led conferences.
Describe how you notify each family in a timely manner when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field.	Letters are sent home with every student that has been taught for four or more consecutive weeks by a teacher who is out of field. A copy of the letter and a list of the parents who receive the letter is kept on file as documentation for auditing purposes.
Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	Unit Fliers, FSA parent meetings with principal, FSA training, Student led conferencing,
Describe how your school provides information to parents in their native language. What languages do you provide?	Report cards, Policies and procedures are provided in Spanish. Fliers and information is sent home in Spanish. Parents can request Haitian Creole.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Seating is arranged to accommodate devices. If a family needs sign language, we will contact a translator.
Describe the opportunities parents have to participate in their child's education.	Three times a year parents are invited to student led conferences. Each grade level also hosts an IB showcase night where parents experience what their students are learning.

5. Educate and build the capacity of school staff on ways in which to work with and engage families effectively as well as the importance of parent engagement in increasing student achievement. Explain your plan for this school year.

Topic/Title	How does this help staff build school/parent relationships?	Format for Implementation: workshop, book study, presenter, etc.	Who is the audience?	Tentative Date/Time
Growth Mindset	Educating teachers on growth and fixed mindset research is important. Growth mindset is an important aspect of school culture and teacher efficacy. Teacher efficacy directly affects educational outcomes in particular to school culture and embracing a growth mindset.	Presenter	All teachers	8/3-8/7, 10/21, 3/10
Student Led Conferences	Staff will learn how to create a time and space for parents to learn more about their student and the school	Presenter	All Teachers	8/3-8/7, 10/21, 3/10



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6. Provide assistance, training, workshops, events, and/or meetings for parents to help them understand the education system, curriculum, standards, state assessments and achievement levels.
- Offer workshops, events and/or meetings at flexible dates/times. (i.e. morning, evening, lunch, Saturdays). Provide information to parents in a timely manner and in an easy to read format.

Building Capacity of Parents and Families							
Topic	Title	How will this impact Student Achievement?	Tentative Date/Time Are they flexible?	Transportation	Refreshments	Childcare	Translation
Curriculum Areas	Pastry with Parents Writing Around Campfire STEM Night	Students will learn ways that they can continue to learn at home.	9/17/20 3X 10/15 5:30-7 2/18 5:30-7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Assessments & Achievement Levels	FSA Assessments	Parents will have access to FSA reports.	1/22/21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Technology, Parent Portal	Parent Portal 101	Students can monitor their progress	9/10/20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transition (Kdg, MS, HS)	Up and Coming Inquires	Students will have access to summer learning opportunities	5/25/21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
College & Career				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduation Requirements & Scholarships				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conferences	Student Led Conferences	Students will set goals and know their data	10/30; 1/22;4/1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

How will workshops/events be evaluated?	Parents will complete surveys about what they learned and be asked to share the action they have taken.
How will the needs of parents be assessed to plan future events?	At SAC parents will be asked what they would like to learn more about to help their student. Also, parents will be asked to complete a survey indicating topics of interest.
What are the barriers for parents to attend workshops/events and how do you overcome these?	Traveling to the school and various work schedules.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Varying times for sessions so when they are dropping off, picking up, or after work.
How do parents who are not able to attend building capacity events receive information from the meetings?	Power points and recorded presentations will be on our website and facebook. Also, information will be posed on the website.

**These events should be included on the Evaluation of Parent Engagement Activities to Build Capacity.*