



Parent and Family Engagement Plan 2020-2021

Discovery High School

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:

We are dedicated to actively engaging all individuals in quality learning experiences that will enable them to value themselves and become responsible, productive citizens in a changing world.

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.
- ☐ Provide staff development to 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: 

Date: 5-20-20



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EVERY TITLE I SCHOOL IN POLK COUNTY WILL:

1. Involve parents and families 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)	April 27, 2020 Through May 13, 2020	Facebook DHS Website Email	All parents/families are invited to join and participate DHS Parent and Family Engagement Team meeting to share and give input.	Parents suggestions will be documented through minutes and marked on compact and plans. In addition copies of invitation, agenda and sign in sheets will be kept on file and added to TTI Crate.
Parent and Family Engagement Plan (PFEP)	April 27, 2020 Through May 13, 2020	Facebook DHS Website Email	All parents/families are invited to join and participate DHS Parent and Family Engagement Team meeting to share and give input on the PFEP.	Parents suggestions will be documented through minutes and marked on compact and plans. In addition copies of invitation, agenda and sign in sheets will be kept on file and added to TTI Crate.
School-Home Compact	April 27, 2020 Through May 13, 2020	Facebook DHS Website Email	All parents/families are invited to join and participate DHS Parent and Family Engagement Team meeting to share and give input on the Compact.	Parents suggestions will be documented through minutes and marked on compact and plans. In addition copies of invitation, agenda and sign in sheets will be kept on file and added to TTI Crate.
Title I Budget	April 27, 2020 Through May 13, 2020	Facebook DHS Website Email	All parents/families are invited to join and participate DHS Parent and Family Engagement Team meeting to share and give input on the Title I Budget.	Parents suggestions will be documented through minutes and marked on compact and plans. In addition copies of invitation, agenda and sign in sheets will be kept on file and added to TTI Crate.
Parent & Family Engagement Allocation	April 27, 2020 Through May 13, 2020	Facebook DHS Website Email	All parents/families are invited to join and participate DHS Parent and Family Engagement Team meeting to give input on the Parent & Family Engagement Allocation.	Parents suggestions will be documented through minutes and marked on compact and plans. In addition copies of invitation, agenda and sign in sheets will be kept on file and added to TTI Crate.

**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.*



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

Tentative date & time(s) of meeting	September 8, 2020. Meeting will be offered at 8:00 a.m. and evening time at 5:30 p.m.
How are parents notified of the meeting?	Parents/Families are notified by flyers, Remind app., school messenger, school website, school lobby TV and Facebook notification.
What information is provided at the meeting?	<p>The Title I District Parent and Family Engagement Coordinator provides each school with a PowerPoint Presentation that incorporates following Information:</p> <ul style="list-style-type: none"> * Title I Program * School website, Parent and Family Information Notebook * School Parent Compact * Use of Funds Overview * Ways Parents Can be Involved * Parent and Family Engagement Plan * Curriculum and Assessment information * Upcoming Parent Events * Right to Know Letter
How are parents informed of their rights?	<p>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.</p> <p>DHS includes the "Right to Know" letter in orientation packets, for the parents/families who attend orientation will receive notification on August 10, 2020. For any students enrolled after August 10, 2020 parents/families will receive notification on the first day of child's enrollment date at Discovery High. In addition information is presented and discussed during the Title 1 Annual meeting.</p>
What barriers will you address to encourage parents/families to attend?	<ul style="list-style-type: none"> -Language <ul style="list-style-type: none"> *DHS will provide literature that has been translated as often as possible, provide translator at all family events. -Technology <ul style="list-style-type: none"> *DHS has a computer available in office for parent use. -Keeping parents/families involved in student's education <ul style="list-style-type: none"> *By providing Capacity Building Workshops for parents/families. *Parents are welcome to bring their children with them to any workshop offered throughout the school year. -Transportation not offered to all parents; however, if we know of a family in need of transportation in order to attend we will work to find a solution.
How will you get feedback from parents and families about the meeting?	All parents/families who attend the meeting/workshops will be asked to please complete and turn in a short survey at the end of each event.
How do parents who are not able to attend receive information from the meeting?	All Title 1 documents will be accessible through our website discoveryhighschool.org . In addition, upon request from parent/families, DHS will send home a copy of Title 1 Annual meeting PowerPoint Presentation and any information handed out. The parent/guardian will also have an option to schedule a time to receive the missed information or view an uploaded video of event through a link on our website discoveryhighschool.org .

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

Title IV-Homeless	Discovery High School works with the Hearth Program of Polk County Schools. To help parents/guardian of homeless students guidance will help with referring families to Hearth and also offer information of agencies or services that may help them. Guidance holds a meeting with teachers to make them aware of what students fall under Hearth Program and how the school can assist students in need and to make sure that student succeeds.
Migrant	Discovery High School works with the Migrant Department of Polk County Schools. DHS offer Spanish translation at all workshops and events. In addition information is sent home in English and Spanish. When possible information is also given in Creole.
Title III-ESOL	Discovery High School works with the ESOL Department of Polk County Schools. Migrant parents are provided information, materials and translator at all workshops in their native language.
SAC	A teacher representative from each subject area serves as council member.
PTO/PTA	Parent Advisory Council-Meetings are held second Wednesday of each month at 8:00 a.m.
Community Agencies/Business Partners	Apple Technology, Fundamental for Kids Inc., Beef O' Brady's, McDonalds, Chik-fil-A, Center State Bank Lake Alfred, Kens Transmission.



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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.	Parents/Families receive flyers, School messenger calls, Facebook notification, Remind app. , school lobby TV and school the website. In addition parents/families have access to staff directory on our school website with a direct link to teacher email address. Most flyers and information sheets that are sent home are translated in Spanish and when possible Creole. Spanish translator available during school hours and most after school events/workshops. Creole translator available at advanced request.
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 are kept on file as documentation for auditing purposes.
Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	Parent workshops will be offered to explain Curriculum, Forms of Assessments and Student Achievement Levels. All workshops will have an interpreter available if needed.
Describe how your school provides information to parents in their native language. What languages do you provide?	Parents receive a form either the day of orientation or date of enrollment whether they prefer language sent home and/or call outs in English and Spanish and when requested in Creole. All events and workshops have a translator available to help parents understand material being presented. Information is translated in English and Spanish and when requested in Creole.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	DHS makes it a point to try to be accommodating to all parents whether a disability dictates a need or not. DHS is equipped with ramps, enlarged restroom and an elevator. In addition audio is also provided and a ASL interpreter upon request.
Describe the opportunities parents have to participate in their child's education.	Discovery High School encourages parents to volunteer when possible; opportunities will be posted on school website. However, we realize that this is not always feasible so twice a year we host SLC (Student Led Conferences) and this gives students an opportunity to share, in a one on one setting, and encourages discussions regarding their child's education. We also encourage parents to attend Building Capacity Workshops.

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 and family engagement in increasing student achievement. Explain your plan for this school year.

<u>Topic/Title</u>	<u>How does this help staff build school/parent relationships?</u>	<u>Format for Implementation: workshop, book study, presenter, etc.</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
Building Relationships	Strengthen relationships between teachers/staff and families to encourage parent/family involvement.	*Workshop Principal: Mr. Jemison Asst. Principal: Mrs. Fontaine Testing Coordinator: Mrs. Hudson	Instructional Staff	Sept. 10, 2020
Family Friendly Schools	Strengthen partnerships between teachers and families, and connect families to school improvement and student learning.	*Workshop Principal: Mr. Jemison Asst. Principal: Mrs. Fontaine Testing Coordinator: Mrs. Hudson	Instructional Staff	Jan. 12, 2021



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6. Provide assistance, training, workshops, events, and/or meetings for parents and families 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	How will this support learning at home?	
Curriculum Areas	Parent Informational Meeting 9 th & 10 th Gd. Students & Parent Informational Meeting 11 th & 12 th Gd. Students	Purpose/Provide Graduation Requirements Information and give site to view Standards for Courses and State Assessments.	Sept. 15, 2020 & Sept. 24, 2020 DHS Dining Hall @ 5:30 p.m.				X	Parents gain a deeper understanding of students' learning, allowing parents to be involved in their child's education and assist the child if needed.	
State Assessments & Achievement Levels	Testing Parent Informational Meeting	Purpose/Provide parents with Test Taking Strategies, information about upcoming State Assessments, passing scores and how they're used.	Sept. 08, 2020 DHS Dining Hall @ 5:30 p.m.				X	Parents gain an understanding of where their child's stands in their achievement level. It would allow the parent to see growth and/or if the child needs additional support.	
Technology, Parent Portal	Google Classroom	Purpose/Provide information to parents on how to navigate and understand programs.	Sept 08, 2020 Time: 8:00 a.m. Location: DHS Dining Hall				X	Having access to grades and assignments parents can see strengths and weaknesses and identifies specific areas for improvement.	
Transition (Kdg, MS, HS)	Incoming 9 th Gd. Students & Incoming Sr. Meeting	Purpose /Provide parents with information to help their child make a smooth transition with change in school and grade level.	Jan. 14, 2021 (9 th gd.) & April 22, 2021 (11 th gd.) DHS Dining Hall @ 5:30 p.m.				X	Parents learn to help their child balance the new academic expectations and social demands of their transition.	
College & Career	Dual Enrollment Parent Informational Meeting 10 th , 11 th , and 12 th Gd. Students	Purpose/Provide information to parents on submitting applications for colleges/universities and scholarship. Information on Dual Enrollment.	Oct. 22, 2020 & April 08, 2021 DHS Dining Hall @ 5:30 p.m.				X	To ensure that students understand and take the steps necessary to reach their goal.	
	Financial Aid Assistant Parent Meeting		Jan. 26, 2021 DHS Dining Hall @ 5:30 p.m.						
Graduation Req. & Scholarships	9 th , 10 th , 11 th , and 12 th Grade Students	Provide information to parents regarding graduation requirement.	Grade Meetings cover graduation requirements.				X	To achieve have a higher graduation rate.	
Conferences	Student Lead Conference		Fall- Nov.9 th -23, 2020 Offered: 7a.m.-4:50 p.m. Spring- April 5 th - 16 th , 2021 Offered: 7a.m.-4:50 p.m.				X	Builds students' sense of responsibility and accountability for their own learning, and it helps to hone their understanding of what it means to meet learning targets.	

How will workshops/events be evaluated?	By taking into consideration survey results and student achievement data DHS is able to evaluate effectiveness.
How will the needs of parents be assessed to plan future events?	*Governing Board Members *Parent Advisory Council Meeting- 2nd Wednesday of each month * Parent Engagement Team to review/revise PFEP, Compact, SIP & Title I 1% Budget. In addition to surveys after meetings and workshops.
What are the barriers for to attend workshops/events and how do you overcome these?	*DHS offers Parent Workshops in the morning and evening time: Provides translator at most events. *Communication: Provide literature that has been translated as often as possible. *Parents not recognizing the gravity of their involvement in their child's education: Provide Capacity-Building workshops. * A family with disabilities: DHS is equipped with ramps, enlarged restroom and elevator. Microphones/speakers are used at events.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	All dates and times of events are posted on our school website. Parent workshops are offered on different days and times to boost attendance. Families not available to attend events will be given, upon request an option to schedule a time to receive the missed information. In addition when suitable, DHS video tapes the information provided in a workshop and provides a link on our school website.
How do parents who are not able to attend building capacity events receive information from the meetings?	All Title 1 documents will be accessible through our website discoveryhighschool.org . In addition, upon request from parent/ guardian, DHS will send home a copy of Title 1 Annual meeting PowerPoint Presentation and any information handed out. The parent/guardian will also have an option to schedule a time to receive the missed information or view an uploaded video of event through a link on our website discoveryhighschool.org .

