



# 2017-2018 Title I Parent and Family Engagement Plan



## Discovery Academy of Lake Alfred

**Discovery Academy of Lake Alfred Mission Statement:**

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.

**District and School-based Title I Parent Involvement Programs in Polk County will strive to BUILD RELATIONSHIPS to create real family engagement for every child, every family, every teacher, everyday.**

All parents/families were invited and encouraged to provide input and suggestions on developing/reviewing this plan. This plan is available on our school website and in the Title I informational notebook located in our front office.

Principal: Kevin Warren Date: 09/01/2017

Involvement of Parents	
If the school wide program plan under Section 1116 (b) (1) 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 Section 1116(b) (4).	
Polk County Public Schools Title I program requires schools to submit evidence that documents parent input and approval for how the funds are spent. This documentation is monitored for compliance and kept on file in the Title I online monitoring file system. Parent input is gathered through a parent meeting or SAC meeting.	
<i>Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?</i>	All parents are invited to meet and offer suggestions and/or comments regarding the Parent and Family Engagement Plan, Compact, School Improvement Plan, and the Title I Budget. We meet twice a year to review the plans.
<i>How do you use the information from reviewing the plan to design strategies for more effective engagement?</i>	This plan is reviewed two times throughout the school year to check progress and make changes to what has been planned. Reviewing student data provides valuable information to help determine where we need additional support to help our families understand the curriculum, state assessments and provide strategies, materials, and resources to help support learning at home.
<i>How will you involve parents/families in the decision making of how your Title I programs and how Title I funds will be used for Parent and Family Engagement Activities?</i>	All parents/families are invited and notified about our Parent & Family Engagement Team meeting through our monthly newsletters, invitations sent home with each student and announced on our school marquee. Our Parent Involvement Paraprofessional and parents met on April 21, 2017, to review the 2016-2017 Parent Involvement Plan, SIP, 1% Title I Budget and Compact. The team discussed the effectiveness of current programs, 1% of Title I budget to be used for Parent Involvement and offered input in the development of the 2017-2018 Plans. During this meetings changes, revisions, and updates were made to the Parent and Family Engagement Plan, SIP, and Compact.
<i>What evidence do you have to document parent/family participation in writing/reviewing your plan? (meeting date, agenda, minutes, charts, sign in sheets)</i>	Discovery will provide evidence that documents; how parents were invited, an agenda for the meeting, sign in sheets, and minutes and/or specific input given by parents. Our Title I Program District Coordinator monitors for compliance and monitors the evidence, which is uploaded and kept on file in our online eTASK.

<i>instruction for all learners?</i>	offering parent workshops on the Florida Standards, Literacy, and test taking tips to support the high quality instruction provided during the school day.
<i>How will the school share comments received from parents/families?</i>	All parent comments and suggestions given for the plan are considered, documented and kept on file as evidence of parents providing input for both FLDOE and the District. When, feasible parent suggestions are incorporated into the plan.
<i>How will this plan be made available to the community?</i>	This plan is available to all parents, staff, business partners and School Board Members. It can be located on our school website and in the Title I Parent Informational Notebook that is located in our front office.

## Flexible Parent Meetings:

The school provides trainings, meetings and family activities at flexible times and dates throughout the year. If requested, opportunities for regular meetings to participate in decisions relating to the education of their children. The school may provide, if reasonable and necessary, transportation, childcare, or home visits using Title I funds. **Section 1116(c) (2) (8)**

<i>Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?</i>	Discovery Academy will provide family workshops/events at a variety of times and dates and sometimes twice in order to increase attendance. Academic events will be held in conjunction with other student-led/highlighted activities, such as musical presentations or art exhibits, when possible. Families not able to attend events will be given, upon request, an option to schedule a time to receive the missed information.
<i>Describe what childcare, home visits and/or transportation services are provided by your school.</i>	Childcare, home visits and transportation services will always be offered, upon request. If families are in need of one or more of these services we will make arrangements to accommodate. Parents are welcome to bring all of their children with them to any workshop offered throughout the school year. Parent resources and support are made readily available to all parents and families via the Parent & Family Engagement Paraprofessional every school day from 7:00-3:00. Teachers may make home visits to conference with parents who cannot attend a school conference. Our schools address barriers that hinder parent and family engagement, on an as needed basis or if requested and when feasible we accommodate those requests.

## Annual Parent Meeting

The school will 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 (school wide or targeted assistance), school choice, the rights of parents and timely information about the Title I programs **Section 1116(c)(1)**

Every Title I school in Polk County is required to hold an Annual Parent Meeting by September 30. Schools are monitored to ensure that parents are invited to the Annual Meeting in a timely manner, and notifications are other languages, and sent in multiple ways (via backpack, school marquee, school website, newsletters, callout). Schools are required to conduct a parent evaluation of the meeting to gather input.

Evidence that schools comply is documented with; notifications and invitations; agendas, sign in sheets, copy of the PowerPoint with specific school information and parent evaluations.

<b><i>Date and time you will hold your meeting?</i></b>	Our Annual Title I Parent Meeting will be held on October 10, 2017 at 7:00 a.m. and 5:45 p.m. in the Media Center.
<b><u>Notification and Invitation:</u></b> <ul style="list-style-type: none"> <li><i>How will you inform and invite parents/families in a timely way about the Annual Meeting.</i></li> </ul>	All parents will be notified about our Title I Annual Parent Meeting via our monthly newsletter, a call out using school messenger and a flyer in every student's agenda. The information for this meeting will be posted on our school website and our marquee in front of the school.
<b><u>Information:</u></b> <b><i>Please describe how your meeting will cover information about:</i></b> <ul style="list-style-type: none"> <li><i>The Title I program, the benefits, and how it affects your school; School choice; Parents right to know; and (the qualifications of their child's teacher, or paraprofessional and/or if their child has been assigned or taught by a teacher 4+ consecutive weeks who is out of field.</i></li> </ul>	<p>The Title I District Parent and Family Engagement Coordinator provides each school with a Power Point Presentation that incorporates information on; 1. The Title I Program 2. Parents Right to Know 3. Curriculum and Assessment information, and 3. Ways parents can be involved, 4. School choice, and the qualifications of their child's teacher or paraprofessional, and 5. Information on if their child is assigned or taught by a teacher for 4+ weeks who is out of field.</p> <p>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.</p> <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 information notebook kept in the front office. The district Title I office monitors and keeps documentation of this on file.</p>
<b><u>Barriers:</u></b> <ul style="list-style-type: none"> <li><i>What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation</i></li> </ul>	Childcare, home visits and transportation services will always be offered, upon request. If families are in need of one or more of these services we will make arrangements to accommodate. Materials given out will be translated in English, Spanish and Haitian Creole as well as a Spanish and Haitian Creole translator will be provided at all meetings. Parents are welcome to bring all of their children with them to any workshop offered throughout the school year. Light refreshments will be provided for all parents who attend. Parent resources and support are made readily available to all parents and families via the Parent & Family Engagement Paraprofessional every school day from 7:00-3:00. On an individual basis, teachers may make home visits to conference with parents who cannot attend a school conference. Our schools address barriers that hinder parent and family engagement, on an as needed basis or if requested and when feasible we accommodate those requests.
<b><u>Evaluations:</u></b> <ul style="list-style-type: none"> <li><i>How will you get feedback from parents about the meeting?</i></li> </ul>	All parents who attend the meeting will be asked to please complete and turn in a short evaluation of the meeting.
<b><u>Parents who do not attend?</u></b> <ul style="list-style-type: none"> <li><i>How will you get the information home to parents who do not attend the meeting?</i></li> </ul>	For parents who are not able to attend this meeting, a powerpoint along with the information will be available on our school website. Also, families will be given, upon request, an option to schedule a time to receive the missed information. Parent resources and support are made readily available to parents via the Parent & Family Engagement Paraprofessional every school day from 7:00-3:00.

## Building Capacity of Parents

School will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1116(e) (1-3). School will provide materials and training to help parents work with their child to improve their child's academic achievement. [Section 1116(e) (2).

Explain how parents are invited to participate in activities such as parent trainings that are linked to student achievement.

- How will your school help parents gain an understanding of such topics as; the state's standards, state assessments, achievement levels or proficiency and how to monitor their child's progress.

<u>Title Topic</u>	<u>Impact on Student Achievement</u>	<u>Materials</u>	<u>Tentative Date/Time</u>  Is it flexible?	<u>Transportation</u>	<u>Refreshments</u>	<u>Childcare</u>	<u>Translation</u>
<b>Curriculum /Florida Standards &amp; State Tests &amp; Achievement Levels</b>	Parents will gain knowledge and information about standards and requirements on state assessments. Resources and tips will be provided to parents to assist their child at home to increase student achievement	Parents will be given sample test questions and test taking tips to help their child. Websites that provide testing practice and addition information on the standards will be shared with parents.	February 13, 2018 @ 5:45 p.m.	X	X	X	X
<b>Transition (Kdg, MS, HS)</b>	High School 101, everything you need to know about high school and more!	Our 8th grade counselor will provide parents of up coming 9 <sup>th</sup> graders with information on how to best prepare for the high school experience. By knowing the expectations of a rigorous 9th grade year, students and parents will better understand how to prepare for a successful freshman year.	April 10, 2018 @ 5:45 p.m.	X	X	X	X
<b>Literacy 1116 (e)</b>	"Family Literacy Nights" Facilitators will model critical thinking strategies that can be used at home to enhance student learning in all subject areas. Reading tips and strategies for reading will be provided.	Parents will be provided with information and training with activities and materials to help them work with their child at home to improve student achievement.	2 <sup>nd</sup> Tuesday of every month @5:45 p.m.	X	X	X	X

<b>Technology, Parent Portal</b>	"Monitoring Your Child's Progress"- This workshop will show parents how they can monitor their child's school progress at home via the Internet. This will increase student achievement through parents being aware of how their child is performing academically.	Hands on workshop to provide parents with information on how to navigate Parent Portal to check grades and attendance.	November 14, 2017 @5:45 p.m.	X	X	X	X
<b>How do you assess the needs of parents? Do you survey parents to ask what type of events or workshops you have at your school?</b>	<ul style="list-style-type: none"> <li>Governing Board Members</li> <li>Parent surveys</li> <li>Evaluations of workshops</li> <li>Parent meeting to review compact, PFEP, SIP &amp; Title I 1% Budget</li> </ul>						
<b>How do you evaluate effectiveness?</b>	<ul style="list-style-type: none"> <li>Data collection</li> <li>Survey results</li> <li>Comments on survey</li> <li>Student achievement data</li> </ul>						
<b>Explain how your school provides materials and trainings to assist parents/families to work with their child (ren) to support learning at home? Give examples.</b>	<ul style="list-style-type: none"> <li>Newsletters with tips</li> <li>eBoards</li> <li>Books/Reading Materials</li> <li>Projects</li> <li>Information in native languages</li> <li>Parent Resource Center Workshop/Event Calendars</li> </ul>						
<b>Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?</b>	Discovery Academy builds relationships with the community, businesses, and churches through our Family Literacy Nights and Discovery Leadership Program. Family Literacy Nights are held monthly and allow parents, students and teachers to participate in core subjects workshops and also listen to a guest speaker. The guest speakers are always from the community, a church, or a business partner. The speakers give insight and encourage the students to set goals for themselves and do well in school. Students also benefit from Discovery's Leadership Program; in this program students visit various local businesses and organizations. Students meet with leaders like entrepreneurs, agents, managers, City Commissioners, and local fire and police departments. They learn aspects of the job and what it takes to be a leader.						

- The school will provide materials and training to help families work with their child to improve achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. List all that apply; Florida standards/ curriculum, testing, progress monitoring, literacy, transition information (Kdg, MS, HS), College and Career, Graduation requirements & scholarships, technology, etc.

## Building Capacity of Staff (Trainings)

The school will educate teachers, pupil services personnel, principals, and other staff in the value and the utility of parents' contributions. Educators should also receive guidance in ways to reach out to parents; to communicate with them; to work with them as equal partners; to implement and coordinate parent programs; and to build ties between parents and the school [Section 1116(e) (3)].

Please describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff ...

- *how to reach out to, communicate with, and work with parents/families as equal partners,*
- *the value and utility of contributions of parents/families*
- *how to implement and coordinate parent/family programs*

*how to build ties between parents/families and the school*

**Please describe below how you do this.**

<u>Topic -Title</u>	<u>Purpose?</u> How does this help staff build school/parent relationships?	<u>Implementation format:</u> (Workshop, book study, etc.) <u>Presenter?</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
<b>Presentation of Parent and Family Engagement Plan and School Compact</b>	Improve the ability of staff to work effectively with parents	Kevin Warren, Principal	All teachers and support staff	Staff Workday
<b>Effective Conference Strategies</b>	Improve the ability of staff to work effectively with parents	Resource Teacher, Guidance Counselor and Administration	All instructional staff	Team Meetings

## Communication

<p>The school will provide parents of participating children; a 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 [Section 1116(c)(4)(B)]; 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 [Section 1116(c)(4)(C)];</p>	
<p><b>How do 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?</b></p>	<p>Discovery notifies 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, Ineffective or Inexperienced. Documentation of these letters and a list of the students who receive the letter are kept on file as documentation for auditing purposes. Title I school program coordinators monitor that each Title I school is compliant.</p>
<p><b>How do you provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals?</b></p>	<p>Discovery sends home "Right to Know" letters on the first day of school, any students enrolled at a later time during the school year will receive the letter at enrollment. In addition, we share this information with parents at the Title I Annual Parent Meeting.</p>
<p><i>Describe how parents are informed of the curriculum; forms of assessment used to measure student progress and the achievement levels students are expected to obtain?</i></p>	<p>Information regarding school curriculum, statewide-standardized assessments and progress monitoring will be discussed during 5th grade Parent Orientation and at Building Capacity Workshops scheduled throughout the school year. Our school website will be a resource for parents, as will Discovery's Facebook page. Parents are given evaluations at all Building Capacity Workshops to give suggestions, input and to let us know of any concerns they may have relating to their child's education.</p>
<p><i>Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?</i></p>	<p>State and school reports are sent home with each student and discussed at parent conferences or IEP meetings.</p>
<p><i>How do you ensure that your school holds parent-teacher conferences, at least annually, during which the compact is discussed as it relates to the individual child's achievement?</i></p>	<p>Discovery Academy schedules conferences upon request of the parents or teachers. Documentation and record keeping of all conferences are kept on team</p>

## Coordination and Integration:

The school will coordinate and integrate parental involvement 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 [Section 1116(e) (4)].

Describe how you coordinate and integrate parent and family engagement programs listed below to help parents learn how to help their children at home:	
○ <b><i>Homeless</i></b>	Discovery Academy works with the district's Hearth Program to provide support for identified homeless students. Our Guidance Counselor Jessica Davidson is the our Hearth Program Coordinator.
○ <b><i>Migrant</i></b>	Discovery Academy works with the district's Migrant Department to inform parents about the program and services offered throughout the district and the community.
○ <b><i>ESOL</i></b>	The ESOL Facilitator will coordinate an annual parent meetings to inform ESOL parents about programs offered through the district as well as events and services in the community. Information will include how to receive translation services as well as how to schedule conferences with teachers or staff.
○ <b><i>SAC School Advisory</i></b>	Our Governing Board acts as our School Advisory Council
○ <b><i>Title I</i></b>	Title I funds provide supplemental instructional materials, interventions for students with academic achievement needs and resources for parents.

<b>Accessibility</b>	
The school will provide information and services in a welcoming environment with accommodations such as physical arrangement of the room(s), ramps, sign language facilitators, and translators. Sec 1116(e)(5) and 1116(f)	
<p><b>What opportunities do parents have to participate in their child (rens) education?</b></p> <p><b>Volunteer?</b> Section 1116 (d) (c)</p> <p><b>Mentor?</b></p>	Volunteer opportunities are posted on our website
<p><b>What forms of communication do you provide parents, in an understandable and uniform format related to;</b></p> <ul style="list-style-type: none"> <li>• school and parent programs</li> <li>• meetings</li> <li>• school reports</li> <li>• and other activities</li> </ul>	Parents/Guardians receive communication through School Messenger, facebook, remind app, school marquee, flyers, monthly newsletters and our website. In addition, progress reports and report cards are sent home with students. Parents also have access to Parent Portal to view their child's grades and attendance. Discovery has a staff directory posted on our website with a direct link to all staff's email address. Most communication sent home is translated in Spanish and Haitian Creole. We provide a Spanish and Haitian Creole translator during school hours and at all after school workshops/events.
<p><b>What barriers hinder participation by parents in parental involvement activities?</b></p> <p><b>What steps will you take this school year to overcome these 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)</b></p>	<ul style="list-style-type: none"> <li>• Language - Provide Literature that has been translated as often as possible, provide a translator at all family events</li> <li>• Lack of technology at home - Offer an open media center for parents to come in to use computers/refer parents to PIRC and to our local public libraries</li> <li>• Parents not realizing the importance of their involvement in their child's education - Provide capacity building workshops for parents on the importance of parent involvement</li> </ul>
<p><b>How does your school provide information to parent's in their native language?</b></p> <p><b>What languages do you provide?</b> Section 1116 (e) (5)</p> <p><b>Do you provide translators or facilitators at parent events/workshops? Or, do you provide workshops in a parent's native language? Explain</b></p>	Our parents will be surveyed at the beginning of the school year and/or at admission during the school year for requested accommodations, such as preferred language of materials sent home (English, Spanish, Haitian-Creole) and/or translation equipment/personal translator needed at meetings and conferences. Our Parent Involvement Paraprofessional will ensure that those accommodations are met. Most communication sent home is translated in Spanish and Haitian Creole. We provide a Spanish and Haitian Creole translator during school hours and at all after school workshops/events.
<p><b>How will the school encourage and support additional opportunities for more meaningful engagement in the education of their child.</b></p> <ul style="list-style-type: none"> <li>• Title I Parent/Family Resource Centers</li> <li>• Books Bridge Buses</li> <li>• Parent University</li> <li>• Other</li> </ul>	<ul style="list-style-type: none"> <li>• Send home monthly calendar for the Parent Resource Centers</li> <li>• Send home Books Bridge Schedule</li> <li>• Send home flyers for Parent University</li> </ul>