



Parent and Family Engagement Plan 2019-2020

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 children 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: Lane Jaton Date: 7-9-19



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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)	8/8/19	SAC meeting will share the proposed plan created by teachers in the summer. The SIP plan will also be printed on a poster and hung around school for parents to write on.	Parents will participate in discussion at SAC and write in comments on posters hung around school.	Sign in sheets from SAC & pictures of parents interacting with posters.
Parent and Family Engagement Plan (PFEP)	4/15/19 and 8/8/19	SAC meeting will share the proposed plan. The one page PFEP will be printed on poster for parents to comment.	Parents will participate in discussion at SAC and write comments on posters hung around school.	Sign in sheets from SAC & pictures of parents interacting with posters.
School-Home Compact	5/13/19	All parents were invited to the SAC meeting where the compact was discussed.	Parents participated in discussion at SAC	Signatures of participants on the compact and sign in.
Title I Budget	8/8/19	SAC meeting will share the proposed budget and ask parents for their input.	Parents will be given a breakdown of the budget and what part of the SIP that the line item supports.	Signatures of participants on the SIP summary sheet and sign in sheets
Parent & Family Engagement Allocation	8/8/19	SAC meeting will share the proposed budget and ask parents for their input.	Parents will be given a breakdown of the budget and the proposal for spending.	Signatures of participants the sign in sheet.

**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	September 10th, 2019
How are parents notified of the meeting?	Facebook, label in agenda, 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?	Schedule at the time of another meeting so that parents are already on campus and have staff that can translate.
How will you get feedback from parents about the meeting?	Parents will be asked to complete a survey where they provide feedback to their learning of the content
How do parents who are not able to attend receive information from the meeting?	The presentation will be uploaded to the school website and sent out on school messenger. A notes page that highlight key aspects will also be sent home.



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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	
Migrant	
Preschool Programs	All preschool families are included in school activities so that parents feel welcomed to the campus and experience expectation of school. The VPK teacher attends meetings with kinder teachers throughout the year so that she is able to know how to help bridge the gap between preK and kindergarten.
Title III-ESOL	
SAC	Each grade level team, special areas, and ESE department will be asked to bring one parent as a representative for their area to the SAC meetings in addition to the SAC members. At this meeting each grade level team, special area, and ESE department will provide updates on curriculum and what they are learning.
PTO/PTA	A representative from each team is part of our PTSA to help with increasing the communication between school and home.
Community Agencies/Business Partners	Representatives from the school (IB Coordinator, principal, counselor) often attend chamber meetings in surrounding cities that make up our school population so that there can be an clear and consistent communication surrounding 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	That parents also can have a fixed mindset and that it is our responsibility to help families adapt the growth mindset in their homes.	Parent workshops on student led conferences days; PD days with staff	Teachers, parents, and community	Monthly for staff Monthly for SAC Each card marking for parents
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	Teachers	Quarterly



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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	How will this support learning at home?
Curriculum Areas	TownHall: Grades and Units	Parents can support students in their units of study	8/29/19 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Parents will be able to help students with projects for units.
State Assessments & Achievement Levels	Townhall: FSA	Parents will have access to resources to support FSA	1/30/20	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Parents can have students go onto FSA resources at home
Technology, Parent Portal				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transition (Kdg, MS, HS)	Up and Coming Inquire	Students will have access to summer learning opportunities	5/21/20	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Resources to continue learning over summer
College & Career				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Graduation Requirements & Scholarships				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Conferences	Student Led Conferences	Students will set goals and know their data	Quarterly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Parents know levels and areas that need support.

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.
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)	Three 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.*