



Parent and Family Engagement Plan 2019-2020

Discovery Academy of Lake Alfred

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.



Parent and Family Engagement Plan 2019-2020

Discovery Academy of Lake Alfred

Principal: _____

Date: _____

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 12, 2019	Newsletter & Invitation Letter sent home with every student	All parents/families are invited to attend our Parent & Family Engagement Team meeting to share and give input	Parent suggestions will be documented through minutes and marked up compacts and plans. In addition, copies of invitation, agenda and sign-in sheets will be kept on file and added to the online Title I Crate.
Parent and Family Engagement Plan (PFEP)	April 12, 2019	Newsletter & Invitation Letter sent home with every student	All parents/families are invited to attend our Parent & Family Engagement Team meeting to share and give input	Parent suggestions will be documented through minutes and marked up compacts and plans. In addition, copies of invitation, agenda and sign-in sheets will be kept on file and added to the online Title I Crate.
School-Home Compact	April 12, 2019	Newsletter & Invitation Letter sent home with every student	All parents/families are invited to attend our Parent & Family Engagement Team meeting to share and give input	Parent suggestions will be documented through minutes and marked up compacts and plans. In addition, copies of invitation, agenda and sign-in sheets will be kept on file and added to the online Title I Crate.
Title I Budget	April 12, 2019	Newsletter & Invitation Letter sent home with every student	All parents/families are invited to attend our Parent & Family Engagement Team meeting to share and give input	Parent suggestions will be documented through minutes and marked up compacts and plans. In addition, copies of invitation, agenda and sign-in sheets will be kept on file and added to the online Title I Crate.
Parent & Family Engagement Allocation	April 12, 2019	Newsletter & Invitation Letter sent home with every student	All parents/families are invited to attend our Parent & Family Engagement Team meeting to share and give input	Parent suggestions will be documented through minutes and marked up compacts and plans. In addition, copies of invitation, agenda and sign-in sheets will be kept on file and added to the online Title I 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.***



Parent and Family Engagement Plan 2019-2020

Discovery Academy of Lake Alfred

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 10, 2019. Meeting will be offered at 8:00 a.m. and 5:45 p.m.
How are parents and families notified of the meeting?	All parents will be notified about our Title I Annual Parent Meeting via our monthly newsletter, a call out using School Messenger, Marquee, Facebook and a flyer in every student's agenda.
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 and families 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?	Childcare, home visits and transportation services will always be available, 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.
How will you get feedback from parents and families about the meeting?	All parents who attend the meeting will be asked to please complete and turn in a short evaluation of the meeting.
How do parents and families who are not able to attend receive information from the meeting?	For parents who are not able to attend this meeting, a power point 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.

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 IX-Homeless	Discovery Academy works with the district's Hearth Program to provide support for identified homeless students. Our 8 th grade guidance counselor will serve as our Hearth Program Coordinator.
Migrant	Discovery Academy works with the district's Migrant Department to inform parents about the program and services offered throughout the district and the community.
Title III-ESOL	Our ESOL Facilitator, Jean Del Valle will coordinate annual parent meetings to inform each ESOL parent about the program and services/accommodations that will be provided to their child. Information will include how to receive translation services as well as how to schedule conferences with teachers or staff.
SAC	Our Governing Board acts as our School Advisory Council
PTO/PTA	Parent and Family Team members acts as our Parent Advisory Council
Community Agencies/Business Partners	City of Haines City, Dr. Jimmy Orphee, Polk County Outreach Libraries, Martin Law, P.A., Polk County Sheriff's Department, Lake Alfred Police and Fire Department

Parent and Family Engagement Plan 2019-2020 Discovery Academy of Lake Alfred

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/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.
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.	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 considered out of field. 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.
Explain how parents and families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	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. 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.
Describe how your school provides information to parents and families in their native language. What languages do you provide?	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.
How are the needs of parents and families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Discovery Academy's campus meets all the requirements of the American Disability Act. If a specific need is identified arrangements will be made to effectively meet the need of the parent or family. Accommodations may include but not limited to audio, visual, or mobility assistance as well as providing an American Sign Language Interpreter.
Describe the opportunities parents and families have to participate in their child's education.	Discovery Academy welcomes all volunteers, opportunities are posted on our website site and flyers are sent home with all students. We offer a variety of opportunities from assisting with Picture Day, Admin Luncheons, Fun Day, creating kits for our STEM Program, shelving books in our media center, Book Fair, Media Center Auction and Book Bowl.

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 relationship between staff/teachers and families, and encouraging parent & family involvement.	Family Meeting	All Staff	8/8/2018 8:30 a.m.
Family-Friendly School	Addressing the basic needs of our customers; friendliness, understanding and empathy, fairness, control, opinions and alternatives, and information opens the door to building a bond between the school and our families.	Family Meeting	All Staff	8/8/2018 8:30 a.m.

Parent and Family Engagement Plan 2019-2020

Discovery Academy of Lake Alfred

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
Curriculum Areas	FSA Testing and Curriculum Informational/Family Literacy Night	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	September 10, 2019 & January 9, 2020 Media Center 5:45 p.m.	X	X	X	X
State Assessments & Achievement Levels	FSA Testing and Curriculum Informational/Family Literacy Night	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	September 10, 2019 & January 9, 2020 Media Center 5:45 p.m.	X	X	X	X
Technology, Parent Portal	Monitoring Your Child's Progress/Family Literacy Night	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.	October 8, 2019 Media Center 5:45 p.m.	X	X	X	X
Transition (Kdg, MS, HS)	High School 101/Family Literacy Night	Our 8th grade counselor will provide parents of up coming 9 th 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.	December 10, 2019 Media Center 5:45 p.m.	X	X	X	X
Literacy	Family Literacy Night	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.	2 nd Tuesday of every month Media Center 5:45 p.m.	X	X	X	X

How will workshops/events be evaluated?	All parents who attend the meeting will be asked to please complete and turn in a short evaluation of the meeting
How will the needs of parents and families be assessed to plan future events?	<ul style="list-style-type: none"> *Governing Board Members *Parent surveys *Evaluations of workshops Parent meeting to review compact, PFEP, SIP & Title I 1% Budget



Parent and Family Engagement Plan 2019-2020

Discovery Academy of Lake Alfred

What are the barriers for parents and families to attend workshops/events and how do you overcome these?	<p>*Language - Provide Literature that has been translated as often as possible, provide a translator at all family events</p> <p>*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</p> <p>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</p>
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	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.
How do parents and families who are not able to attend building capacity events receive information from the meetings?	<p>For parents who are not able to attend this meeting, a power point along with the information will be available on our school website.</p> <p>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.</p>

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