



## Parent and Family Engagement Plan 2019-2020

### Daniel Jenkins Academy of Technology

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:

Daniel Jenkins Academy of Technology will engage families throughout the year in family-friendly events aimed at improving student achievement.

#### 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: Dr. Kathryn Blackman

Date: 8/27/2019



## Parent and Family Engagement Plan 2019-2020 (School Name)

### **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)	September 19, 2019	Newsletter, ConnectED Phone Call/Email, Marquee	Focus Group Discussion	Meeting Sign-In Sheet; Feedback Forms/Surveys
Parent and Family Engagement Plan (PFEP)	September 19, 2019	Newsletter, ConnectED Phone Call/Email, Marquee	Focus Group Discussion	Feedback Forms/Surveys
School-Home Compact	August 8, 2019	Paper & Online Survey	Focus Group Discussion	Feedback Forms/Surveys
Title I Budget	September 19, 2019	Newsletter, ConnectED Phone Call/Email, Marquee	Focus Group Discussion	Feedback Forms/Surveys
Parent & Family Engagement Allocation	September 19, 2019	Newsletter, ConnectED Phone Call/Email, Marquee	Focus Group Discussion	Feedback Forms/Surveys

*\*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 and families to be involved.

Tentative date & time(s) of meeting	September 12, 2019 at 5:30PM
How are parents and families notified of the meeting?	School newsletter, website, social media, ConnectEd Call/Email
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?	Provide language translation and translated documents
How will you get feedback from parents and families about the meeting?	Feedback Forms/Surveys
How do parents and families who are not able to attend receive information from the meeting?	Via the school newsletter, website, or social media.



## Parent and Family Engagement Plan 2019-2020 (School Name)

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	Hearth Project (Polk County Program)
Migrant	N/A
Preschool Programs	N/A
Title III-ESOL	ESOL Paraeducator
SAC	Meeting Attendance, Feedback Forms, Focus Groups
PTO/PTA	N/A
Community Agencies/Business Partners	Dragon Financial, The Hotel Team Room & Flower Corner

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.	Via the school newsletter, website, or social media.
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 and families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	Via the school newsletter, website, progress/interim reports, report cards
Describe how your school provides information to parents and families in their native language. What languages do you provide?	Letters sent home in Spanish and Haitian Creole.
How are the needs of parents and families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Via the website and the school's ESE facilitator/LEA Contact.
Describe the opportunities parents and families have to participate in their child's education.	Volunteer, SAC Meetings, Parent Nights, Special Events

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>
Parent Engagement Belief Survey	Allows staff members to identify their beliefs toward Title I, so the school can move toward a shared, collective vision.	PD	All Staff	10/23/19 AM





## Parent and Family Engagement Plan 2019-2020 (School Name)

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.

<b>Building Capacity of Parents and Families</b>							
<u>Topic</u>	<u>Title</u>	<u>How will this impact Student Achievement?</u>	<u>Tentative Date/Time</u> Are they flexible?	<u>Transportation</u>	<u>Refreshments</u>	<u>Childcare</u>	<u>Translation</u>
Curriculum Areas	Curriculum Nights	Encourage parent awareness of standards, enrich student learning.	1/28, 2/25, 4/21		✓	✓	✓
State Assessments & Achievement Levels	Curriculum Nights	Improve parents' capacity to interpret student data and take action to support their students.	1/28, 2/25, 4/21		✓	✓	✓
Technology, Parent Portal	Open House	Teach parents to access Focus.	09/12/19		✓		✓
Transition (Kdg, MS, HS)	5th Grade Transition	Prepare incoming 6th graders.	TBD by District		✓		✓
College & Career							
Graduation Requirements & Scholarships							
Conferences							

How will workshops/events be evaluated?	Feedback Forms/Surveys
How will the needs of parents and families be assessed to plan future events?	Feedback Forms/Surveys
What are the barriers for parents and families to attend workshops/events and how do you overcome these?	Transportation, Child Care, Event Times
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Events are held in various months and on different days of the week.
How do parents and families who are not able to attend building capacity events receive information from the meetings?	Newsletter and School's Webstie

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