



Parent and Family Engagement Plan 2019-2020

Dundee Ridge Middle

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:

The students at Dundee Ridge Middle Academy will engage in a rigorous academic program designed to prepare them for success in high school and beyond, creating an inviting and engaging school culture where students are doing real, meaningful work and teachers' partner with parents to facilitate the learning process. Realizing that not all students come to the school with the same level of learning or framework of experiences, staff, students, and parents will partner to provide additional supports during the school year. Parents will be active partners and supporters in the learning process at DRMA and be knowledgeable participants in their child's education.

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: _____

Stacy Dicks

Date: _____



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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)	September 2019	SAC Meeting	Parents were given copy of SIP and explanation of goals. Discussion of SIP and feedback. All parents and families were invited to participate in developing and revising this plan.	Sign-in forms, Agenda, Minutes
Parent and Family Engagement Plan (PFEP)	September 2019 May 2020	SAC Meeting Parent Meeting and Survey	Parents were given an opportunity to comment and make suggestions on changes to our PFEP.	Sign-in forms, Marked-up PFEP, Agenda, Meeting Notes
School-Home Compact	May 2020	Parent Meeting and Survey	Parents were given an opportunity to comment and make suggestions on changes to our Compact.	Sign-in forms, Marked-up PFEP, Agenda, Meeting Notes
Title I Budget	September 2019	SAC Meeting	Parents were given information about how our SIP and Title I budget should match to reach our goals. Parents were then asked for any suggestions.	Sign-in forms, Agenda, Minutes
Parent & Family Engagement Allocation	May 2020	Parent Meeting and Survey	Parents were surveyed when developing this plan and asked about trainings and/or workshops to assist in their child's academic achievement. Results are used to plan future trainings.	Sign-in forms, Agenda, Meeting Notes

**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	August 8, 2019
How are parents notified of the meeting?	Families will be invited with their orientation information and on the school website. All parents are invited and encouraged to attend one of the meetings.
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?	Our school addresses barriers that hinder parent and family engagement on an as needed basis, or if requested and when feasible, the school will accommodate those requests. Translation and documents in native language are offered to help address language barriers.
How will you get feedback from parents about the meeting?	Every parent who attends the meeting will be asked to complete a short evaluation. The evaluation is their ticket out the door and asks if there is any additional information about Title I, the curriculum, or activities that they would like to learn more about.
How do parents who are not able to attend receive information from the meeting?	For parents who are not able to attend this meeting, a copy of the presentation, along with information about Title 1, will be available on our school website.



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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	Provide resources through our guidance department.
Migrant	Provide information and materials in their native language and provide translators as needed.
Preschool Programs	N/A
Title III-ESOL	Provide information to parents in their native language and provide translator when needed.
SAC	Members are selected through principal recommendations and parents/community members who show an interest. The school calendar is used to notify parents and staff. Information is provided at the meeting about Title I, school grades, SIP, and state assessments.
PTO/PTA	N/A
Community Agencies/Business Partners	Community members and business partners are invited to participate in activities and events at our school, as well as our SAC committee.

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.	The initial information about our IB curriculum is given to all incoming 6th graders and new students in May during Raiders Raid. Information is also provided at workshops, on our school website, and during student portfolio presentations. Parents and teachers are encouraged to communicate through email, text programs, and conferences to help ensure goals are being met.
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.	The initial information about our IB curriculum is given to all incoming 5th graders and new students in May during Raiders Raid. Information is also provided at Title I workshops, on our school website, and during student portfolio presentations.
Describe how your school provides information to parents in their native language. What languages do you provide?	We have items translated and made available to parents in Spanish and Haitian-Creole.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	We provide materials that are free of jargon and acronyms. We offer light refreshments if meetings are offered during meal time. Our school is one level with access to all rooms and buildings. Our IB curriculum focuses on being aware and sensitive to all cultures and traditions. Evidence of this can be found throughout the campus. We provide a translator or translated documents/resources.
Describe the opportunities parents have to participate in their child's education.	Parents are invited to participate in school activities and volunteer for programs, such as band, chorus, agriculture, and the Sun Shine State Media Club. Parents may also volunteer to be a coach.

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
New Beginnings	Teachers begin to build relationship with parents to help keep communication open throughout the school year.	PD-Mrs. Rios	Teachers	August 2019
Working with Diverse Parents	Teachers gain a more in-depth understanding of the diversified backgrounds our families. Teachers are able to communicate more effectively with their students families.	PD-Mrs. Rios	Teachers	January 2020

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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							
<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	Morning Muffins	Provide information to parents and community on curriculum and standards through student presentations. Math strategies to use at home.	April/ September		✓		✓
State Assessments & Achievement Levels	Donuts	Provide test taking strategies to parents and also information on the assessments their child will be expected to take.	February 2020		✓		✓
Technology, Parent Portal	Open House/ Guidance Department	Provide parents information on how to navigate the Parent Portal to check their child's grades. Guidance helps parents throughout the school year.	October On going				✓
Transition (Kdg, MS, HS)	Raiders Raid/Behind the Scenes Tour	This workshop will provide information to families to help their child make a smooth transition to a new school. Opportunity for students and families to visit our campus and decide if this is a program for them.	April 2020/October 1 2019		✓		✓
College & Career							
Graduation Requirements & Scholarships							
Conferences	Parent Conferences/8th grade meetings	Parents and Teachers are able to request a conference as the need arises throughout the school year. 8th grade students and parents meet with our guidance department before going on to high school.	On-going				✓

How will workshops/events be evaluated?	Survey results, comments, and student achievement data
How will the needs of parents be assessed to plan future events?	SAC, parent surveys, district parent survey, workshop evaluations, parent meetings to review compact and PFEP
What are the barriers for parents to attend workshops/events and how do you overcome these?	We provide materials that are free of jargon and acronyms. We offer light refreshments if meetings are offered during meal time. Our school is one level with access to all rooms and buildings. Our IB curriculum focuses on being aware and sensitive to all cultures and traditions. Evidence of this can be found throughout the campus. We provide a translator or translated documents/resources.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	We offer both morning and after-school events to try to accommodate all parents schedules.
How do parents who are not able to attend building capacity events receive information from the meetings?	The information is posted on the Title 1 website page and may be sent home with a student when requested.

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