



Parent and Family Engagement Plan 2023-2024 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 in the Parent Engagement Notebook in the front office.

Principal: _____

Carol Fulks

Date: _____

10/6/2023



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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? Select all that apply.				What evidence do you have to document parent/family participation? Select all that apply.			
		Marquee	<input checked="" type="checkbox"/>	Social Media	<input checked="" type="checkbox"/>	Invite		Screenshots	
School Improvement Plan (SIP)	3/29/2023		<input checked="" type="checkbox"/>	Social Media	<input checked="" type="checkbox"/>	Invite		Screenshots	
		<input checked="" type="checkbox"/>	Website		Remind/Dojo	<input checked="" type="checkbox"/>	Agenda	<input checked="" type="checkbox"/>	Sign-in sheets
		<input checked="" type="checkbox"/>	Flyer		Newsletter	<input checked="" type="checkbox"/>	Minutes	<input checked="" type="checkbox"/>	Survey results
			Other:				Other:		
Parent and Family Engagement Plan (PFEP)	3/29/2023		<input checked="" type="checkbox"/>	Social Media	<input checked="" type="checkbox"/>	Invite		Screenshots	
		<input checked="" type="checkbox"/>	Website		Remind/Dojo	<input checked="" type="checkbox"/>	Agenda	<input checked="" type="checkbox"/>	Sign-in sheets
		<input checked="" type="checkbox"/>	Flyer		Newsletter	<input checked="" type="checkbox"/>	Minutes	<input checked="" type="checkbox"/>	Survey results
			Other:				Other:		
School-Home Compact	3/29/2023		<input checked="" type="checkbox"/>	Social Media	<input checked="" type="checkbox"/>	Invite		Screenshots	
		<input checked="" type="checkbox"/>	Website		Remind/Dojo	<input checked="" type="checkbox"/>	Agenda	<input checked="" type="checkbox"/>	Sign-in sheets
		<input checked="" type="checkbox"/>	Flyer		Newsletter	<input checked="" type="checkbox"/>	Minutes	<input checked="" type="checkbox"/>	Survey results
			Other:				Other:		
Title I Budget	3/29/2023		<input checked="" type="checkbox"/>	Social Media	<input checked="" type="checkbox"/>	Invite		Screenshots	
		<input checked="" type="checkbox"/>	Website		Remind/Dojo	<input checked="" type="checkbox"/>	Agenda	<input checked="" type="checkbox"/>	Sign-in sheets
		<input checked="" type="checkbox"/>	Flyer		Newsletter	<input checked="" type="checkbox"/>	Minutes	<input checked="" type="checkbox"/>	Survey results
			Other:				Other:		
Parent & Family Engagement Allocation	3/29/2023		<input checked="" type="checkbox"/>	Social Media	<input checked="" type="checkbox"/>	Invite		Screenshots	
		<input checked="" type="checkbox"/>	Website		Remind/Dojo	<input checked="" type="checkbox"/>	Agenda	<input checked="" type="checkbox"/>	Sign-in sheets
		<input checked="" type="checkbox"/>	Flyer		Newsletter	<input checked="" type="checkbox"/>	Minutes	<input checked="" type="checkbox"/>	Survey results
			Other:				Other:		

** Evidence of the input gathered and how it was/will be used should be available on Title I Crate.
 Elementary schools are required to hold at least one conference in which the compact is discussed with parents. A conference agenda and evidence of discussion should be submitted to Title I Crate.



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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(s)	Tentative time(s)	Method(s) of notification				
09/20/2023	8:00 a.m.	<input checked="" type="checkbox"/>	Flyer	<input checked="" type="checkbox"/>	Social Media	Marquee
09/20/2023	6:00 pm	<input checked="" type="checkbox"/>	Student Agenda	<input checked="" type="checkbox"/>	Website	Remind/Dojo
			Other:			
What information is provided?	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 specific school addresses these topics.					
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 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 are the barriers that prevent families from attending and how do you overcome these?	<input checked="" type="checkbox"/>	Transportation: Transportation services will always be available, upon request.				
	<input checked="" type="checkbox"/>	Mealtime: Light refreshments will be provided for all parents who attend.				
	<input checked="" type="checkbox"/>	Childcare: Childcare will always be available, upon request. Parents are welcome to bring all of their children with them to any workshop offered throughout the school year.				
	<input checked="" type="checkbox"/>	Translation: 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.				
How will you get feedback from parents and families?	<input checked="" type="checkbox"/>	Online Survey	<input checked="" type="checkbox"/>	Paper-based Evaluation		
		Other:				
How do families who are not able to attend receive the information?	<input checked="" type="checkbox"/>	Send home with student	<input checked="" type="checkbox"/>	Available online		
		Available in front office	<input checked="" type="checkbox"/>	Meet at a later date/time		
		Other:				



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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.
Preschool Programs	N/A
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	Our Governing Board acts as our Parent Advisory Council
Community Agencies and Business Partners	Jarrett Gordon Ford, Polk County Outreach Libraries, Polk County Sheriff's Department, Lake Alfred Police and Fire Department



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4. Utilize strategies to ensure meaningful communication and accessibility.

What methods will be used to ensure meaningful, ongoing communication between home and school?	<input checked="" type="checkbox"/>	Social Media	<input checked="" type="checkbox"/>	Website		Remind/Dojo
	<input checked="" type="checkbox"/>	Conferences		Newsletter	<input checked="" type="checkbox"/>	Student Agenda
		Other:				
How are families notified in a timely manner when their child has been assigned or taught for four or more consecutive weeks by a teacher who is out of field?	Students receive a letter if they have 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.					
How are parents and families provided information regarding the curriculum, achievement levels, progress monitoring and assessments?	<input checked="" type="checkbox"/>	Annual Meeting	<input checked="" type="checkbox"/>	Conferences		
	<input checked="" type="checkbox"/>	Report Card	<input checked="" type="checkbox"/>	Interim Report		
	<input checked="" type="checkbox"/>	Building Capacity Events		Newsletters		
		Other:				
Describe how your school provides information in families' native languages.	<input checked="" type="checkbox"/>	Translators for events	<input checked="" type="checkbox"/>	Translated documents		
		Other:				
What languages do you provide?	<input checked="" type="checkbox"/>	English	<input checked="" type="checkbox"/>	Spanish	<input checked="" type="checkbox"/>	Haitian Creole
		Other:				
How are the needs of families with disabilities accommodated to ensure they have access to meetings and/or events?	<input checked="" type="checkbox"/>	Online Platforms		Large Print Materials		
		ADA Compliance	<input checked="" type="checkbox"/>	Staff Assistance		
		Other:				
Describe the opportunities families have to participate in their child's education.	<input checked="" type="checkbox"/>	Volunteer	<input checked="" type="checkbox"/>	Conference	<input checked="" type="checkbox"/>	Family Events
		PTO/PTA/SAC	<input checked="" type="checkbox"/>	Other: Board Meetings		

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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.

Building Capacity of School Staff				
Title & Topic (REQUIRED)		Tentative Date(s)		Audience
Building Relationships with Parents and Families		08/08/23		<input checked="" type="checkbox"/> Instructional Staff
Strategies on how to bridge the gap between home & school		08/10/23		<input checked="" type="checkbox"/> All Staff
Format for Implementation	<input type="checkbox"/> Book Study	<input type="checkbox"/> PLC	<input checked="" type="checkbox"/>	Other: Family Meetings
How does this help staff to work with and engage families more effectively?	Strengthen relationship between staff/teachers and families, and encouraging parent & family engagement.			
Title & Topic (OPTIONAL)		Tentative Date(s)		Audience
				<input type="checkbox"/> Instructional Staff
Select Topic				<input type="checkbox"/> All Staff
Format for Implementation	<input type="checkbox"/> Book Study	<input type="checkbox"/> PLC	<input type="checkbox"/>	Other:
How does this help staff to work with and engage families more effectively?				

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 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			
How will events be evaluated?	<input checked="" type="checkbox"/>	Online Survey	<input checked="" type="checkbox"/> Paper-based Evaluation
		Other:	
What are the barriers and how do you overcome these?	<input checked="" type="checkbox"/>	Transportation: Transportation services will always be available, upon request.	
	<input checked="" type="checkbox"/>	Mealtime: Light refreshments will be provided for all parents who attend.	
	<input checked="" type="checkbox"/>	Childcare: Parents are welcome to bring all of their children with them to any workshop offered throughout the school year.	
	<input checked="" type="checkbox"/>	Translation: 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.	
Describe how flexible dates and times are offered.	Building Capacity Meetings are offered at different times and dates, according to attendance and surveys.		
How do families who are unable to attend receive the event information?	<input checked="" type="checkbox"/>	Send home with student	<input checked="" type="checkbox"/> Available online
	<input checked="" type="checkbox"/>	Available in office	Meet at later date/time
		Other:	

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Building Capacity of Parents and Families - Minimum Requirement of 2 Events			
<u>Title & Topic(s)</u>	<u>Tentative Date(s) & Time(s)</u>	<u>Barriers Addressed</u> Select all that apply	<u>What will you be modeling? What will the families be practicing to better support learning at home?</u>
Monitoring Your Child's Progress	September 2023	✓ Transportation	This hands-on workshop will show parents how they can monitor their child's progress at any time. Parents can talk with students about missing or low grades on assignments.
Select Topic: Technology		✓ Refreshments	
		✓ Childcare	
		✓ Translation	
High School 101	December 2023	✓ Transportation	Our 8th grade guidance counselor will provide parents and students with information on high school credits, AP classes, resources and websites on how to prepare for ACT/SAT, and EOC's.
Select Topic: Transition		✓ Refreshments	
		✓ Childcare	
		✓ Translation	
Testing and Curriculum Information	January 2024	✓ Transportation	Parents will gain knowledge and information about standards and requirements on state assessments. Resources and examples will be provided to parents to assist their child at home.
Select Topic: Assessments		✓ Refreshments	
		✓ Childcare	
		✓ Translation	
New Voyagers Parent Night	April 2024	✓ Transportation	Parents and students can come and learn everything an incoming voyager needs to know. Parents will receive general information about DALA, Elective (Wheel) Classes, How DALA helps students improve their reading level, Parent and Family Engagement, A Day in School Core Courses, Sports, Field Experiences and how they relate to our curriculum.
Select Topic: Transition		✓ Refreshments	
		✓ Childcare	
		✓ Translation	
		Refreshments	
Select Topic		Childcare	
Optional Additional Topic		Translation	

**Documentation of these events should be uploaded to Title I Crate for Building Capacity Activities and also included on the Evaluation of Parent Engagement Activities to Build Capacity.*