



2017-2018 Title I Parent and Family Engagement Plan

Discovery High School



General introduction of school's vision for parent and family engagement.

Discovery High School Mission: 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.

All parents/families were invited and encouraged to provide input and suggestions on developing/reviewing this plan. This plan is available on our school website and in the Title I informational notebook located in our front office.

Principal: [Darryl Jemison](#) Date: _____

Involvement of Parents	
<p>If the school wide program plan under Section 1116 (b) (1) is not satisfactory to the parents of participating children, the school will include/submit the parents' comments with the plan that will be made available to the local education agency Section 1116(b) (4).</p> <p>Polk County Public Schools Title I program requires schools to submit evidence that documents parent input and approval for how the funds are spent. This documentation is monitored for compliance and kept on file in the Title I online monitoring file system. Parent input is gathered through a parent meeting or SAC meeting.</p>	
<i>Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?</i>	Parents will be invited to meet and offer suggestions and/or comments regarding the Parent and Family Engagement Plan, Compact, School Improvement Plane and the 1% of the Title 1 Budget. The plan is reviewed twice a year.
<i>How do you use the information from reviewing the plan to design strategies for more effective engagement?</i>	Capacity building workshops will be held throughout the year to help our families understand curriculum, state assessments and provide strategies and resources to help support learning. Concepts for these workshops will include testing resources, information of upcoming test & requirements and information on credits.
<i>How will you involve parents/families in the decision making of how your Title I programs and how Title I funds will be used for Parent and Family Engagement Activities?</i>	Parent Allocation of Title one funds will be discussed and parents will share input.
<i>What evidence do you have to document parent/family participation in writing/reviewing your plan? (meeting date, agenda, minutes, charts, sign in sheets)</i>	Parents/Families are notified about meetings and events through flyers, school web site, connect ed, remind app, Facebook and Instagram. Their suggestions will be documented through minutes and marked on compact and plans. Copies of invitation, agenda and sign in sheets will be kept on file.
<i>How will this plan assist in providing high quality instruction for all learners?</i>	By using goals, strategies and barriers to create plans and be able to take action in areas needed it will help to provide students with high quality instructions.
<i>How will the school share comments received from parents/families?</i>	All parent comments and suggestions given for the plan are considered, documented and kept on file as evidence of parents providing input for both FLDOE and the District. When, feasible parent suggestions are incorporated into the plan.
<i>How will this plan be made available to the community?</i>	The plan is also available on our school website and in the Title I parent informational notebook that is located in our front office.

Flexible Parent Meetings:

The school provides trainings, meetings and family activities at flexible times and dates throughout the year. If requested, opportunities for regular meetings to participate in decisions relating to the education of their children. The school may provide, if reasonable and necessary, transportation, childcare, or home visits using Title I funds. **Section 1116(c) (2) (8)**

Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?	Title 1 Annual meeting will be scheduled during the morning and evening time. Most activities, workshops and events will be scheduled after school hours.
Describe what childcare, home visits and/or transportation services are provided by your school.	Parents are allowed to bring children with them to meetings.

Annual Parent Meeting

The school will conduct an Annual Meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (school wide or targeted assistance), school choice, the rights of parents and timely information about the Title I programs **Section 1116(c)(1)**

Every Title I school in Polk County is required to hold an Annual Parent Meeting by September 30. Schools are monitored to ensure that parents are invited to the Annual Meeting in a timely manner, and notifications are other languages, and sent in multiple ways (via backpack, school marquee, school website, newsletters, callout) Schools are required to conduct a parent evaluation of the meeting to gather input. Evidence that schools comply is documented with; notifications and invitations; agendas, sign in sheets, copy of the PowerPoint with specific school information and parent evaluations.	
Date and time you will hold your meeting?	September 26, 2017. Meeting will be offered at 8:00 a.m. and again at 5:30 p.m.
Notification and Invitation: <i>How will you inform and invite parents/families in a timely way about the Annual Meeting.</i>	Parents/Guardians are notified by flyers, remind app., instagram, connect ed, school web site and facebook.
Information: Please describe how your meeting will cover information about: • <i>The Title I program, the benefits, and how it affects your school; School choice; Parents right to know; and (the qualifications of their child's teacher, or paraprofessional and/or if their child has been assigned or taught by a teacher 4+ consecutive weeks who is out of field.</i>	Title 1 Annual meeting will cover the following Information: <ul style="list-style-type: none"> • What is Title 1 • Parent Involvement • Parent and Family Engagement Plan • School Parent Compact • Parent and Family Resource Centers • School website, Parent and Family Information Notebook • Right to Know Letter
Barriers: <i>What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation</i>	Language <ul style="list-style-type: none"> • DHS will provide literature that has been translated as often as possible, provide translator at all family events. Some parents lack technology at home <ul style="list-style-type: none"> • DHS has a computer available in office for parent use. Keeping parents/families involved in student's education <ul style="list-style-type: none"> • By providing capacity building workshops for parents/families.
Evaluations: <i>How will you get feedback from parents about the meeting?</i>	A parent/guardian evaluation will be obtained in regards to meeting.
Parents who do not attend? <i>How will you get the information home to parents who do not attend the meeting?</i>	All Title 1 documents will be accessible through our website discoveryhighschool.org . In addition upon request from parent/guardian, DHS will send home a copy of Title 1 Annual meeting PowerPoint Presentation and any information handed out. The parent/guardian will also have an option to schedule a time to receive the missed information.

Building Capacity of Parents

School will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1116(e) (1-3). School will provide materials and training to help parents work with their child to improve their child's academic achievement. [Section 1116(e) (2).

Explain how parents are invited to participate in activities such as parent trainings that are linked to student achievement.

- How will your school help parents gain an understanding of such topics as; the state's standards, state assessments, achievement levels or proficiency and how to monitor their child's progress.
- The school will provide materials and training to help families work with their child to improve achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. List all that apply; Florida standards/ curriculum, testing, progress monitoring, literacy, transition information (Kdg, MS, HS), College and Career, Graduation requirements & scholarships, technology, etc.

Title Topic	Impact on Student Achievement	Materials	Tentative Date/Time Is it flexible?	Transportation	Refreshments	Childcare	Translation
Curriculum /Florida Standards	Purpose/Provide Graduation Requirements Information and give site to view Standards for Courses and State Assessments.	<u>Tested on Standards</u> ➤ Required FSA/EOC exam and grade ➤ Website for standards <u>Graduation Requirements</u> ➤ Courses/GPA	Thursday, November 2, 2017 Time: 8:00 a.m. and 5:30 p.m. Location: DHS Dining Hall				X
State Tests & Achievement Levels	Purpose/Provide parents with Test Taking Strategies and information about upcoming State Assessments	➤ Information about upcoming test(testing windows) and required passing scores ➤ Strategies for Test Taking ➤ Show FSA/EOC Practice Test	Wednesday, January 31, 2018 Time: 8:00 a.m. and 5:30 p.m. Location: DHS Dining Hall				X
Transition (Kdg, MS, HS)							
Literacy 1116 (e)							
Technology, Parent Portal							
College and Career							
Graduation Requirements/Scholarships							
How do you assess the needs of parents? Do you survey parents to ask what type of events or workshops you have at your school?	By meeting with the Parent Engagement Team to review and receive parent input on Parent Family Engagement Plan, Compact and School Improvement Plan we are able to assess the needs of our parents. In addition to surveys after meetings and workshops.						
How do you evaluate effectiveness?	By taking into consideration survey results and student achievement data DHS is able to evaluate effectiveness.						
Explain how your school provides materials and trainings to assist parents/families to work with their child (ren) to support learning at home? Give examples.	By providing access to Parent Portal so parents may monitor grades and attendance of their child. In addition DHS offers Schoology, which provides a safe way for us to connect, share content, access homework, participation in discussions and receive class information.						
Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?	Working with Apple Technology, DHS is able to provide modern technology and boost student confident for real life experiences.						

Building Capacity of Staff (Trainings)

The school will educate teachers, pupil services personnel, principals, and other staff in the value and the utility of parents' contributions. Educators should also receive guidance in ways to reach out to parents; to communicate with them; to work with them as equal partners; to implement and coordinate parent programs; and to build ties between parents and the school [Section 1116(e) (3)].

Please describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff ...

- *how to reach out to, communicate with, and work with parents/families as equal partners,*
- *the value and utility of contributions of parents/families*
- *how to implement and coordinate parent/family programs*

how to build ties between parents/families and the school

Please describe below how you do this.

<u>Topic -Title</u>	<u>Purpose?</u> How does this help staff build school/parent relationships?	<u>Implementation format:</u> (Workshop, book study, etc.) <u>Presenter?</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
LED Conference	Encouraging contact by holding face-to-face meeting between parent and teacher.	<ul style="list-style-type: none"> • Workshop Principal: Mr. Jemison Asst. Principal: Mrs. Beth Fontaine	Instructional Staff	Tuesday, November 07, 2017 @ 2:45 p.m.
Student Data	Individual based	<ul style="list-style-type: none"> • Workshop Principal: Mr. Jemison Asst. Principal: Mrs. Beth Fontaine	Instructional Staff	Tuesday, February 06, 2018 @ 2:45 p.m.

Communication

The school will provide parents of participating children; a description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1116(c)(4)(B)]; If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children [Section 1116(c)(4)(C)];

How do 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 High School will send out the four-week letter to parents/guardians informing them of classroom setting.
How do you provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals?	The "Right to Know" letter is included in orientation packets, for the parents/guardians who attended orientation-received notification on August 08, 2017. For any students enrolled on or after August 10, 2017 parents/guardians will receive notification on the first day the child enrolls at Discovery High. In addition information is presented and discussed during the Title 1 Annual meeting.
Describe how parents are informed of the curriculum; forms of assessment used to measure student progress and the achievement levels students are expected to obtain?	Parent workshops will be offered to explain Curriculum, Forms of Assessments and Student Achievement Levels. All workshops will have an interpreter available if needed.
Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?	At Discovery High School we keep our school website up to date with all upcoming test dates, events and important information. Teachers update grades daily and parents/guardians have access to view student assignments, missing assignments, grades and attendance through Parent Portal. Interim reports and report cards are distributed four times a year. Parent/Guardian can pick up Individualized Test Report at the end of the year or during the summer.
How do you ensure that your school holds parent-teacher conferences, at least annually, during which the compact is discussed as it relates to the individual child's achievement?	Teachers are to hold two Student Lead Conferences a year, a request form is sent home to the parent/guardian. The request form requires a signature from the parent and also teacher will keep a sign in sheet.

Coordination and Integration:

The school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1116(e) (4)].

Describe how you coordinate and integrate parent and family engagement programs listed below to help parents learn how to help their children at home:

○ Homeless	Discovery High School works with the Hearth Program of Polk County Schools. To help parents/guardian of homeless students guidance will help with referring families to Hearth and also offer information of agencies or services that may help them. Guidance holds a meeting with teachers to make them aware of what students fall under Hearth Program and how the school can assist students in need and to make sure that student succeeds.
○ Migrant	Discovery High School works with the Migrant Department of Polk County Schools. DHS offer Spanish translation at all workshops and events. In addition information is sent home in English and Spanish. When possible information is also given in Creole.
○ Preschool	
○ ESOL	Discovery High School works with the ESOL Department of Polk County Schools. Students classified as English Learners (LY) may receive the following accommodations: <ul style="list-style-type: none"> • Flexible Setting – ELLs may be tested in a separate room with the English for Speakers of Other Languages (ESOL) or heritage language teacher acting as test administrator. • Flexible Scheduling/Additional Time – ELLs may take a test session during several brief periods within one school day and may be provided additional time. Each test session must be completed within one school day. • Assistance in Heritage Language – ELLs may be provided limited assistance by an ESOL or heritage language teacher using the student’s heritage language. • Approved Dictionary – ELLs may use an approved English-to- heritage language and/or heritage language-to- English translation dictionary.
○ SAC School Advisory	Governing Board serves as SAC
○ PTO/PTA	
○ Community Agencies	
○ Booster Clubs	
○ Business Partners	Apple Technology

Accessibility

The school will provide information and services in a welcoming environment with accommodations such as physical arrangement of the room(s), ramps, sign language facilitators, and translators. Sec 1116(e)(5) and 1116(f)

<p>What opportunities do parents have to participate in their child (rens) education? Volunteer? Section 1116 (d) (c) Mentor?</p>	<p>Discovery High School encourages parents to volunteer when possible.</p>
<p>What forms of communication do you provide parents, in an understandable and uniform format related to;</p> <ul style="list-style-type: none"> • school and parent programs • meetings • school reports • and other activities 	<p>Parents/Guardians receive flyers, connect ed call, facebook, remind app, instagram and school website notification. In additions interim reports and report cards are sent home with students. Parents also have access to Parent Portal to see their childs grades and progress. Parents have access to staff directory on our school website with direct link to teacher email address. Most flyers and information sheets that are sent home are translated in Spanish and when possible creole. Spanish translator available during school hours and at all after school events/workshops.</p>
<p>What barriers hinder participation by parents in parental involvement activities? What steps will you take this school year to overcome these barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)</p>	<p>Geographic region and location of families. DHS offers Parent Workshops in the morning and evening time.</p>
<p>How does your school provide information to parent's in their native language? What languages do you provide? Section 1116 (e) (5) Do you provide translators or facilitators at parent events/workshops? Or, do you provide workshops in a parent's native language? Explain</p>	<p>All events and workshops have a translator available to help parents understand material being presented. Information is translated in English and Spanish and when possible in Creole.</p>
<p>How will the school encourage and support additional opportunities for more meaningful engagement in the education of their child.</p> <ul style="list-style-type: none"> • Title I Parent/Family Resource Centers • Books Bridge Buses • Parent University • Other 	<p>Providing information to the Title 1 Parent and Family Resource Centers in flyers and discussing during workshops.</p>