



Parent and Family Engagement Plan 2023-2024 Discovery High School

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 parent's 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:  _____

Date: 8-11-2023



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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.			
School Improvement Plan (SIP)	03/29/23		Marquee	✓	Social Media	✓	Invite	✓	Screenshots
		✓	Website		DHS App.	✓	Agenda	✓	Sign-in sheets
		✓	Flyer		Newsletter		Minutes	✓	Survey results
		✓	Other: Lobby TV				Other:		
Parent and Family Engagement Plan (PFEP)	03/29/23		Marquee	✓	Social Media	✓	Invite	✓	Screenshots
		✓	Website		DHS App.	✓	Agenda	✓	Sign-in sheets
		✓	Flyer		Newsletter		Minutes	✓	Survey results
		✓	Other: Lobby TV				Other:		
School-Home Compact	03/29/23		Marquee	✓	Social Media	✓	Invite	✓	Screenshots
		✓	Website		DHS App.	✓	Agenda	✓	Sign-in sheets
		✓	Flyer		Newsletter		Minutes	✓	Survey results
		✓	Other: Lobby TV				Other:		
Title I Budget	03/29/23		Marquee	✓	Social Media	✓	Invite	✓	Screenshots
		✓	Website		DHS App.	✓	Agenda	✓	Sign-in sheets
		✓	Flyer		Newsletter		Minutes	✓	Survey results
		✓	Other: Lobby TV				Other:		
Parent & Family Engagement Allocation	03/29/23		Marquee	✓	Social Media	✓	Invite	✓	Screenshots
		✓	Website		DHS App.	✓	Agenda	✓	Sign-in sheets
		✓	Flyer		Newsletter		Minutes	✓	Survey results
		✓	Other: Lobby TV				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					
08/22/2023	8:00 a.m.	✓	Flyer	✓	Social Media	✓	Marquee
08/22/2023	5:30 p.m.		Student Agenda	✓	Website	✓	DHS APP
		✓	Other: Lobby TV				
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. DHS includes the "Right to Know" letter in orientation packets, for the parents/families who attend orientation will receive notification on August 11, 2023. For any students enrolled after August 11, 2023 parents/families will receive notification on the first day of child's enrollment date at Discovery High. In addition information is presented and discussed during the Title 1 Annual meeting.					
What are the barriers that prevent families from attending and how do you overcome these?		✓ Transportation: While transportation is not offered, we will work to find a solution if we become aware of a family in need.					
		Mealtime:					
		✓ Childcare: Children are welcome to attend any workshop offered throughout the school year with their families.					
How will you get feedback from parents and families?		✓ Online Survey				Paper-based Evaluation	
		Other:					
How do families who are not able to attend receive the information?		✓ Send home with student				✓ Available online	
		✓ Available in front office				✓ Meet at a later date/time	
		✓ Other: If requested available to schedule appointment					



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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 High School works with the Hearth Program of Polk County Schools. Guidance counselors will assist families of homeless students by referring them to Hearth Program and giving them information of agencies that may be able to help. The Guidance Department meets with teachers to inform them of what students fall under the Hearth Program and how the school can help students in need.
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.

Title III-ESOL	Discovery High School works with Polk County Schools' ESOL Department. During all workshops, migrant parents receive information, materials, and translators in their native language.
SAC	A teacher representative from each subject area serves as council member.
PTO/PTA	We hold parent Advisory Council meetings four times a year in September, November, January, and March on the second Wednesday of the month at 8:00 a.m.
Community Agencies and Business Partners	Apple Technology, Fundamental for Kids Inc., Beef O' Brady's, Center State Bank Lake Alfred.

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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	<input checked="" type="checkbox"/> DHS App.
	<input checked="" type="checkbox"/> Conferences	<input checked="" type="checkbox"/> Newsletter	Student Agenda
	<input checked="" type="checkbox"/> Other: Lobby TV & Marquee		
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 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	<input checked="" type="checkbox"/> 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
	<input checked="" type="checkbox"/> Other: ASL		
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	<input checked="" type="checkbox"/> Large Print Materials	
	<input checked="" type="checkbox"/> 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
	<input checked="" type="checkbox"/> PTO/PTA/SAC	Other:	



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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		09-13-2023		<input type="checkbox"/> Instructional Staff
How to establish the relationship and ways to stay and keep connected.				<input checked="" type="checkbox"/> All Staff
Format for Implementation	Book Study	PLC	<input checked="" type="checkbox"/>	Other: SAMS
How does this help staff to work with and engage families more effectively?	Strengthen relationships between teachers/staff and families to encourage parent/family involvement.			
Title & Topic (OPTIONAL)		Tentative Date(s)		Audience
Family Friendly Schools		01-10-2024		<input type="checkbox"/> Instructional Staff
How to create a family-friendly environment.				<input checked="" type="checkbox"/> All Staff
Format for Implementation	Book Study	PLC	<input checked="" type="checkbox"/>	Other: SAMS
How does this help staff to work with and engage families more effectively?	Connect schools and families to improve student learning and strengthen partnerships between teachers and parents.			

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 type="checkbox"/>	Paper-based Evaluation
		Other:		
What are the barriers and how do you overcome these?	<input checked="" type="checkbox"/>	Transportation: While transportation is not offered, we will work to find a solution if we become aware of a family in need.		
		Mealtime:		
	<input checked="" type="checkbox"/>	Childcare: Children are welcome to attend any workshop offered throughout the school year with their families.		
	<input checked="" type="checkbox"/>	Translation: A Spanish translator will be provided at all meetings and upon request a Creole and ASL translator can be provided.		
Describe how flexible dates and times are offered.	All dates and times of events are posted on our school website. Families' workshops are scheduled on different days and times to encourage attendance. Families who are unable to attend events will be given the option to schedule a time to receive the missed information. In addition, DHS video records all parent meeting and provides a link on our school website that can be viewed at any time.			
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	<input checked="" type="checkbox"/>	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>
Parent Portal and Google Classroom Informational Meeting	08/22/2023	<input type="checkbox"/> Transportation	Provide families in navigating and understanding programs. Families will learn how to navigate and use Parent Portal and Google Classroom. Through this workshop, parents will be able to access their children's grades and assignments and identify their strengths and weaknesses.
	8:00 a.m. & 5:30 p.m.	<input type="checkbox"/> Refreshments	
	Technology	<input type="checkbox"/> Childcare	
		<input checked="" type="checkbox"/> Translation	
Testing Informational Parent Meeting	08/29/2023	<input type="checkbox"/> Transportation	Provide families with test taking strategies, information about upcoming state assessments, passing scores and how they're used. Families are able to get a better understanding of their child's achievement level. By doing so, the parent can see the child's growth and/or if he or she needs additional assistance.
	8:00 a.m. & 5:30 p.m.	<input type="checkbox"/> Refreshments	
State Assessments		<input type="checkbox"/> Childcare	
Achievement Levels		<input checked="" type="checkbox"/> Translation	
Parent Informational Meeting for 9 th & 10 th Gd. Students	09/12/2023	<input type="checkbox"/> Transportation	Provide graduation requirements information and give the site to view standards for courses and state assessments. Families gain a deeper understanding of their child's learning, allowing them to be involved in their child's education and assist if necessary.
	5:30 p.m.	<input type="checkbox"/> Refreshments	
	Curriculum Areas	<input type="checkbox"/> Childcare	
Grad. Req./Courses/Dress Code/FSA-ELA-EOC-SAT-ACT Info.		<input checked="" type="checkbox"/> Translation	
Parent Informational Meeting for 11 th & 12 th Gd. Students	09/26/2023	<input type="checkbox"/> Transportation	Provide graduation requirements information and give site to view standards for courses and state assessments. Families gain a deeper understanding of their child's learning, allowing them to be involved in their child's education and assist if necessary.
	5:30 p.m.	<input type="checkbox"/> Refreshments	
	Curriculum Areas	<input type="checkbox"/> Childcare	
Grad. Req./Courses/Dress Code/FSA-ELA-EOC-SAT-ACT Info.		<input checked="" type="checkbox"/> Translation	
Dual Enrollment Informational Parent Meeting	10/03/23 & 03/05/2024	<input type="checkbox"/> Transportation	Provide information to parents on submitting applications for colleges, universities, scholarship and information on Dual Enrollment. By ensuring their student understands and takes the necessary steps, families can help them succeed.
	5:30 p.m.	<input type="checkbox"/> Refreshments	
	College and Career	<input type="checkbox"/> Childcare	
		<input checked="" type="checkbox"/> Translation	
Incoming 9 th Grade Informational Parent Meeting	01/11/2024	<input type="checkbox"/> Transportation	Provide parents with information to help their child make a smooth transition with change in school and grade level. Families gain knowledge on how to help their child balance the new academic expectations and social demands of their transition.
	5:30 p.m.	<input type="checkbox"/> Refreshments	
Transition		<input type="checkbox"/> Childcare	
Curriculum Areas		<input checked="" type="checkbox"/> Translation	
Scholarships, Grants and Other Options Informational Parent Meeting	09/28/2023	<input type="checkbox"/> Transportation	Provide information to families on submitting applications for colleges, universities, scholarships and Information on Dual Enrollment. It provides a framework for parents to ensure their student comprehends and takes the necessary steps to achieve their goals.
	8:00 a.m. & 5:30 p.m.	<input type="checkbox"/> Refreshments	
College and Career		<input type="checkbox"/> Childcare	
		<input checked="" type="checkbox"/> 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.*