



Parent and Family Engagement Plan

2026-2027 - Discovery High

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: _____

Date: 8/10/25



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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)	03/03/26-03/30/26	✓	Marquee	✓	Social Media	✓	Invite	✓	Screenshots
		✓	Website	✓	School Messenger		Agenda		Sign-in sheets
		✓	Flyer		Newsletter		Minutes	✓	Survey results
		✓	Other: Lobby TV, DHS App Messenger & Email				Other:		
Parent and Family Engagement Plan (PFEP)	03/03/26-03/30/26	✓	Marquee	✓	Social Media	✓	Invite	✓	Screenshots
		✓	Website	✓	School Messenger		Agenda		Sign-in sheets
		✓	Flyer		Newsletter		Minutes	✓	Survey results
		✓	Other: Lobby TV, DHS App Messenger & Email				Other:		
School-Home Compact	03/03/26-03/30/26	✓	Marquee	✓	Social Media	✓	Invite	✓	Screenshots
		✓	Website	✓	School Messenger		Agenda		Sign-in sheets
		✓	Flyer		Newsletter		Minutes	✓	Survey results
		✓	Other: Lobby TV, DHS App Messenger & Email				Other:		
Title I Budget	03/03/26-03/30/26	✓	Marquee	✓	Social Media	✓	Invite	✓	Screenshots
		✓	Website	✓	School Messenger		Agenda		Sign-in sheets
		✓	Flyer		Newsletter		Minutes	✓	Survey results
		✓	Other: Lobby TV, DHS App Messenger & Email				Other:		
Parent & Family Engagement Allocation	03/03/26-03/30/26	✓	Marquee	✓	Social Media	✓	Invite	✓	Screenshots
		✓	Website	✓	School Messenger		Agenda		Sign-in sheets
		✓	Flyer		Newsletter		Minutes	✓	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						
08/05/2026		9-11 a.m & 1-3p.m		✓	Flyer	✓	Social Media	✓	Marquee	
09/22/2026		5:30 p.m.			Student Agenda	✓	Website	✓	School Messenger	
09/24/2026		5:30 p.m.		✓	Other:Lobby TV, DHS App. and Parent Email					
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.						
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?				✓	Transportation: We will strive to identify solutions that support families in need.					
					Mealtime:					
				✓	Childcare:Children may participate in any school-year workshop alongside their family.					
				✓	Translation:					
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:					

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 collaborates with the HEARTH Project of Polk County Public Schools to support students experiencing homelessness. School counselors assist families by providing referrals to the HEARTH Project and sharing information about community agencies that may offer additional support. The Guidance Department also works closely with teachers, keeping them informed about students who qualify for the HEARTH Project and identifying ways the school can effectively support these students' needs.
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Migrant	Discovery High School collaborates with the Migrant Education Department of Polk County Public Schools to support its diverse student population. The school provides Spanish translation at all workshops and events, and all communications are distributed in both English and Spanish. When feasible, information is also made available in Haitian Creole to ensure accessibility for all families.
Preschool Programs	
Title III-ESOL	Discovery High School collaborates with the Polk County Schools ESOL Department. During all workshops, migrant parents are provided with information, materials, and translation support in their native language.
SAC	A representative teacher from each subject area serves as a member of the council.
PTO/PTA	Discovery High School holds Parent Advisory Council meetings 4 times a year in September, November, January, and March—on the second Wednesday of each month at 1:15 p.m.
Community Agencies and Business Partners	Mullings Insurance Agency and Building Hope

4. Utilize strategies to ensure meaningful communication and accessibility.

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What methods will be used to ensure meaningful, ongoing communication between home and school?	✓	Social Media	✓	Website	✓	School Messenger
	✓	Conferences		Newsletter		Student Agenda
	✓	Other:Lobby TV, DHS App. and Parent Email				
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?	✓	Annual Meeting		✓	Conferences	
	✓	Report Card		✓	Interim Report	
	✓	Building Capacity Events			Newsletters	
		Other:				
Describe how your school provides information in families' native languages.	✓	Translators for events		✓	Translated documents	
		Other:				
What languages do you provide?	✓	English	✓	Spanish	✓✓	Haitian Creole
		Other:				
How are the needs of families with disabilities accommodated to ensure they have access to meetings and/or events?	✓	Online Platforms		✓	Large Print Materials	
	✓	ADA Compliance		✓	Staff Assistance	
		Other:				
Describe the opportunities families have to participate in their child's education.	✓	Volunteer	✓	Conference	✓	Family Events
	✓	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
Connecting for Student Success: Staff & Home Collaboration		08/27/2026		☒ Instructional Staff
Ways to effectively work/communicate with families				☒ All Staff
Format for Implementation	Book Study	PLC	☒ Other: SAMS	
How does this help staff to work with and engage families more effectively?	Foster strong connections between teachers, staff, and families to encourage active parent and family engagement.			

Title & Topic (OPTIONAL)		Tentative Date(s)		Audience
				☐ Instructional Staff
Select Topic				☐ All Staff
Format for Implementation	Book Study	PLC	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?	☒	Online Survey	☒ Paper-based Evaluation
		Other:	
What are the barriers and how do you overcome these?	☒	Transportation: We will strive to identify solutions that support families in need.	
		Mealtime:	
	☒	Childcare: Children may participate in any school-year workshop alongside their family.	
		Translation:	
Describe how flexible dates and times are offered.	Event dates and times are available on our school website. Family workshops are scheduled at different days and times to maximize participation. Families who cannot attend may arrange an alternative time to receive the information. In addition, DHS records all parent meetings and posts the videos on the school website for convenient access anytime.		
How do families who are unable to attend receive the event information?	☒	Send home with student	☒ Available online
	☒	Available in office	☒ Meet at later date/time
		Other:	



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Building Capacity of Parents and Families - Minimum Requirement of 2 Events			
Title & Topic(s)	Tentative Date(s) & Time(s)	Barriers Addressed Select all that apply	What will you be modeling? What will the families be practicing to better support learning at home?
Incoming 9th Grade/Open Enrollment Family Informational Meeting	01/14/2027	Transportation	Provide parents with information to support their child's smooth transition to a new school or grade level. Families learn how to help their child manage new academic expectations and social challenges during these transitions.
	5:00 p.m.-7:00 p.m.	Refreshments	
	Virtual or In-Person Mtg	Childcare	
Transition (REQUIRED)		✓ Translation	
Dual Enrollment Informational Parent Meeting(Spring & Fall)	08/19/26 & 01/13/27	Transportation	Provide parents with information on submitting applications for colleges, universities, and scholarships, as well as guidance on Dual Enrollment. By ensuring their student understands and takes the necessary steps, families can support their academic success.
	5:30 p.m.	Refreshments	
College and Career	Virtual	Childcare	
		✓ Translation	
Google Classroom/Parent Portal Informational Parent Meeting	08/27/2026	Transportation	Assist families in navigating and understanding educational programs. Families will learn how to use the Parent Portal and Google Classroom effectively. Through this workshop, parents will be able to access their children's grades and assignments, as well as identify their strengths and areas for improvement.
	9 a.m. & 5:30 p.m.	Refreshments	
Technology	Virtual	Childcare	
		✓ Translation	
Testing Informational Parent Meeting	09/15/2026	Transportation	Provide families with test-taking strategies and information about upcoming state assessments, including passing scores and how they are used. This helps families gain a clearer understanding of their child's achievement level, allowing them to track growth and identify areas where additional support may be needed.
	9 a.m. & 5:30 p.m.	Refreshments	
State Assessments	Virtual	Childcare	
		✓ Translation	
9th & 10th Grade Informational Parent Meeting	09/22/2026	Transportation	Provide information about graduation requirements and website information where families can review course standards and state assessments. This helps families gain a deeper understanding of their child's learning, enabling them to be more involved in their child's education and offer support when needed.
	5:30 p.m.	Refreshments	
Curriculum Areas	Virtual or In-Person Mtg	Childcare	
Graduation Requirements		✓ Translation	
11th & 12th Grade Informational Parent Meeting	09/24/2026	Transportation	Provide information about graduation requirements and website information where families can review course standards and state assessments. This helps families gain a deeper understanding of their child's learning, enabling them to be more involved in their child's education and offer support when needed.
	5:30 p.m.	Refreshments	
Curriculum Areas	Virtual or In-Person Mtg	Childcare	
Graduation Requirements		✓ Translation	
College and Career & FASFA Night	10/08/2026	Transportation	Provide hands-on assistance and guidance to families in completing and submitting the FAFSA form. Additionally, offer support with college and university applications. This assistance equips parents with a clear framework to help their students understand the process and take the necessary steps to achieve their goals.
	5:30 p.m.- 6:00p.m. College & Career	Refreshments	
College and Career	6:00p.m. - 7:30 p.m. FASFA	Childcare	
Scholarships		✓ 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.**