`School Improvement and Parent & Family Engagement Plans



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| Title1 logo January update.JPG |  |

**THE ACADEMY**

2018-2019

# INSTRUCTIONS

1. Complete the following sections of the Parent & Family Engagement Plan (PFEP).
2. To be considered *complete* each section needs to have all the components included.
3. Upload to Google Doc **May 31, 2018** .

Evaluation of

2017-2018 School Year PFEP

# BUILDING CAPACITY

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| **Content & Type of Activity** | **Number of Activities** | **Number of Participants** | **Impact on Student Achievement** |
| Share general test taking strategies and study tips with all families using the Title I Annual Meeting, semester orientations, newsletters, group emails, remind texts, and phone calls. | 2 | 106 | Attendance, Increased test scores & graduation rates. |
| Share information to assist or educate individual families using personal phone calls, emails, and/or meetings. | 10 | 8 | Increases parent involvement and provides stability which allows students to focus on academics |
| Make the state standards, curriculum frameworks, graduation requirements and assessment information accessible to parents | 10 | 8 | Increase student scores on EOCs and FSA |
| Acceptance Interviews | 40 | 100 | Increase student scores on EOCs and FSA |
| Parents are called by teachers periodically to share student success | 20 |  | Increase student scores on EOCs and FSA |
| Wolf Pack Den is an Open Computer Lab for families | 80 | 50 | Increase student scores on EOCs and FSA |
| Parent Volunteers at school activities | 4 | 15 | Attendance, Increased test scores & graduation rates. |
| Parent Involvement Orientation | 2 | 10 | Attendance, Increased test scores & graduation rates. |
| PIPT (Parent Engagement Team) | 2 | 5 | Attendance, Increased test scores & graduation rates. |
| Family Engagement Conference | 1 | 0 | Attendance, Increased test scores & graduation rates. |
| Field trip to Library, Colleges, and Military facilities | 3 | 50 | Attendance, Increased test scores & graduation rates. |
| Title I Annual Meeting/Open House | 2 | 200 | Attendance, Increased parental involvement, Increased test scores & graduation rates |
| Family Dinner Nights | 1 | 145 | Support a partnership among the school involved parents, and the community to improve student academic achievement |
| District PFEP Training Day | 1 | 6 | Support a partnership among the school involved parents, and the community to improve student academic achievement |
| Parent Institute | 0 | 0 | Increases parent involvement and provides stability which allows students to focus on academics |

# STAFF FAMILY ENGAGEMENT TRAINING SUMMARY -

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| **Content & Type of Activity** | **Number of Activities** | **Number of Participants** | **Impact on Student Achievement** |
| Student Assistance Team Meetings | 16 | 25 | Increased test scores & graduation rates. |
| Individual Assistance to staff members as needed | 15 | 15 | Increased test scores & graduation rates. |
| Staff meetings- One meeting will be dedicated to parent involvement in the classroom and school | 10 | 31 | Increased test scores & graduation rates. |
| PPC Workshops | 8 | 10 | Increased test scores & graduation rates. |
| Parent Engagement Team working with staff at school events | 2 | 6 | Increased test scores & grades |
| Family Engagement Conference | 1 | 4 | Strategies to work with teens, students, and parents |
| District PFEP Training Day | 1 | 6 | Increased parental involvement and increased student test scores |

2018-2019

SCHOOL IMPROVEMENT PLAN GOALS

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| **GOALS**  **(anticipated in your 18-19 SIP)** | **How will this goal be communicated to families?** | **How will families support this goal?** |
| To design and implement a pathway system of educational support and guidance that enables Academy students to graduate. This also ensures that 100% of our at risk student population will be informed on the choices and the steps needed after high school to ensure college and career readiness. | Title I Family Engagement Events where community resources are present.  Have individual events for different areas of interest: Military, CTC, College, Workforce, Community Resources. | Families will support this goal by attending Title I and Academy events. This will help the families to stay up to date on resources available for their student. |
| The goal for the The Academy in the 2018-19 school year is to increase the Academy’s graduation rate, thus increasing the district’s overall graduation rate. | Ongoing appraisal of students’ attendance, credits needed and/or earned, classes taken or needed, GPA needed for graduation.  At the beginning of the first and third quarter, schedule parent/student (seniors) meeting to discuss graduation goals.  Parent/family training for use of FOCUS | Parents will be encouraged to communicate concerns they have as they continually follow their student’s academic and/or attendance records on FOCUS. |
| The Academy will lower the retention rates for middle school students in Charlotte County Public Schools. The PASS program at The Academy, works specifically with those students needing special provision. In this program, students can be accommodated appropriately. | The PASS Program will be presented to parents as an option for their student if appropriate. | Interviews for potential PASS program students will be arranged by Academy Administration personnel. |
| Increase parents’ knowledge of student expectations both academically and behaviorally. | Newsletter / website Parent interviews. Post Compact on Google drive . Set up signature line for parents and students to ‘submit’ after it’s been read. | Parents go to website for more information. The parents and students become more familiar with Code of Student Conduct requirements/procedures as outlined therein. |
| Organize a substance abuse parent/student group. | Flyer, Website, newsletter, automated phone calls. | At this event, attendees would be introduced to community support systems who are familiar with how to cope with substance abuse issues.  . |
| Parenting classes for students and parents. | Flyer, Website, newsletter, automated phone calls. | At this event, attendees would be introduced to community support systems who are familiar with how to cope with parenting needs. |
| Parent Portal Workshop - FOCUS. Offer several times throughout a specified day (at the beginning of each semester) for parents to come to the campus and learn what to access and how to access FOCUS. | Flyer, Website, newsletter, automated phone calls. | The parents and students become more familiar with FOCUS, thus accessing it regularly and addressing discrepancies with their student. This will increase parent involvement. |
| Expansion of Parent Resources in the FR&RC room. | Flyer, Website, newsletter, | Families will support this goal by coming to visit the FR&RC. |

PARENT & FAMILY ENGAGEMENT PLAN

# ASSURANCES

* The parents of Title I students are involved in decisions about how Title I funds are spent.
* A description of how your school will carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA.
* The plan was jointly developed/ revised with parent and made available to the local community.
* The parents and families are involved in planning, reviewing and improving the schoolwide program.
* How the plan uses the findings of the parent and family engagement plan to review design strategies for more effective engagement, and to review, if necessary, the school’s parent and family engagement plan.
* The school will 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 school will 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 assigned out of field.
* The school will provide each family with an individualized student report about the performance of their child(ren) on State assessments. [ESEA section 1116]

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Principal’s Signature Date Signed

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# MISSION STATEMENT

* The parent and family engagement plan is a shared responsibility.
* The parent and family engagement will assist in providing high quality instruction for all learners.

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# INVOLVEMENT OF PARENTS

* The school will involve the parents and families in organized, ongoing, and timely events focused on student success, family involvement, and making sure (to the best of our ability) that each student plays and important role as a part of the Academy.
* Parents will be involved in the planning of Family Engagement events, and will have access to the planning and the decision making process of how Title I funds will be used for such activities.

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| Family events will be scheduled at various times throughout the day. Some events will be in the morning, some at noon, and some in the evening. |

# COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS

* The school will coordinate and integrate parent and family engagement programs and activities.
* The school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home. [ESEA Section 1116]
* Parents will be involved in the planning of Family Engagement events, and will have access to the planning and the decision making process of how Title I funds will be used for such activities.
* Review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used.

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| Count | Program | Coordination |
| 1 | Title I Annual Meeting | ACA Students, Families & staff - dinner provided. (This meeting is done two times per academic year due to the structure of the Academy.) |
| 2 | CCPS HOPE Early Learning Coalition. | Head Start transition to childcare for children of teen parents. |
| 3 | Parent & Family Engagement Planning Team | AFA (Looking to greatly increase number of team members.) |
| 4 | SAC Meetings | Principal, SAC Members (Looking to greatly increase number of SAC members.) |
| 5 | Title III (ELL) | Translators will be brought into parent conferences when needed. We currently do have at least one staff member who does speak Spanish. |
| 6 | Title X | Social worker and homeless coalition coordinator will help students and families as it is brought to the attention of staff and/or faculty. |
| 7 | Monthly Parent Interviews | Due to the fact that we are a school of choice, we are asking that parents volunteer 2 hours of their time each semester. |

# ANNUAL PARENT MEETING

* Description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school’s Title I program.
* Description of the nature of the Title I program that is shared with parents (schoolwide or targeted assistance)
* Description of how the meeting will cover (AYP), school choice, and the rights of parents are covered at the annual meeting.

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| **Activity/Tasks** | **Person(s) Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Plan Title I Open House Meetings (2 times per year) / Family Dinner / Presentation | AFA/Staff/Admin. | August 2018  May 2019 | Sign in Sheets, photos, Parent Completion of Event Evaluation |
| Coordinate Community partner involvement | Social Worker/AFA/Admin/Staff | September 2018 | Agency sign ins, photos, sample handouts. |
| Invite and encourage parents to attend Open House Title I Meetings two times per academic year. | AFA/Staff/Admin. | August 2018  January 2019 | Sign in sheets, copies of photos posted in Newsletter and on Academy Website, Parent Completion of Event Evaluation |
| PASS Middle School Open House / Orientation | Staff/Admin. | August 2018 | Sign in sheets, copies of photos posted in Newsletter and on Academy Website.  Parent Completion of Event Evaluation |
| Informational handouts | AFA/Staff/Admin. | August 2018  January 2019 | Copies of handouts. |
| Communicating dates and times of meetings, family activities, and trainings. | AFA/Staff/Admin. | ongoing | Auto calls, Remind App., flyers, newsletters, web site. |
| School connects call to remind of upcoming events. | Principal | Prior to each event. | Auto calls/voicemail message left. |
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# FLEXIBLE PARENT MEETINGS

* How the school offer a flexible number of meetings, such as meetings in the morning or evening.
* How the school provides, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement. [ESEA Section 1116]

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| It is our goal to recruit and encourage parent involvement in our School Advisory Council (SAC) and PFET. It is suggested that the parents visit AFA on the day of their student’s initial interview. At that time it will be explained the purpose, role and what needs to be done on the committee. Parents/guardian will be encouraged to become a part of family/parent engagement and/or SAC committees. After the student has been accepted into the Academy, parents/guardians will be contacted and asked to become a part of our SAC (School Advisory Council) and P&FET (Parent & Family Engagement Team).  Parent & Family Engagement Team meetings will be held on the 3rd Wednesday of each month throughout the academic calendar.There will be approximately 10 meetings scheduled for the 2018-19 school year.  During the recruitment for the SAC, parents will be made aware of meeting dates and times for the year. Each participant will be presented with a meeting agenda upon arrival to the meeting.  Team members will be given a call / text before the meeting date approaches. |

# BUILDING CAPACITY for 2018-2019

* The school will implement activities that will build the capacity for meaningful parent/family involvement.
* The school will implement activities that will build relationships with the community to improve student achievement.
* The school will provide materials and trainings to assist parents/families to work with their child(ren).
* The school will provide other reasonable support for parent/family engagement activities.

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| **Content and Type of Activity** | **Person(s) Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| New Student & Parent Introduction to Title I AFA. At this time it would be explained ways to get involved in volunteering opportunities and how important it really is for student success. It would be appropriate if this could be done as part of the interview process. | Admin/AFA | PARENT ENGAGEMENT  COMMUNICATION | Ongoing | Sign ins  Parent Evaluations |
| 1st Semester Orientations for all new students & parents | AFA/STAFF | PARENT ENGAGEMENT  COMMUNICATION | Mid August | Attendance/Sign ins/photos  Increased graduation rates and increased parent involvement.  Parent Evaluations |
| Fall Open House  Family Dinner Night | AFA/STAFF | PARENT ENGAGEMENT | Mid August | Attendance/Sign ins/photos  Parent Evaluation  Increased graduation rates and increased parent involvement. |
| Muffins for Mom - Family Reading & Resource Center | AFA | PARENT ENGAGEMENT | September | Attendance/Sign ins/photos  Increased parent involvement.  Parent Evaluations |
| Fall Festival | Leadership / Staff | PEER AND/OR FAMILY ENGAGEMENT ACTIVITY | October | Attendance/Sign ins/photos  Increased parent involvement.  Parent Evaluations |
| Quarter 2  Student Led Conferences &  Credit Review | AFA/Staff | PARENT ENGAGEMENT | Mid November- approximately one month prior to end of Q2 | Increased graduation rates and increased parent involvement.  Parent Evaluations |
| Fall Graduate Send Off | Leadership / Staff | PARENT ENGAGEMENT | mid December | Sign ins/photos  Parent Evaluations  Increased graduation rates and increased parent involvement. |
| Fall Graduate Celebration | AFA/STAFF | PARENT ENGAGEMENT | December | Sign ins/photos  Parent Evaluations  Increased graduation rates and increased parent involvement. |
| Spring Open House  Family Dinner Night | AFA/STAFF | PARENT ENGAGEMENT | Mid January | Sign ins/photos  Parent Evaluations  Increased parent involvement. |
| 2nd Semester Orientations for all new students & parents | AFA/STAFF | PARENT ENGAGEMENT | Mid January | Sign ins/photos  Parent Evaluations  Increased parent involvement. |
| Donuts for Dad - Family Reading & Resource Center | AFA | PARENT ENGAGEMENT | February | Sign ins/photos  Parent Evaluations  Increased parent involvement. |
| Career & College Night | AFAStaff | PARENT ENGAGEMENT | March | Sign ins/photos  Parent Evaluations  Increased graduation rates and increased parent involvement. |
| Quarter 4  Student Led Conferences  Credit Review | AFA/STAFF | PARENT ENGAGEMENT | Early May - prior to end of Q4 | Sign ins/photos  Parent Evaluations  Increased graduation rates and increased parent involvement. |
| Graduate Send Off | Leadership / Staff | PARENT ENGAGEMENT | May | Sign ins/photos  Increased graduation rates and increased parent involvement. |
| Spring Fling | AFA/STAFF | PARENT ENGAGEMENT | May | Sign ins/photos  Parent Evaluations  Increased graduation rates and increased parent involvement. |
| Share information to assist or educate individual families using personal phone calls, emails and/or meetings. | Staff/Admin. | PARENT ENGAGEMENT  COMMUNICATION | ongoing | Sign ins/photos  Parent Evaluations  Increased graduation rates and increased parent involvement. |
| Disseminate FOCUS Parent Portal user and login information. | Staff/Admin | PARENT ENGAGEMENT  COMMUNICATION | 1st semester and 2nd semester. New student orientation. | Sign ins/photos  Parent Evaluations  Increased graduation rates and increased parent involvement. |
| Make the state standards, curriculum frameworks, graduation requirements and assessment information accessible to parents and students. | Admin./  guidance | PARENT ENGAGEMENT  COMMUNICATION | ongoing | Increased graduation rates and increased parent involvement. |
| Acceptance Interviews | Admin. | PARENT ENGAGEMENT  COMMUNICATION | ongoing | Increased graduation rates and increased parent involvement. |
| New Student Orientation | AFA/Admin. | PARENT ENGAGEMENT  COMMUNICATION | ongoing | Increased graduation rates and increased parent involvement.  Parent Evaluations |
| Parents are called by teachers / staff periodically to share student successes. | Admin. / Teachers/ Staff / AFA | PARENT ENGAGEMENT  COMMUNICATION | ongoing | Increased graduation rates and increased parent involvement. |
| Parent Engagement Orientation  Parent volunteers at school activities | AFA/Staff | PARENT ENGAGEMENT | Ongoing (as new students are enrolled, the parents are asked to attend an informational meeting | Increased graduation rates and increased parent involvement.  Parent Evaluations |
| Academy Family Engagement Team Meetings.(monthly) | AFA | PARENT ENGAGEMENT | Monthly - 3rd Wednesday of each month. | Sign ins  Parent Evaluations |
| PFEP team involvement recruitment. | AFA/Staff | PARENT ENGAGEMENT | March (PFEP is in April) | Attendance to PFEP  Parent Evaluations |
| Family Engagement Conference | AFA/Staff | STAFF/PARENT ENGAGEMENT  STAFF/PARENT EDUCATION | November | Attendance to PFEP |
| Field trips to colleges and military facilities | Admin. / Teachers / Staff | COMMUNITY | ongoing | Attendance |

# STAFF DEVELOPMENT for 2018-2019

* Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in the **value and utility of contributions of parents/families.**
* Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in **how to reach out to, communicate with, and work with parents/families as equal partners.**
* Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with **the assistance of parent/families, in implementing and coordinating parent/family programs, and in building ties between parents/families and the school.** [ESEA Section 1116]

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| **Content and Type of Activity** | **Person(s) Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Kagan | Admin. | Increased interest in classroom lessons. Increased knowledge of material. Increased test scores. |  | Test and class grades. Increased scores on EOC’s and state assessments. |
| Staff PFEP Training | AFA | Parent/staff involvement | Sept. 2018  Feb. 2019 | Increased awareness of what Title I is for. Knowledge as to how to become more involved. |
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# OTHER ACTIVITIES

* Other activities, such as the parent resource center, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren). [ESEA Section 1116]

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| In 2018-2019 academic school year, I want more parents, students, and staff to visit the Family Reading & Resource Center. It is a goal to have reference and reading material here for the students, parents, and staff to read for pleasure or as an attempt to better themself or even problem solve. |

# COMMUNICATION

* The school will provide timely information about the Title I programs.
* The school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain.
* If parents request, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren).
* The school will submit parents/families comments if the schoolwide plan is not satisfactory to the parent/family. [ESEA Section 1116]

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| There will be a link on The Academy website for parents to be able to go directly to links explaining what Title I is, what it does for our school, and the rights of a parent of a student who is attending a Title I school. |

# ACCESSIBILITY

* Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families.
* Describe how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that he parents/families can understand.

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| Parent/family engagement activities will be scheduled at different times so that most parents and/or families can attend events. |

# DISCRETIONARY ACTIVITIES (optional)

* Any activities that are not required, but will be paid through Title I, Part A Funding (for example, home visits,transportation for meetings, activities related to parent/family engagement. etc.)

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| **Activity** | **Description of Implementation Strategy** | **Person(s) Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| Award Ceremonies | Recognizing students for their accomplishments. | All Staff / Teachers / Admin. | Raise awareness to student success. | Prior to December Graduation & May Graduation. |
| School BBQs / Festivals | Feeding students and families and rewarding them for hard work. | All Staff / Teachers / Admin. | Raise awareness to student success. | Minimum of 4 times per year. |
| P.B.I.S. Wolf Pack Rallies | Recognizing students for their accomplishments. | All Staff / Teachers / Admin. | Raise awareness to student success. | Monthly |
| P.B.I.S. Daily Student Prize Drawings. | Recognizing students for their accomplishments. | All Staff / Teachers / Admin. | Raise awareness to student success. | Daily |
| Family Engagement events scheduled for before and during school. | Recognizing students for their accomplishments. | All Staff / Teachers / Admin. | Getting parents involved so that together they can monitor academic progress. | As scheduled |

# BARRIERS

* Describe the barriers that hindered participation by parents during the previous school year.
* Describe the steps the school will take during the upcoming school year to overcome these barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents /families of migratory children).

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| **Barrier** | **Steps to Overcoming Barrier** | **Persons Responsible** | **Timeline** |
| Difficulty in accommodating parents’ work schedules. | Flexible scheduling of events. | AFA/Academy Staff | ongoing |
| Many parents must work in the evening. | Flexible scheduling of events. | AFA/Academy Staff | ongoing |
| Lack of money for transportation to events. | Supplying gift cards for gas / bus fares. | AFA/Academy Staff | ongoing |
| Lack of child care if needed for an adult educational family event. | Recruit the help of students who would be willing to watch the children while event in going on. | AFA/Academy Staff | ongoing |
| Limited access to new students’ parents to introduce AFA and how to support our Title I goals. | AFA gives tour of school with prospective student and their parents. This could easily be done on the day of the interview for admission to Academy. | AFA/Principal | ongoing |
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