


# SCHOOL IMPROVEMENT AND PARENT & FAMILY ENGAGEMENT PLAN

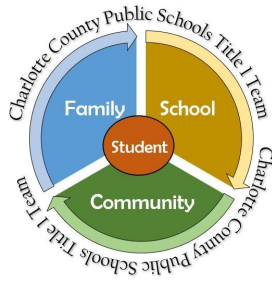
2020-2021

**DRAFT AS OF 8/20/2020 PENDING PARENT AND COMMUNITY INPUT**

## THE ACADEMY

APPROVAL DATE: 8-21-2020	MID YEAR REVIEW DATE:	END OF YEAR REVIEW DATE:
		

----- TITLE I TEAM USE ONLY -----



## INSTRUCTIONS

Many Family Engagement plans will have to be adjusted during this school year due to COVID-19 procedures and social distancing. These changes will most likely rely heavily on virtual presentations. This will not eliminate the need for documentation (flyers, sign-in sheets, presentation evaluations, agenda and minutes). Please remember this when planning and implementing your meetings, presentations, and events.

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 .



## DISSEMINATION OF PFEP AND SCHOOL/FAMILY COMPACT TO STAKEHOLDERS

Explain how your school PFEP and Compact will be shared with families, staff, and community. Remember to include electronic sharing and hard copy sharing strategies.

The PFEP and Compact will be shared with families, staff, and community. Links to the electronic copies will be on our school's website. Our school newsletter will inform stakeholders of where they can find the link. Our front office will have paper copies available.

## OUR SCHOOL DEFINITION OF FAMILY ENGAGEMENT

How does your school define Family Engagement?

The Academy defines family engagement not as an activity, but as a meaningful relationship that thrives between the school and home throughout their child's educational experience.

## INVOLVEMENT OF PARENTS

- ❑ The school will involve the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used.

Evidence of involving parents and families in planning, reviewing and improvement of Title I programs, including involvement in *decision making* of how funds for Title I will be used.

- SAC meeting minutes
- PFEP meeting minutes

## 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]

Program	Coordination
Title I Annual Meeting	ACA Students, Families & staff - dinner provided ( if in person). (This meeting is done two times per academic year due to the structure of the Academy.)
CCPS HOPE Early Learning Coalition.	Head Start transition to childcare for children of teen parents.
Parent & Family Engagement Planning Team	Looking to greatly increase the number of team members, The Academy will invite more parents and families as the school interviews and accepts new students.
SAC Meetings	Principal, SAC Members are invited to monthly meetings to review and provide input to the SIP. Parents are also given the opportunity to discuss how the school uses its Title I funds.
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.
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.

## ANNUAL PARENT MEETING (this is NO LONGER just Open House) and COMMUNICATION

The school will provide timely information about the Title I programs.

- A. Describe 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.
- B. Description and explanation of
  - a. Curriculum used at the school
  - b. Forms of academic assessment used to measure student progress
  - c. Achievement levels of the Florida State Standards
- C. Description of the nature of the Title I program that is shared with parents.
- D. Description of how the meeting will cover school choice, and the rights of parents at the annual meeting.
- E. 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).
- F. The school will submit parents/families comments if the schoolwide plan is not satisfactory to the parent/family. [ESEA Section 1116]
- G. Could be grade level meetings, SIP meetings, SAC meetings

Annual Title I Meeting(s) Activities/Tasks	Person(s) Responsible	Timeline	Evidence of Effectiveness
Plan Title I Annual Meeting and Open House Meetings (2 times per year) / Family Dinner / Presentation and parent/family input collected	Lead teacher/Staff/Admin .	Aug 2020 Dec. 2020	Sign in Sheets, photos, Parent Completion of Event Evaluation
Coordinate Community partner involvement - collaborate with community partners and gather their input	Social Worker/Lead teacher/Admin/Staff	ongoing	Agency sign ins, photos, sample handouts.
Invite and encourage parents to attend Title I informational Meetings/Family Dinner / Presentation two times per academic year.	Lead teacher/Staff/Admin .	Sept 2020 Jan. 2021	Sign in sheets, copies of photos posted in Newsletter and on Academy Website,

			Parent Completion of Event Evaluation
Academy New Student Orientation - highlights Title I in the presentation	Staff/Admin.	ongoing	Sign in sheets, copies of photos posted in Newsletter and on Academy Website.
Information on the curriculum used at The Academy, how students are assessed to measure their academic progress , and their achievement levels of the Florida State Standards are shared with our students and families at the new student orientation through a detailed powerpoint.	Admin/Lead Teacher	ongoing	Sign in sheets Powerpoint
PASS Middle School Open House / Orientation - highlights Title I	Staff/Admin.		Sign in sheets, copies of photos posted in Newsletter and on Academy Website.  Parent Completion of Event Evaluation
Informational handouts on resources available to families, how to access Focus to monitor grades,	Lead teacher/Staff/Admin .	ongoing	Copies of handouts.

Communicating dates and times of meetings, family activities, and training.	Lead teacher/Staff/Admin .	ongoing	Auto calls, Remind App., flyers, newsletters, web site.
School connects calls to remind of upcoming events.	Principal	Prior to each event.	Auto calls/voicemail message left.
SAC meetings - collaborate with students and families to encourage their participation in sharing their suggestions and participate in decisions related to their education.	Principal	ongoing	Sign in sheet Agendas Meeting minutes

## FLEXIBLE PARENT MEETINGS

- ☐ How the school offers 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]

Due to Covid, The Academy will offer our meetings virtually at various times throughout the day to best accommodate our parents and increase the likelihood of their engagement. Once we return to in-person meetings, we will continue to offer flexible meeting times.

## BUILDING PARENT AND FAMILY CAPACITY for 2020-2021

- ☐ The school will implement activities that will build the capacity for meaningful parent/family engagement.
- ☐ 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.
- ☐ Identify the [Type of Family Engagement](#) your activity is and identify that as part of the 1st column. This will help you be aware of the types of activities you are offering.



1. Parenting
2. Communication
3. Volunteering
4. Learning at Home

5. Decision Making
6. Collaborating with the Community

Family Capacity Building: Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness	Number of Attendees
2. New Student & Parent Introduction to Title I . At this time it would be explained ways to get involved in volunteering opportunities and how important it really is for student success.	Admin/Lead teacher	PARENT ENGAGEMENT  COMMUNICATION	Ongoing	Sign ins  Parent Evaluations	
2, 3 Orientations for all new students & parents	Lead teacher/STAFF	PARENT ENGAGEMENT  COMMUNICATION	Ongoing	Attendance/Sign ins/photos  Increased graduation rates and increased parent involvement.  Parent Evaluations	
2,6 Fall Title One Family Dinner Night	Lead teacher/STAFF	PARENT ENGAGEMENT	Mid August	Attendance/Sign ins/photos  Parent Evaluation  Increased graduation rates and increased parent involvement.	
6 Fall Festival	Leadership / Staff	PEER AND/OR FAMILY ENGAGEMENT ACTIVITY	October	Attendance/Sign ins/photos  Increased parent involvement.  Parent Evaluations	
2 Graduate Send Off	Leadership / Staff	PARENT ENGAGEMENT	mid December May	photos  Parent Evaluations	

				Increased graduation rates and increased parent involvement.	
2 Senior Night	ADMIN/STAFF	PARENT ENGAGEMENT	October April	Photos  Sign-in sheets  Increased graduation rates and increased parent involvement.	
2,6 Spring Title I Information Night Family Dinner Night	Lead teacher/STAFF	PARENT ENGAGEMENT	January	Sign ins/photos  Parent Evaluations  Increased parent involvement.	
6 Spring Fling	Lead teacher/STAFF	PARENT ENGAGEMENT	May	Sign ins/Photos  Increased graduation rates and increased parent involvement.	
2, 4 Share information to assist or educate individual families using personal phone calls, emails and/or meetings.	Staff/Admin.	PARENT ENGAGEMENT  COMMUNICATION	ongoing	Document/evidence  Increased graduation rates and increased parent involvement.	
2, 4 Disseminate FOCUS Parent Portal user and login information.	Staff/Admin	PARENT ENGAGEMENT  COMMUNICATION	Ongoing at new student orientation	Sign ins/photos  Parent Evaluations  Increased graduation rates and increased parent involvement.	
2, 4 Make the state standards, curriculum frameworks, graduation requirements and assessment information	Admin./guidance	PARENT ENGAGEMENT  COMMUNICATION	ongoing	Increased graduation rates and increased parent involvement.	



accessible to parents and students.				involvement.	
2 Acceptance Interviews	Admin.	PARENT ENGAGEMENT  COMMUNICATION	ongoing	Credit check with student/family  Log  Increased graduation rates and increased parent involvement.	
2 Parents are called by teachers / staff periodically to share student successes.	Admin. / Teachers/ Staff	PARENT ENGAGEMENT  COMMUNICATION	ongoing	Phone call logs  Increased graduation rates and increased parent involvement.	
5 Academy Family Engagement Team Meetings.(monthly)	Lead teacher	PARENT ENGAGEMENT	Monthly	Sign ins  Parent Evaluations	
5, 6 PFEP team involvement recruitment.	Lead teacher/Staff	PARENT ENGAGEMENT	March (PFEP is in April)	Attendance to PFEP  Parent Evaluations	
6 Field trips to colleges and military facilities	Admin. / Teachers / Staff	COMMUNITY	ongoing	Attendance	
6 Mote Marine lessons at ACA (depending on Covid)	Teachers	COMMUNITY	monthly	Calendar  photos	
6 CTC Shadow days	CTC Liaison	COMMUNITY	bi-annually	Rosters  Photos  schedule	

## BUILDING STAFF CAPACITY for PARENT & FAMILY ENGAGEMENT

- ☐ How is your school nurturing the staff's skills with Family Engagement?
- ☐ Describe the STAFF development activities the school will provide to SUPPORT 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. [ESEA Section 1116]

- ☐ Describe the STAFF development activities the school will provide to SUPPORT 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. [ESEA Section 1116]
- ☐ Describe the STAFF 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]

Building Staff Development for Family Engagement: Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Staff PFEP Training	Lead teacher	Parent/staff involvement	Sept. Feb.	Increased awareness of what Title I is. Increase staff involvement.
MTSS	Admin	Parent/Staff communication	bi-weekly	Learning on state assessments and increased graduation rate.

## FAMILY SURVEY

Using your school survey results, choose a minimum of one (1) question from each topic listed below to address this coming school year.

### Family Efficacy

<b>TOPIC: School Belonging</b>
<b>QUESTION: Overall, how much do you feel like you belong at your school?</b>

ACTIONS and ACTIVITIES	Person(s) Responsible	What needs to be completed?	Timeline	Evidence of Effectiveness
Student Orientation	Rebecca Greenwood	Weekly orientation meetings to welcome new students and families.	All year long	Survey results
Wolf Pack Rallies	Jenn Blanchette	Monthly positive behavior incentive assembly to acknowledge student success through PBIS activities (these activities will vary due to Covid).	All year long	Student attendance and discipline data

## Learning Behaviors

### TOPIC: School Climate

**Question: : How often are people disrespectful to others at your school?**

ACTIONS and ACTIVITIES	Person(s) Responsible	What needs to be completed?	Timeline	Evidence of Effectiveness
Student Contract	Jack Ham	Student contracts will be implemented with all new students during the mandatory new student	All year long	Reduction in discipline data.

		orientation.		
Behavioral tracking form	Jack Ham	Implementation with staff to complete a behavior tracking form to address minor behaviors through a list of interventions.	All year long	Reduction in discipline data and increase in PBIS rewards.

#### OTHER TOPICS TO ADDRESS (optional)

<b>TOPIC:</b>
<b>Question:</b>

ACTIONS and ACTIVITIES	Person(s) Responsible	What needs to be completed?	Timeline	Evidence of Effectiveness

#### OTHER ACTIVITIES

- ☐ Other activities, such as the Family 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]

Quarterly school newsletter, parent resources are available at the front office desk where parents enter school, IEP invitations sent to parents twice prior to each IEP meeting, monthly school calendar with all events posted via school website, tab on school website for Title 1 tab.

## 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]



Describe how the school will provide regular, **two-way**, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

Title I information is shared with families at each orientation, along with curriculum and assessment achievement levels. Our school also has a Title I tab on our website to communicate information with families. To encourage two-way, meaningful communication between family and staff, the school provides staff contact information on our school website. Families can email staff at their convenience and staff is asked to return emails or calls within 48 hours. Staff make phone calls home and welcome families to call the school. We have found that some families prefer to send a message to the school through our Facebook page. If the family needs a translator, the school will provide one.

## 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 the parents/families can understand.

*“to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language*

*such parents understand.” [ESEA Section 1116]*

Parents/Families are invited to attend quarterly family events. These events host community partners who share resources. Information about our programs and resources are also available in the lobby of our school.

We promote parent/family engagement opportunities through phone calls home, our website and Facebook. Letters inviting families to attend events are also mailed home.

## 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 economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, or are parents /families of migratory children).

Barrier	Steps to Overcoming Barrier	Persons Responsible	Timeline
Awareness of events	Academy is mailing information home as well as posting all information to website and Facebook page	Lead Teacher/Admin	ongoing throughout year
Parent work schedules	We offered six different time sessions for orientation and there are several time slots available for student interviews and parent conferences as well.	Staff/Admin	Ongoing throughout year
Communication and availability of staff	Email addresses of staff are made public on the school's website. Staff return communication within 48 hours.	Admin	Weekly/ongoing

2020-2021

## SCHOOL IMPROVEMENT PLAN GOALS

GOALS (anticipated in your 20-21 SIP)	How will this goal be communicated to families?	How will the skills necessary to support this goal be provided to Families?
Increase graduation rate	Student orientation Title One brochure Website	Promoting good attendance Attending conferences/school events Communicating with school staff Checking grades in focus
Reduction of level 1 scores on state assessments	Student orientation Title One brochure Website	Promoting good attendance Attending conferences/school events Communicating with school staff Checking grades in focus

# PFEP & Parent/School Compact

## MID YEAR REVIEW 2020-2021

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TO BE COMPLETED IN DECEMBER or JANUARY [MARK IT ON YOUR CALENDAR ;\)](#)

**DATE:**

## ATTENDEES & ROLES

TAMI TECH: TEACHER

PAPA PAUL: PARENT

ABBY ACTION: ADMIN

**AGENDA** (remember to take notes and to label P for parent/family, T for teacher, & A for Admin, C for community partner))

### 2020-2021 PFEP REVIEW

1. UPDATES
  - Successes
    -
  - Challenges
    -
  - Add data to PFEP tables
2. NEW IDEAS
3. THOUGHTS FOR 2021-2022 PFEP
  -

### COMPACT NOTES



#### 4. UPDATES

- Successes
  -
- Challenges
  -

#### 5. NEW IDEAS

- .

#### 6. THOUGHTS FOR 2019-2020 PFEP

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**NOTES** (remember to take notes and to label P for parent/family, T for teacher & staff, & A for Admin, C for community partner, S for student)

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### ACTION ITEMS

- 1.