## Title I, Part A 2018-2019 Parental and Family Engagement Plan

## Success Academy\_

## I, Mr. Tommy Bowens, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

## Assurances

* The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101, ESEA;
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1116)];
* Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1116)];
* Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1116
* Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school’s parental involvement policy [Section 1116)];
* If the plan for Title I, Part A, developed, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1116];
* Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1116)];
* Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified [Section 1116)
* Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1116)].

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| **Signature of Principal or Designee** | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** |

**Involvement of Parents**

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections1116)].

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| **Response:** Due to the unique nature of our school's program, orientations will be scheduled to introduce parents and students alike to our school's vision to ensure student success. During this critical parent contact, we ensure a one-hundred percent success rate to meet all students as well as parents throughout the school year. During this comprehensive school orientation, we cover a myriad of topics related to the correlation of parent involvement as related to student academic and overall school success. We will hold our annual Title 1 meeting in conjunction with our pre-school open house. In preparation for the upcoming school year, parents and School Advisory Committee (SAC) members will be given the opportunity at our final SAC meeting of the school year and the initial SAC meeting of the following school year to be involved with the decision-making process for spending the 1% Title 1 parent involvement funds, developing our parent involvement plan, and developing our school compact for success. The procedures for selecting this group will include the input of parents, staff members and the SAC committee. Parents are invited to participate in SAC through ParentLink announcements, newsletters and personal invitation. These communications will be flexible in format such as online, in person or on paper; allowing for all parents to give input. Formats will be in different languages when requested and simple terms that parents can easily understand. Additional suggestions for improvement of parental involvement will be an on-going process through parent surveys given at orientations. Sign-in sheets, surveys, and SAC minutes will be maintained as documentation in the Title 1 Toolkit. |

**Coordination and Integration**

Describe how 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].

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| **Count** | **Program** | **Coordination** |
| 1 | N/A | N/A |

**Annual Parent Meeting**

Describe the specific steps the school will take to 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 (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1116)].

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| **Count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Annual Title I Meeting Open House | Principal/Staff | Week before arrival of students | Advertisement of Event, Sign-In Sheets, Title I Presentation, Workshop Comments |

**Flexible Parent Meetings**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1116)].

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| **Response:** The belief of our school is to provide a variety of times and topics to support maximum parental participation. The school advisory committee will work with parents in order to establish parental activities, such as orientation, parent and community events, and academic information updates. To do this, meetings will be held on a rotating schedule to accommodate family and employment concerns, as well as, transportation issues. Collected parent surveys will facilitate determining the unique needs of families given our population at this setting. Parents will be provided information on all meetings via phone contact, school newsletters, ParentLink, and during orientation sessions for incoming students. Support for non-English speaking parents will be confirmed during the RSVP process and provided as needed. |

**Building Capacity**

Describe how the 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)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child’s academic achievement [Section 1116)].Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [Section 1116)].

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| **Count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Annual Title I meeting/Open House Orientation | Administration and Staff | Sharing information about the Title I program and helping students to be successful in school | Week prior to school start | Advertisement, Sign-In Sheets, Agenda, Minutes/Handouts, Workshop Comments |
| 2 | Quarterly SAC Meetings | School Personnel, SAC Committee Members | To increase parents’ level of participation in the school’s decision making process. Community members’ interest encourage student academic success. | Quarterly Meetings | Advertisement, Sign-In Sheets, Agenda, Minutes/Handouts, Workshop Comments |
| 3 | Technology Workshop | Administration, School Staff, Parent Involvement | Provide information to parents regarding Chrome Books, Parent Link, Focus and other technology that is being used by students in school. Parents’ involvement with student achievement promotes greater academic success. | First Quarter | Advertisement, Sign-In Sheets, Agenda, Minutes/Handouts, Workshop Comments |
| 4 | Muffins with Mom | Administration, Parent Involvement | Building strong relationships with parent and student while learning about the relation of parent involvement and academic achievement. | Second Quarter | Advertisement, Sign-In Sheet, Handouts, Workshop Comment Forms |
| 5 | Parent and School Communication | Administration, School Staff, Parent Involvement | Provide parents training on different communication Success Academy will utilize throughout the school year. Student success thrives with a strong bridge formed from student and school cooperation and communication. | Second Quarter | Advertisement, Sign-In Sheets, Agenda, Minutes/Handouts, Workshop Comments |
| 6 | Curriculum and Spring Assessment Open House | Administration, Testing Coordinator, School Staff, Parent Involvement | Discuss testing schedule for end of the year assessments. Discuss year-long curriculum and essential implementation of academic initiatives utilized. Parent support and assistance during testing provides greater chance for student success. Parental involvement has a direct link to student academic achievement. | Third Quarter | Advertisement, Sign-In Sheets, Agenda, Minutes/Handouts, Workshop Comments |
| 7 | Donuts with Dad | Administration, Parent Involvement | Building strong relationships with parent and student while learning about the relation of parent involvement and academic achievement. | Second Quarter | Advertisement, Sign-In Sheet, Handouts, Workshop Comment Forms |
| 8 | End of the Year Parent and Community Reception – Final Grade Reporting Workshop | Administration, SAC Committee, School Staff, Parent Involvement | Provide parents with final curriculum update for student finals and final grades. Seamless transition between school years and school assignments linked with parental support ensures long-range student success. | Fourth Quarter | Advertisement, Sign-In Sheets, Agenda, Minutes/Handouts, Workshop Comments |

**Staff Training**

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

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| **Count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Staff will be informed of our communication methods and practices with parents through monthly faculty meetings | Teachers, Administration | Cooperation between family and school provides a strong support system for the student. Frequent communication between all parties indicates to students that all parties are working together to help them achieve academic success | Ongoing throughout the school year | Site In-Service Logs, Castle Documentation, Meeting Minutes, Agenda |
| 2 | Staff will be trained though PLC modeling how to communicate effectively with parents by using ParentLink, phone calls, Newsletters, Website | Administration, Teachers, Technology Specialist | Cooperation between family and school provides a strong support system for the student. Frequent communication between all parties indicates to students that all parties are working together to help them achieve academic success | Pre-school week | Site In-Service Logs, Castle Documentation, Meeting Minutes, Agenda |
| 3 | Staff will be trained through In-Service and training days on Parental and Family Engagement and its benefits | Administration, Teachers, Parent Involvement | A faculty that is committed to building upon Parent and Family engagement will result in a more engaged school, family, and student bond. | Quarterly | Site In-Service Logs, Agendas |

**Other Activities**

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1116)].

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| **Response:** Our task is to ensure a family-friendly school. Administration, our Parent Involvement Specialist, Teachers, Office Staff, and School staff will work hand in hand to create this environment throughout the school year. We will measure our effectiveness by surveys presented to parents during orientation and parental and family engagement events. |

**Communication**

Describe how the school will provide parents of participating children the following [Section 1116]:

* Timely information about the Title I programs [Section 1116];
* 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;
* 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
* If the schoolwide program plan 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].

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| **Response:** All parents or guardians are required to attend an orientation to introduce the family to the school. During orientation, information is provided about the Title I program and Parent Involvement. Information about Title I will continue to be relayed to parents through ParentLink, phone calls home, newsletters, parental and family engagement events. Success Academy follows the district academic plans and matches as closely as possible the student's scheduled courses from their sending schools through traditional classes. Academic information is provided to parents through the back to school open house, Parent page through FOCUS, and the school's website. Information about student performance is provided through Focus and scheduled report cards and interim reports. During orientation, the expectation of grades of C's or better is communicated to students and parents. Success Academy participates in all district assessment activities. Students are expected to participate in district Common Course Exams at least three times per year for most courses. Students take state assessments including: FSA; End of Course Exams (EOC); Postsecondary Education Readiness Test (P.E.R.T.); Comprehensive English Language Learners Exam (CELLA) for current ESOL students. Parents are notified of testing through ParentLink and/or letter sent home. Test results are sent home with the students. Students are expected to earn a level three on Florida Standards Assessment (FSA) testing and pass the EOC tests. Opportunities for parents to meet regularly to suggest input and to participate in the decision-making process as it influences their children's education will be provided during orientation, through parent-teacher phone calls and conferences, and at the SAC meetings. Any parent comments or concerns about the Parent Involvement Plan will be forwarded to the Title I office at the Lee County School District. |

**Accessibility**

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1116)].

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| **Response:** District information pertaining to student's progress and meetings will be provided in English, Spanish, and Creole as available and requested. Spanish translation services will be provided during any school meetings such as orientations, IEP meetings, parent teacher conferences, behavior and disciplinary meetings as confirmed during the RSVP process by parents. The school will accommodate parents with disabilities through compliance with the ADA Act and addressing and request for special services due to the nature of a parent or student's disability. Each student who is identified as having a disability or considered limited English proficient will have his/her cumulative record reviewed by ESE teachers and/or the ESOL contact personnel upon arrival to the school. Pertinent information about services, accommodations, and academic or behavioral needs will be relayed to the classroom teachers through the LEA. A representative of the LEA will contact the parent for any additional feedback and concerns over the change of learning environment. We will make every effort to provide full opportunities for parents with disabilities and those with special needs. Every student who enters into attendance at Success Academy attends an Orientation meeting. During this meeting, school office staff provide students with a Welcome Packet of information. Required Title I information as well as helpful school information is distributed to every student regardless of their start date. |

**Discretionary Activities**

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

X Not Applicable

**Upload Evidence of Input from Parents**

Uploaded evidence of Input from Parents is present in the Title I crate which can be located at [www.TitleOneCrate.com](http://www.TitleOneCrate.com).

**Upload Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116].  
  
Uploaded evidence of Input from Parents is present in the Title I crate which can be located at [www.TitleOneCrate.com](http://www.TitleOneCrate.com).

**Upload Evidence of Parent Involvement in Development of Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116].  
  
Uploaded evidence of Input from Parents is present in the Title I crate which can be located at [www.TitleOneCrate.com](http://www.TitleOneCrate.com).

## Evaluation of the previous year's Parental Involvement Plan

**Building Capacity Summary**

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1116]. Include participation data on the Title I annual meeting.

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| **Count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Annual Title I meeting/Open House Orientation to Success Academy | 1 | 1014 | Sharing information about the Title I program and helping students to be successful in school |
| 2 | SAC team will take an active role (During SAC meetings) in the development, review, and evaluation of their school's School Improvement Plan, School Parent Involvement Policy, and Parent Compact throughout the year | 4 | 47 | To increase parents’ level of participation in the school’s decision making process |
| 3 | Technology Workshop | 1 | 4 | To increase parents’ understanding of effectively helping their student achieve success using additional academic resources via technology. |
| 4 | Parent and School Communication | 1 | 5 | To workshop ways in which best to reach and communicate with parents in regards to supporting student achievement in an effort to increase student learning. |
| 5 | Curriculum and Spring Assessment Open House | 1 | 9 | For parents to be able to learn about their student’s curriculum and the resources available to support academic achievement. |
| 6 | End of the Year Parent and Community Reception – Final Grade Reporting Workshop | 1 | 8 | For parents to receive important information and resources to provide to students over the summer break which supports academic achievement in the student’s core classes and supports literacy throughout. |

**Staff Training Summary**

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1116].

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| **Count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Staff will be informed of our communication methods and practices with parents through regular staff meetings and team meetings | 9 | 20 | Improve the ability of staff to communication. |
| 2 | Staff will be trained though the PLC modeling how to communicate effectively with parents by using the following: Newsletters Report cards and interims: As scheduled by the district Communication logs Parent Teacher conferences: As needed | 3 | 60 | Improved communication with parents provides added strategies for success |
| 3 | ParentLink: Teachers will be educated by administration and tech on how to effectively use ParentLink Surveys: As communicated by the district School & District Websites: Websites will be updated with important information for parents. | 1 | 15 | Provides added strategies for success |
| 4 | Provide professional development activities to educate staff on the value and utility of contributions of parents Educate staff on how to reach out to, communicate with, and work with parents as equal partners. | 2 | 30 | Improved strategies on maximizing parent involvement to ensure student and school success. |

**Barriers**

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the 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) [Section 1116].

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| **Count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Lack of Transportation | Parent Involvement Specialist will maintain training to utilize Title I vans |
| 2 | Language Barrier | Principal will provide a translator from the staff or school district for each subgroup needing assistance. |
| 3 | Transient Population | Due to the transient population at Success Academy we will work with parents who enter our school to form an extended relationship once their child returns to their sending school. |
| 4 | Lack of Economic Resources | Success Academy will coordinate with School Social Worker and Parent Involvement Specialist to help provide all economic needs for families. |

**Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

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| **Count** | **Content/Purpose** | **Description of the Activity** |