School Improvement and Parent & Family Engagement Plans

2019-2020

The Academy

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| Title1 logo January update.JPG |  |

# 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, 2019** .
4. Complete the SIP section (found at the end) when your school SIP is completed. (There is always an exception, isn’t there?)

Evaluation of

2018-2019 School Year PFEP

# BUILDING CAPACITY

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| **Content & Type of Activity** | **Number of Activities** | **Number of Participants** | **Impact on Student Achievement** |
| 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. | 2 OPen Houses | 100 total | Those that attend learn about Pathways and goal setting for the future.  |
| 1st Semester Orientations for all new students & parents | Orientations meeting for students/staffDuring the school dayOrientation for parents - evening | 25040 parents | Clear understanding of Academy student expectations. Sets a positive tone, motivates students to increase attendance and academic improvement |
| Fall Open HouseFamily Dinner Night Career & College Night  | 2 | 100 | Building relationshipsCommunity organizations with resources and informationReview school expectations |
| Muffins for Mom - Family Reading & Resource Center | Unable to do |  |  |
| Fall Festival | 1 | 150 | Build school culturePBIS Reward |
| Quarter 2Student Led Conferences &Credit Review | Unable to do |  |  |
| Fall Graduate Send Off | 1 | 150 | Celebrates graduating students and inspires undergrads to aspire to graduate |
| Fall Graduate Celebration | 1 | 300 | Diplomas givenStudent and guest speakers: perseverance, goal setting/achievingScholarships received |
| Spring Open HouseFamily Dinner Night Career & College Night  | 1 | 75 | Welcome new students. Review expectations, motivate students to improve attendance and academics |
| 2nd Semester Orientations for all new students & parents | 1 | 50 new students | Clear understanding of Academy student expectations. Sets a positive tone, motivates students to increase attendance and academic improvement |
| Donuts for Dad - Family Reading & Resource Center | Unable to do |  |  |
| Credit Review | 4 times per year minimum | 180 | Increased academic improvementIncrease student awareness of progressAwareness of what is needed to graduate. |
| Quarter 4Student Led Conferences | Unable to do |  |  |
| Spring Graduate Send Off | 1 | 150 | Celebrates graduating students and inspires undergrads to aspire to graduate |
| Spring Fling  | 1 | 150 | Build school culturePBIS Reward |
| Share information to assist or educate individual families using personal phone calls, emails and/or meetings. | School Website, facebook, calls homeEvery 3 weeks progress reports are sent homeNewsletter sent home (3 per year)Bulletin board information | 300 | Families and students are more aware of school functions and expectations |
| Disseminate FOCUS Parent Portal user and login information.  | 1 | 40-50 | Families left with printed flyer with directions to access FOCUS |
| Make the state standards, curriculum frameworks, graduation requirements and assessment information accessible to parents and students. | On school website | unknown | Information is available via the school website and upon request |
| Acceptance InterviewsStudent Enrollment Interview | On going | 1 per student entering The Academy | Students are accepted or rejected to a designated program.  |
| New Student Orientation | On going  | 1 per semester | Expectations reviewed with students |
| Parents are called by teachers / staff periodically to share student successes. | On going | As needed | Student/family/school relationships built, strengthened; positive mindset |
| Parent Engagement OrientationParent volunteers at school activities | Unable to do |  |  |
| Academy Family Engagement Team Meetings.(monthly) | 8 | 15/meeting | AFA meeting: receive Title I updates and support on best practices, Family Events, and documentation support |
| PFEP team involvement recruitment. | Not done |  |  |
| Field trips to colleges and military facilities | Colleges only 2-3 and FSW visits our campus | 8 students per visit | Increased post secondary plans |

# STAFF FAMILY ENGAGEMENT TRAINING SUMMARY

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| **Content & Type of Activity** | **Number of Activities** | **Number of Participants** | **Impact on Student Achievement** |
| Kagan | On going PLCModeling strategies at staff meetings | 4 | Increase student engagement in learningEngages different learning stylesIncreases student recall skillsIncreases staff pedagogy |
| Staff PFEP Training | Not done |  |  |
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**2018-2019**

**REVIEW**

**SCHOOL IMPROVEMENT PLAN GOAL**

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| **GOALS: 18-19 SIP** | **OUTCOMES & IMPACT ON STUDENT ACHIEVEMENT** |
| 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. | 4 Pathways: Military, Workforce, Trade School, College100% of Academy students exposed to post secondary options with an adult mentor for each pathway. Community resources/job opportunities provided. |
| 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. |  |
| 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. |  |
| Increase parents’ knowledge of student expectations both academically and behaviorally. | Staff met bi-weekly to discuss students on the Hot List (2 or more F’s, poor attendance). Students conferenced with teachers and parents were called. Most students earned their way off the Hot List within 3 weeks. |
| Organize a substance abuse parent/student group.  | N/A |
| Parenting classes for students and parents.  | 2 of our students completed the Teen Parenting program |
| 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. | At Open House event, parents  |
| Expansion of Parent Resources in the FR&RC room.  | Did not occur |
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# THE ACADEMY: OUR DEFINITION OF FAMILY ENGAGEMENT

How does your school define Family Engagement?

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| 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 experience. |

# FAMILY ENGAGEMENT 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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| The family engagement mission of The Academy is to reestablish a positive educational experience through relationships. |

# INVOLVEMENT OF PARENTS

* The school will involve the parents and families in 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.

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| 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. |
| * Monthly SAC meetings
* Quarterly family engagement events
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# 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]

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| Program | Coordination |
| Title I Annual Meeting  | ACA Students, Families & staff - dinner provided. (This meeting is done four 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 | AFA (Looking to greatly increase 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. |
| 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 (this is NO LONGER just Open House) and COMMUNICATION

* The school will provide timely information about the Title I programs.
* 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 and explanation of
	+ Curriculum used at the school
	+ Forms of academic assessment used to measure student progress
	+ Achievement levels of the Florida State Standards
* Description of the nature of the Title I program that is shared with parents.
* Description of how the meeting will cover school choice, and the rights of parents at the annual meeting.
* 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]
* Could be grade level meetings, SIP meetings, SAC meetings

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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 | Instructional Coach/Staff/Admin. | August 2019-May 2020 | Sign in Sheets, photos, Parent Completion of Event Evaluation |
| Coordinate Community partner involvement | Social Worker/Instructional Coach/Admin/Staff | September 2019 | Agency sign ins, photos, sample handouts. |
| Invite and encourage parents to attend Open House Title I Meetings two times per academic year. | Instructional Coach/Staff/Admin. | August 2019January 2020 | Sign in sheets, copies of photos posted in Newsletter and on Academy Website, Parent Completion of Event Evaluation  |
| Academy Orientation | Staff/Admin. | August 2019/ongoing throughout year | Sign in sheets, copies of photos posted in Newsletter and on Academy Website. |
| PASS Middle School Open House / Orientation | Staff/Admin. | August 2019/ongoing throughout the year | Sign in sheets, copies of photos posted in Newsletter and on Academy Website. Parent Completion of Event Evaluation  |
| Informational handouts | Instructional Coach/Staff/Admin. | August 2019January 2019 | Copies of handouts. |
| Communicating dates and times of meetings, family activities, and trainings. | Instructional Coach/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. |

# 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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| 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 2019-20 school year.During the recruIt 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/guardians 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 itment 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 PARENT AND FAMILY CAPACITY for 2019-2020

* 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.

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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 . At this time it would be explained ways to get involved in volunteering opportunities and how important it really is for student success. | Admin/Instructional Coach | PARENT ENGAGEMENTCOMMUNICATION | Ongoing | Sign insParent Evaluations |
| Orientations for all new students & parents | Instructional Coach/STAFF | PARENT ENGAGEMENTCOMMUNICATION | Ongoing | Attendance/Sign ins/photosIncreased graduation rates and increased parent involvement.Parent Evaluations |
| Fall Open HouseFamily Dinner Night | Instructional Coach/STAFF | PARENT ENGAGEMENT | Mid August | Attendance/Sign ins/photosParent EvaluationIncreased graduation rates and increased parent involvement. |
| Fall Festival | Leadership / Staff | PEER AND/OR FAMILY ENGAGEMENT ACTIVITY | October | Attendance/Sign ins/photosIncreased parent involvement.Parent Evaluations |
| Graduate Send Off | Leadership / Staff | PARENT ENGAGEMENT | mid DecemberMay | photosParent EvaluationsIncreased graduation rates and increased parent involvement. |
| Senior Night | ADMIN/STAFF | PARENT ENGAGEMENT |  | PhotosSign-in sheetsIncreased graduation rates and increased parent involvement. |
| Spring Open HouseFamily Dinner Night  | Instructional Coach/STAFF | PARENT ENGAGEMENT | Mid January | Sign ins/photosParent EvaluationsIncreased parent involvement. |
| Spring Fling  | Instructional Coach/STAFF | PARENT ENGAGEMENT | May | Sign ins/PhotosIncreased 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 ENGAGEMENTCOMMUNICATION | ongoing | Document/evidence Increased graduation rates and increased parent involvement. |
| Disseminate FOCUS Parent Portal user and login information.  | Staff/Admin | PARENT ENGAGEMENTCOMMUNICATION | Ongoing at new student orientation | Sign ins/photosParent EvaluationsIncreased 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 ENGAGEMENTCOMMUNICATION | ongoing | Increased graduation rates and increased parent involvement. |
| Acceptance Interviews | Admin. | PARENT ENGAGEMENTCOMMUNICATION | ongoing | Credit check with student/familyLogIncreased graduation rates and increased parent involvement. |
| Parents are called by teachers / staff periodically to share student successes. | Admin. / Teachers/ Staff | PARENT ENGAGEMENTCOMMUNICATION | ongoing | Increased graduation rates and increased parent involvement. |
| Academy Family Engagement Team Meetings.(monthly) | Instructional Coach | PARENT ENGAGEMENT | Monthly |  Sign insParent Evaluations |
| PFEP team involvement recruitment. | Instructional Coach/Staff  | PARENT ENGAGEMENT | March (PFEP is in April) | Attendance to PFEPParent Evaluations |
| Field trips to colleges and military facilities | Admin. / Teachers / Staff | COMMUNITY | ongoing | Attendance  |
| Mote Marine lessons at ACA | Teachers | COMMUNITY | monthly | Sign-in sheetphotos |
| CTC Shadow days | CTC Liaison | COMMUNITY | bi-annually | RostersPhotosschedule |
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#  BUILDING STAFF DEVELOPMENT for PARENT & 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]]

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| **Content and Type of Activity** | **Person(s) Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Staff PFEP Training | Instructional Coach | Parent/staff involvement | Sept. 2019Feb. 2020 | Increased awareness of what Title I is. Increase staff involvement. |
| MTSS | Admin | Parent?Staff involvement | bi-weekly | Learning on state assessments and increased graduation rate. |

# FAMILY SURVEY (Replacing the Action Plan)

Using your school survey results, choose a question from each topic listed below to address this coming school year.

**Family Efficacy**

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| **TOPIC: School Belonging**  |

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| **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  | All year long | Student attendance and discipline data |

**Learning Behaviors**

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| **TOPIC:Learning Strategies**  |

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| --- | --- | --- | --- | --- |
| **ACTIONS and ACTIVITIES** | **Person(s) Responsible** | **What needs to be completed?** | **Timeline** | **Evidence of Effectiveness** |
| Study Hall | Advisory Committee | Development of daily topics that cover all learning styles and addresses student grades, learning needs, and post-secondary outcomes | All year long | Learning gains on state assessments and increased graduation rate. |

**School Climate**

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| **TOPIC: School Safety** |

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| **ACTIONS and ACTIVITIES** | **Person(s) Responsible** | **What needs to be completed?** | **Timeline** | **Evidence of Effectiveness** |
| Student Contract | Jack Ham | Student contracts will be implemented to all new students during the mandatory new student orientation.  | All year long | Reduction in discipline data.  |
| 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 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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| 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, Family engagement newsletter and tab on school website as well as 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]

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# 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.

“*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]

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| 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 and Facebook. Letters inviting families to attend events are also mailed home.  |

# 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** |
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# 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).

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| **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 | Instructional Coach/Admin | on going 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 |
| Weekly Communication and availability of support staff | Two full time support staff members have been added to Academy (ESE Liaison and Instructional Coach) to assist in increased parent communication | Admin | Weekly/ongoing |

2019-2020

SCHOOL IMPROVEMENT PLAN GOALS

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| GOALS(anticipated in your 19-20 SIP) | How will this goal be communicated to families?  | How will families support this goal? |
| Increase graduation rate | Student orientationTitle One brochureWebsite | Promoting good attendanceAttending conferences/school eventsCommunicating with school staffChecking grades in focus |
| Increased learning gains in every content area | Student orientationTitle One brochureWebsite | Promoting good attendanceAttending conferences/school eventsCommunicating with school staffChecking grades in focus |

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]

THIS PAGE WILL BE AVAILABLE TO PRINCIPALS TO SIGN IN CRATE.

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~~Principal’s Signature~~ ~~Date Signed~~

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