

SOUTH TECH ACADEMY

Parent and Family Engagement Plan (PFEP) 2019-2020

I, Eileen Turenne, 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 involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds will be spent.
- The school will maintain a description of how the school carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA.
- The school will jointly develop/revise the Parent and Family Engagement Plan (PFEP) with parents and make the plan available to local community.
- The school will involve parents and families in the planning, reviewing and improving of the schoolwide program plan. The school will use the findings of the parent and family engagement plan review to 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 out of field..
- The school will provide each family with an individualized report about the performance of their child(ren) on the State assessments.

Signature of Principal or Designee

Date Signed

Mission Statement

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

Response: SouthTech Academy's goal of graduating students prepared for work, higher education and productive citizenship cannot be obtained without family engagement. Parents, families, and other caring adults must work with SouthTech Academy's faculty, staff, and administration as partners to ensure an environment where each student is a success story.

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 (ESEA Section 1116).

Response: Parents are invited and encouraged to attend monthly School Improvement Steer Committee (SISC) meetings, where both the academic and technical sides of students' education is discussed. Through these meetings, we create a strong, healthy partnership that develops high-impact policies and practices for student success presently and in their future endeavors. These policies and future goals of the school are highlighted in the School Improvement Plan and Parent/School compact. Parents are invited to attend these meetings via an email blast, advertisement through the school website, newsletters, and through posts on Twitter, Instagram, and Facebook. Although we reach out to all families, underrepresented families are strategically targeted to bridge the parental involvement gap and to obtain their feedback. Open Houses throughout the school year (approximately quarterly), informational parent meetings (approximately semi-annually), along with personalized teacher conferences upon request are also utilized to address the programs the school offers under Title I that meet the needs of students. These conferences allow the students' families to discuss academic progress at the school level in relation to school goals.

Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement programs and activities. Describe how the school will coordinate and integrate parent and family activities that teaches parents how to help their child(ren) at home (ESEA Section 1116)

count	Program	Coordination
1	Title I	SouthTech Academy works in conjunction with both the SouthTech LEA and Palm Beach County School District to improve the educational opportunities for all students.
2	Post-Secondary Planning	SouthTech Academy's school counselors coordinate parent nights centered on post-secondary planning. These include, but are not limited to, college and career fairs and FASFA/financial aid trainings. Local, traditional post-secondary institutions attend these events, along with vocational institutes, companies with school/community partnerships, and representatives from multiple branches of the armed forces.
3	Title I	Over 10% of Title I funds are utilized to keep parents/guardians informed about school programs through multiple mediums. Social media outlets and online initiatives have been implemented to communicate more effectively, a weekly school newsletter has been developed and a marketing/communications team has been established ensuring all schoolwide information is released in the most appropriate manner to all audiences.
4	Title I	SouthTech Academy holds quarterly open houses and parent workshops/meetings geared towards effective family engagement to support student achievement and close the academic achievement gap. Our SISC is a community open to all stakeholders, particularly parents and school leaders, which guides and coordinates parental involvement within the programs SouthTech Academy offers.
5	Academy Advisory Meetings	SouthTech prides itself on students being career-ready, thus success in a student's chosen academy is paramount. Academy teachers hold quarterly meetings for parents, where parents can get to know their teacher(s) further, get information about their student's progress, and meet with local business leaders in the academy's specific field to gain insight into their child's future career path. These meetings allow all stakeholders to make sure all opportunities are being taken advantage of and to make a plan for a student's education that ensures future success.

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), Adequate Yearly Progress, school choice, and the rights of parents.

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Distribute Parent's Right to Know Letter	Title I Coordinator	August 27, 2019	Letters were distributed to students in third period classes. Teachers returned a signed form indicating that the letters were distributed, and requesting letters in other languages as needed.
2	Distribute Invitation to Annual Title I Meeting/Meet the Teacher Night	Principal	August 28, 2019	An email, including a brief agenda, was sent to all teachers reminding them of the Annual Title I Parent Meeting/Meet the Teacher night. A sign-in sheet shows the high percentage of faculty/staff in attendance.
3	Parent Link	Principal	August 30, 2019	A parent-link phone call is made to all parents informing/reminding them of the upcoming annual Title I Parent Meeting. A parent-link report will show the number of parents reached.
4	Social Media Posts	Marketing Team	August 30 - September 4th, 2019	Posts on Instagram, Facebook, and Twitter remind parents of the upcoming parent meeting.
5	Website Notice	Website Master	August 12- September 4, 2019	The website hosts an active calendar describing the different parent meetings and events the school has planned.
6	Conduct Annual Parent Meeting	Title I Coordinator & Principal	September 4, 2019	The set agenda ensures all necessary points are covered, and parent sign-in sheets show participation. These sign-in sheets also provide a list of parents to follow-up with to encourage further parental involvement. In addition, key

				staff members, including the Principal and Title I Contact, give the presentation. This allows for the introduction of those staff members, and a chance for them to encourage parental involvement and contact.
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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 relate to parent and family engagement (ESEA Section 1116).

Response: SouthTech Academy's website has published a year-long calendar noting the different parent meetings and events the school will plan and design to meet the needs of the parents, students, and staff. These various meetings will enable parents to provide input on the development of parent and family engagement programs and participate in activities directly related to their child's achievement. Many meetings, particularly the academy meetings, will showcase effective partnerships between the school, community and Parent Workshops will be scheduled. If parents are unable to attend the meetings, the agenda, powerpoint, and a video of the meeting is available via the school website. In addition, the Title I contact's information (phone and email) is given to all parents, and contact regarding any questions and/or concerns is encouraged. Parents are able to request a personalized conference regarding their student at any time/date that is convenient for them. Home visits are made by student services when there are severe concerns regarding a student. Additional meeting times, topics and discussion items will be determined based on suggestions from the SISC Meeting on September 17, 2019, where revisions to this engagement plan will be made based upon input from parents and school leaders.

Building Capacity

Describe how the school will implement activities that will build the capacity for meaningful parent/family involvement. Describe how the school will implement activities that will build relationships with the community to improve student achievement. Describe how the school will

provide materials and trainings to assist parents/families to work with their children. Describe how the school will provide other reasonable support for parent/family engagement activities (ESEA Section 1116).

Count	Content & Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Parent Night/Meet the Teachers	Administration, Teachers	Parents are provided the opportunity to meet their student's teachers. This establishes a partnership and communication between teachers and parents, and also makes parents aware of what is expected from their student(s).	September 4, 2019 & January 28, 2020	Parents and teachers will sign-in, providing contact information to be used throughout the school year to keep parties abreast of any concerns.
2	College & Career Fair	Assistant Principal & School Counseling	Local colleges, universities, vocational schools, and companies will be showcased, showing parents and students different paths after high school. The ability to speak with these organizations in a small-group or individualized environment, along with training provided by SouthTech's school counselors, will increase awareness on where the student needs to go to reach their ultimate career goals.	September 24, 2019	There will be a sign-in sheet for parents, along with a brief evaluation survey to determine the effectiveness of the event. These surveys will be used for improvement in the future.
3	Parent	Academic	Acting as a mid-year	January 28,	There will be a

	Training	Coaches, School counselors	check, parents will be trained on strategies to help their student's continued success and/or strategies to increase achievement. Different academic assessments are discussed (SAT, ACT, EOCs, FSA Assessments) and the achievement levels that all students are expected to meet.	2020	sign-in sheet for parents, along with a brief evaluation survey to determine the effectiveness of the event. These surveys will be used for improvement in the future
4	SISC	SISC Chair/Assistant Principal	SISC meets monthly to discuss strategies to empower parents. These meetings allow administrators, parents, teachers, and other stakeholders to continually question, reevaluate, refine, and improve family engagement strategies and knowledge. This team will develop high impact strategies to be implemented throughout the school year to increase student achievement and accountability. In addition, these meetings allow relationships to be built and to examine student achievement in relationship to parent involvement.	Monthly meetings September-May	Sign-in sheets are provided every meeting. In addition, parental input is used to drive trainings, events, and other practices geared at helping parents help their child succeed. The end of year achievement summary determines what was done well, and what could be improved upon the following school year.

Staff Training

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

Count	Content & Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Title I Annual Faculty Meeting	Title I Contact	As teachers are educated about Title I and what is required under Title I, they can investigate their own practices. This investigation will lead to increased parental contact/involvement and student achievement. Knowing what the standards are and reiterating that we need to meet the needs of all students, especially our most at-risk students, will start a dialogue on how to best help the students not meeting state-level standards.	August 12, 2019	Teachers sign-in to the meeting, are provided an agenda, and have an opportunity to ask questions/raise concerns to the Title I coordinator. This ensures all teachers are trained on Title I before school begins.
2	Subject Area Training	Department Heads	Teachers and department heads work as a team to analyze data to	August - June Bi-Weekly	Sign-in sheets, agendas, records of data chats, and

			determine where students are, where they need to go, and how to get them there. This will provide a path towards success on standardized tests given at the end of the course, and develop a plan of effective instruction.		other data collection tools will be used to aid staff in helping those at-risk students move towards meeting state standards.
3	Updates to Employee Handbook	Principal/HR Manager	Ensuring a knowledge of school policies will increase effectiveness of teachers and staff, therefore increasing the effectiveness of the student's time at school	August 16, 2019	Employees will return a signed sheet acknowledging their receipt and understanding of the handbook.
4	Updates to Student Handbook	Assistant Principal/ Dean of Student Services/ SwPBS Team	Promoting a positive school climate will translate into a positive experience for all students while at SouthTech Academy.	August 22, 2019	Parents and students received a letter informing them that the student handbook is available online via the school website. Additionally, parents could request a hardcopy of the handbook in 4 different languages.
5	Teacher Induction Program	Assistant Principal/ BTAP Coordinator/ Teacher Mentors	To ensure quality instruction and teacher retention, all teachers new to SouthTech go through a teacher training program their first year. This provides a supportive community where teachers learn, develop, and discuss	August - June	Classroom walkthroughs & visits provide valuable feedback on policies and instructional techniques. Mentor observations and

			strategies to make their classrooms effective learning environments.		meetings allow teachers to ask questions to an experienced teacher to gain their insight and grow in their profession. Competency verification forms monitor the progress and growth of teachers.
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Other Activities

Describe how 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).

Response: Weekly newsletters sent-out via an email blast highlight the goings-on of SouthTech Academy so students stay informed. In addition, Parent-Link phone calls inform parents of upcoming trainings and parent nights. Teachers use Remind and Google Classroom to keep parents up to date on their classroom, and SIS is used for parents to easily track their students grades/assignments in a particular course along with performance on state and national assessments. These tools allow parents to be accountable for the achievement of their student(s), and engage in appropriate activities to help their student(s) be successful.

Communication

Describe how the school will provide timely information about the Title I programs. 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. Describe how, if requested by parents, 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). Describe how the school will submit parents/families comments if the schoolwide plan is not satisfactory to them.

Response: At the Annual Meeting on September 4, 2019, parents are informed of school-wide programs to aid students. In addition, parents are informed of state-wide assessments that must be passed in order to graduate and to prove proficiency in a subject matter. Before these assessments occur, teachers conduct mini-assessments, which show where the students are and where they students need to grow. These results are communicated to students and parents via data chats. If requested, parents can hold a conference with teachers and administrators at their convenience to develop an educational plan to best fit their student's needs, ensuring their success in the course and the mastery of necessary content. Grades are updated weekly (at a minimum), and report cards are issued 8 times a year to ensure parents are aware of their student's standing. Information is also communicated on an on-going basis through the school website, Twitter, Instagram, Facebook, newsletters, email blasts, SISC Meetings and Governing Board Meetings. Comments from the discussion of the school-wide plan and parent family engagement plan will be documented in the meeting minutes throughout the school year. Unsatisfactory comments can be submitted to the Assistant Principal or Title I Coordinator via email or phone.

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.

Response: Spanish, Portuguese, and Creole language facilitators are available for all conferences, phone calls, and other communications. Parent's Right to Know Letters are distributed in the language spoken at home, as indicated by a survey given to every student. In addition, Parent-School Compacts, Parental Involvement Training Invitations, School-wide Improvement Plans, Student Handbooks and other important information are translated into the parent's native language. Information is delivered to parents via the school website, social media, automated telephone calls, newsletters, and email blasts. When requested, every effort

will be made to accommodate the needs of parents with disabilities so they will receive all of the necessary information with regards to school and their child's progress in school. Advocacy and family support for all programs are offered through South Tech's School Counseling Department.

Discretionary Activities

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

Home visits by the dean of student services are conducted when there are issues of attendance. In addition, home visits are used to interview the families of migrant students if they are unable or unwilling to come into the school. These interviews ensure that migrant students receive full and appropriate opportunities to meet the same challenging state academic content and student academic achievement standards that all children are expected to meet. In addition, these interviews help the dean and the parent liaison to design programs to help migrant children overcome educational disruption, cultural and language barriers, social isolation, various health-related problems, and other factors that inhibit the ability of such students to succeed in school. Parents/Guardians unable to attend meetings due to transportation issues are provided with a bus pass or, if their home is not accessible by bus, will be provided a ride through a rideshare company such as Uber.

Barriers

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

Count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Work Schedules	Videos and informative information

	(economically disadvantaged)	presented at the meetings will be posted online. Parent scheduled conferences, with flexible meeting times, are encouraged.
2	Language Barrier (limited English proficiency)	All important documents will be provided in 4 languages (English, Spanish, Creole, and Portuguese). In addition, language facilitators and student volunteers will be available at meetings/informational sessions for translation purposes.
3	Transportation issues (economically disadvantaged)	Bus passes and other transportation (such as ride-share companies) will be provided to parents unwilling to obtain transportation to parent nights and/or conferences.