

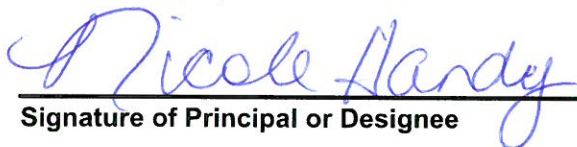
## SOUTH TECH PREPARATORY ACADEMY

### Parent and Family Engagement Plan (PFEP) 2019-2020

I, Nicole Handy, 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 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.

#### Parental Involvement Mission Statement (Optional)

**Response:** The mission of SouthTech Prep Academy is to encourage, assist and involve parents in regular meaningful communication in regards to students' academic learning and other school activities ensuring that they are full partners in their child's education.

#### 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 of SouthTech Prep Academy are invited to attend School Improvement Steering Committee (SISC) meetings and Governing Board Meetings via email, school website, posted announcements and newsletters. Open houses and teacher conference also utilized in order to address Title 1 programming and the needs of the school. Parents are given the opportunity to provide input for the Title 1 budget and how funds are spent through the SISC meetings. Parents/guardians will be consulted in the development of the SIP, PFEP, and the School/Parent Compact.

## 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 teach parents how to help their child(ren) at home [ESEA Section 1116]

count	Program	Coordination
1	Title I	SouthTech Preparatory Academy will aligns with District to improve the education opportunities for all students
2	Title I	Guidance counselor will maintain continuous verbal and written communication to equip parents with the knowledge and tools necessary to help students at home
3	Title I	Title 1 funds are utilized to keep parents/guardians informed about school programs through multiple mediums.
4	Title I	SouthTech Preparatory Academy (STPA) will offer Open Houses and Parent Workshops/Meetings geared towards increasing parental involvement and academic achievement of students.
5	Academy Advisory Meetings	Parents of STPA are encouraged to SISC and the School Advisory Committee (SAC), and attend monthly Governing Board Meeting. These meetings include teachers and various local business leaders involved with the Career Clusters

## 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 Invitations	Title I Parent Liaison	August 26, 2019	Sign-in Sheet
2	Website Notice	IT	August 28, 2019	Visit the website
3	Conduct Annual Meeting and Items of Discussion	Title I Contact	August 28, 2019	Sign-in Parent Evaluation/Feedback

## 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:** All parent notices/flyers will be sent in English, Spanish, Creole, and Portuguese. Family Involvement meetings will be held at flexible times. Title I funds will be used to purchase incentives, such as refreshments and childcare to increase parental involvement. Parent workshops will be scheduled. Time, topics and discussion items will be determined based on suggestions from the SISC meeting on September 11, 2019.

## 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 and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Parent Night	Administration, Teachers	Parents meet teachers and receive course syllabus and class rules.	August 28, 2019	Sign-in Sheets
2	Fall Parent Training	Administration, Teachers	Parent training will be provided	October 23, 2019	Sign-in Sheets
3	Parent Training	Administration, Teachers	Strategies will be provided to parents to increase parental awareness, academic support.	Fall, 2019 and Spring, 2020	Sign-in Sheets and Evaluations
4	SISC	SISC Chair	SISC meets to discuss strategies to empower parents to guide students in attaining higher levels of achievement.	Monthly meetings	Sign-in Sheets
5	PTO	Administration, Parents	Parents will have an opportunity to volunteer on campus and gain a better understanding of how to directly help their child succeed.	Ongoing	Documentation of Parent Volunteers

## 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 and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Title I Annual Faculty Meeting	Julie Williams Federal Grants and Support Administrator	Communicate the importance of parental communication on student achievement.	August 5, 2019	Sign-in Sheets
2	Parent Contact Plan	Gustavo Guzman Parent Liaison	Increase support system for students by increasing parents to school communication.	August 28, 2019	Sign-in Sheets

3	Parent Involvement Training	Denise Beattie - Assistant Principal	Promote parents involvement strategies.	October 2018 through May 2020	Sign-in Sheets and Evaluations.
4	Faculty Anti-Bullying Meeting	School Counselor	Eliminate bullying that could negatively impact students achievements.	Fall, 2019	Sign-in Sheets
5	SWPBS	Lakilya Johnson	School Wide Positive Behavior Program.	Fall, 2019	Sign-in Sheets
6	ESE Sensitivity Training	Kristie Vullo - ESE Contact	Increase awareness to ESE needs.	Fall, 2019	Sign-in Sheets

## 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:** South Tech Prep Academy has established a parent resource room for information and tools focused on increasing student achievement as well as providing information which parents can access with regards to outside community resources that are available. Computers, software, and other supports are available for parent use.

## 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:** South Tech Preparatory Academy will host Annual Meetings which will inform parents of the total school-wide program and assessments. Also, information will be communicated on an ongoing basis through, Progress Reports, Mid-Terms, Report Cards, Newsletters, SISC Meetings, Governing Board Meetings, and the School Website. Comments from discussions will be documented in the meeting minutes.

## 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:** STPA will provide Advocacy and family support are offered through our Guidance Department and supported by Administration. There are language facilitators available for all meeting with parents and information is disbursed in English, Spanish, Creole and Portuguese. When there are requests, every effort will be made to accommodate the needs of parents so they will receive all the necessary information with regards to school and their child's development in school.

## 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.)

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training	Parent training offered in the fall to provide literacy strategy training for parents	Denise Beattie	Increase ELA proficiency	June 2020
2	Training parents to enhance the involvement of other parents	Parent Liaison reaching out to parents individually to encourage participation and to recruit other parents.	Gustavo Guzman	Increase parent support of student learning	June 2020
3	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at	Parent conferences, meetings, and trainings offered at various times. Meals provided if applicable	Gustavo Guzman	Improved reading and math performance	June 2020

## 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	Language barrier (limited English proficiency)	Bilingual employee in the role of parent liaison and send home communication in four languages.
2	Communication	Increasing our efforts to secure emails and other contact information.

