

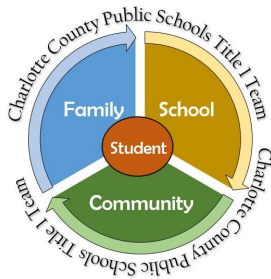
School Improvement and Parent & Family Engagement Plan

2021-2022

The Academy

Approval Date:	Mid Year Review Date:	End of Year Review Date:


----- TITLE i TEAM USE ONLY -----



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.

DISSEMINATION OF PFEP AND SCHOOL/FAMILY COMPACT TO STAKEHOLDERS

 Create a document on your school letterhead that states HOW your school PFEP and Compact will be shared with families, staff, and community. Remember to include strategies for electronic sharing, hard copy sharing, and community notification for PFEP availability. Remember, a copy needs to be in both Title I binders (one found in the Front Office and the other in the Family Reading & Resource Center). **This documentation will be uploaded to Crate.**

INVOLVEMENT OF PARENTS

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

 Evidence of involving parents and families in planning, reviewing and improvement of Title I programs, including involvement in *decision making* of how funds for Title I will be used **will be uploaded to Crate.** Evidence can be SAC and/or PTO meetings, emails sent to and received from parents. Remember to include dates, agenda, minutes, sign-in sheets, and notes for the documentation in Crate.

ANNUAL PARENT MEETING and COMMUNICATION

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

- A. Describe the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school's Title I program.
- B. Description and explanation of
 - a. Curriculum used at the school
 - b. Forms of academic assessment used to measure student progress
 - c. Achievement levels of the Florida State Standards
- C. Description of the nature of the Title I program that is shared with parents.
- D. Description of how the meeting will cover school choice, and the rights of parents at the annual meeting.
- E. If parents request, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren).
- F. The school will submit parents/families comments if the schoolwide plan is not satisfactory to the parent/family. [ESEA Section 1116]

	Annual Title I Meeting(s) Activities/Tasks	Person(s) Responsible	Timeline	Evidence of Effectiveness
A	Plan Title I Annual Meeting and Open House Meetings (2 times per year) / Family Dinner / Presentation and parent/family input collected	Lead teacher/Staff /Admin.	Aug 2021 Dec. 2021	Sign in Sheets, photos, Parent Completion of Event Evaluation
B	Coordinate Community partner involvement - collaborate with community partners and gather their input	Social Worker/Lead teacher/Admin/Staff	ongoing	Agency sign ins, photos, sample handouts.
C	Invite and encourage parents to attend Title I informational Meetings/Family Dinner / Presentation two times per academic year.	Lead teacher/Staff /Admin.	Sept 2021 Jan. 2022	Sign in sheets, copies of photos posted in Newsletter and on Academy Website, Parent Completion of Event Evaluation
D	Academy New Student Orientation - highlights Title I in the presentation	Staff/Admin.	ongoing	Sign in sheets, copies of photos posted in Newsletter and on Academy Website.
E	Information on the curriculum used at The Academy, how students are assessed to measure their academic progress , and their achievement levels of the Florida State Standards are shared with our students and families at the new student orientation through a detailed powerpoint.	Admin/Lead Teacher	ongoing	Sign in sheets Powerpoint
F	PASS Middle School Open House / Orientation - highlights Title I	Staff/Admin.		Sign in sheets, copies of photos posted in Newsletter and on Academy Website. Parent Completion of Event Evaluation
G	Informational handouts on resources available to families, how to access Focus to monitor grades,	Lead teacher/Staff /Admin.	ongoing	Copies of handouts.
H	Communicating dates and times of meetings, family activities, and training.	Lead teacher/Staff /Admin.	ongoing	Auto calls, Remind App., flyers, newsletters, website.
I	School connects calls to remind of upcoming events.	Principal/Admin	Prior to each event.	Auto calls/voicemail messages left.

J	SAC meetings - collaborate with students and families to encourage their participation in sharing their suggestions and participate in decisions related to their education.	Principal/Lead teacher	ongoing	Sign in sheet Agendas Meeting minutes
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FLEXIBLE PARENT MEETINGS

- How the school offers a flexible number of meetings, such as meetings in the morning or evening.
- How the school provides, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement. [ESEA Section 1116]
- Virtual participation and/or recorded meetings for later viewing with the opportunity to respond.

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

BUILDING PARENT AND FAMILY CAPACITY for 21-22

- 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 workshops and materials that empower parents/families to work with their child(ren).
- The school will provide other reasonable support for parent/family engagement activities.
- The school will support the Family Reading and Resource Center as a place of learning for families and strengthening parent advocacy skills.
- Identify the Type of Family Engagement your activity is and identify that as part of the 1st column. This will help you be aware of the types of activities you are offering.
 1. Parenting
 2. Communication
 3. Volunteering
 4. Learning at Home
 5. Decision Making
 6. Collaborating with the Community

Family Capacity Building: Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness	Number of Attendees
2 New Student & Parent Introduction to Title I. At this time it would be explained ways to get involved in volunteering opportunities and how important it really is for student success.	Admin/Lead teacher	PARENT ENGAGEMENT COMMUNICATION	Ongoing	Sign-in Parent Evaluations	
2, 3 Orientations for all new students & parents	Lead teacher/STAFF	PARENT ENGAGEMENT COMMUNICATION	Ongoing	Attendance/Sign-in/photos; Increased graduation rates and increased	

				parent involvement; Parent Evaluations	
2,6 Fall Title One Family Dinner Night	Lead teacher/STAFF	PARENT ENGAGEMENT	Mid August	Attendance/Sign ins/photos;Parent Evaluation Increased graduation rates and increased parent involvement.	
6 Fall Festival	Leadership / Staff	PEER AND/OR FAMILY ENGAGEMENT ACTIVITY	October	Attendance/Sign ins/photos Increased parent involvement. Parent Evaluations	
2 Graduate Send Off	Leadership / Staff	PARENT ENGAGEMENT	mid December May	photos;parent evaluation; increased grad rates, increased parent involvement.	
2 Senior Night	ADMIN/STAFF	PARENT ENGAGEMENT	October April	Photos Sign-in sheets Increased graduation rates and increased parent involvement.	
2,6 Spring Title I Information Night Family Dinner Night	Lead teacher/STAFF	PARENT ENGAGEMENT	January	Sign ins/photos Parent Evals Increased parent involvement.	
6 Spring Fling	Lead teacher/STAFF	PARENT ENGAGEMENT	May	Sign ins/Photos Increased graduation rates and increased parent involvement.	
2, 4 Share information to assist or educate individual families using personal phone calls, emails and/or meetings.	Staff/Admin.	PARENT ENGAGEMENT COMMUNICATION	ongoing	Document/evidence Increased graduation rates and increased parent involvement.	
2, 4 Disseminate FOCUS Parent Portal user and login information.	Staff/Admin	PARENT ENGAGEMENT COMMUNICATION	Ongoing at new student orientation	Sign ins/photos Parent Evaluations Increased graduation rates and increased parent involvement.	
2, 4 Make the state standards, curriculum frameworks,	Admin./ guidance	PARENT ENGAGEMENT	ongoing	Increased graduation rates	

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

BARRIERS

- Describe the barriers that hindered participation by parents during the previous school year.
- Describe the steps the school will take during the upcoming school year to overcome these barriers (with particular attention paid to parents/families who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, or are parents /families of migratory children).

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

BUILDING **STAFF CAPACITY** for PARENT & FAMILY ENGAGEMENT

- How is your school nurturing the staff's skills with Family Engagement?
- Describe the STAFF development activities the school will provide to SUPPORT the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in the **value and utility of contributions of parents/families.** [ESEA Section 1116]
- Describe the STAFF development activities the school will provide to SUPPORT the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in **how to reach out to, communicate with, and work with parents/families as equal partners.** [ESEA Section 1116]
- Describe the STAFF development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with **the assistance of parent/families, in implementing and coordinating parent/family programs, and in building ties between parents/families and the school.** [ESEA Section 1116]

Building Staff Development for Family Engagement: Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Staff PFEP Training	Lead teacher	Parent/staff involvement	Sept. Feb.	Increased awareness of what Title I is. Increase staff involvement.

MTSS	Admin	Parent/Staff communication	bi-weekly	Learning on state assessments and increased graduation rate.
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FAMILY SURVEY

Using your school survey results, choose areas to address this coming school year.

TOPIC: FRIENDLINESS OF FRONT OFFICE STAFF

QUESTION: They answer the phone in a way that makes me feel glad I called.

ACTIONS and ACTIVITIES	Person(s) Responsible	What needs to be completed?	Timeline	Evidence of Effectiveness
Share data with FO staff	Admin	Meeting with FO staff to go over survey results	All year long	Survey results
Hold monthly FO meetings	Admin	Strategies/training on FO etiquette	Monthly	Survey results

TOPIC: COMMUNICATION

Question: My child's teacher lets me know if my child is having a problem with behavior.

ACTIONS and ACTIVITIES	Person(s) Responsible	What needs to be completed?	Timeline	Evidence of Effectiveness
Share survey data with teachers	Lead teacher	Meeting with teachers to go over last year's survey results	September 2021	Survey results
Share FOCUS documentation tab	Lead teacher	Collaboration meeting to share with staff where the documentation tab is listed	September 2021	Survey results

Behavior Tracking Form/Communication log	Lead teacher	Collaboration meeting with staff to share best practices for communication with parents	Ongoing	Survey results
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TOPIC: STUDENT PROGRESS

Question: My child's teacher and school give me useful information about ways to meet graduation requirements.

ACTIONS and ACTIVITIES	Person(s) Responsible	What needs to be completed?	Timeline	Evidence of Effectiveness
Increase social media presence	Staff	Information shared with persons in charge of each social media outlet	Ongoing	Survey results
Make bi-annual newsletter available on website and social medial outlets	Staff/Newsletter sponsor	Newsletter sponsor meets timeline created by admin, then share with senior sponsor and lead teacher	Bi-annually	Survey results
Invitations to graduate parent night meeting sent out 2 weeks prior	Senior sponsor	Receive the most updated graduation list prepared by admin 2 weeks prior to event	Bi-annually	Survey results
Designate front office lobby space strictly for graduation information	Lead teacher	Materials gathered to create inviting and accessible bulletin board-type area	Ongoing	Survey results
Upload PASSPORT to FOCUS	Guidance/Data	Passport will be completed by student and guidance/liaison	Bi-annually	Survey results

COMMUNICATION

- ❑ The school will provide timely information about the Title I programs.
- ❑ The school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain.
- ❑ If parents request, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren).
- ❑ The school will submit parents/families comments if the schoolwide plan is not satisfactory to the parent/family. [ESEA Section 1116]

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

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

ACCESSIBILITY

- ❑ Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families.
- ❑ Describe how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand.

“to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.” [ESEA Section 1116]

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

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

PFEP & Parent/School Compact

MID YEAR REVIEW 2021-2022

TO BE COMPLETED IN JANUARY **MARK IT ON YOUR CALENDAR;**)

DATE:

ATTENDEES & ROLES

TAMI TECH: TEACHER

PAPA PAUL: PARENT

ABBY ACTION: ADMIN

AGENDA

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

2021-2022 PFEP Mid-Year REVIEW

1. UPDATES
 - Successes
 -
 - Challenges
 -
 - Add data to PFEP tables

2. NEW IDEAS

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3. THOUGHTS FOR 2022-2023 PFEP

-

COMPACT NOTES

4. UPDATES

-

NEW IDEAS

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

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ACTION ITEMS

- 1.