

School Improvement and Parent & Family Engagement Plan

2022-2023

The Academy



ANNUAL PARENT MEETING and COMMUNICATION

	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 2022 Dec. 2022	Sign in Sheets, photos, Parent Completion of Event
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.	Aug 2022 Jan. 2023	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.
	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

	PASS Middle School Open House / Orientation - highlights Title I	Staff/Admin.	August 2022	Sign in sheets, copies of photos posted in Newsletter and on Academy Website. Parent Completion of Event
	Informational handouts on resources available to families, how to access Focus to monitor grades,	Lead teacher/Staff/Admin.	ongoing	Copies of handouts.
	Communicating dates and times of meetings, family activities, and training.	Lead teacher/Staff/Admin.	ongoing	Auto calls, Remind App., flyers, newsletters, website.
	School connects calls to remind of upcoming events.	Principal/Admin	Prior to each event.	Auto calls/voicemail messages left.
	ACA 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

FLEXIBLE PARENT MEETINGS

The Academy will offer our meetings on 2 different days and different times, with both meetings, in-person and virtually will be available to best accommodate our parents and increase the likelihood of their engagement.

BUILDING PARENT AND FAMILY CAPACITY for 22-23

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 Meeting & 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 Awards & Graduate Send Off	Leadership / Staff	PARENT ENGAGEMENT	mid December May	photos;parent evaluation; increased grad rates, increased parent involvement.	
2 Grad Night	ADMIN/STAFF	PARENT ENGAGEMENT	November 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, graduation requirements and assessment information	Admin./guidance	PARENT ENGAGEMENT COMMUNICATION	ongoing	Increased graduation rates and increased parent involvement.	

accessible to parents and students.					
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	September	Attendance to PFEP Parent Evaluations	
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

Barrier	Steps to Overcoming Barrier	Persons Responsible	Timeline
Awareness of events	Calendar of events are posted on Academy website and social media outlets; Calendar copies are available in the front office and are handed out at all Family Engagement meetings	Lead Teacher/Admin	ongoing throughout year
Parent work schedules	We offered multiple different time sessions for orientation and there are several time slots available for student interviews and parent conferences as well; Our Awards program was changed to occur during school day and saw an increase in attendance.; Family Engagement meetings are offered at different times on different	Staff/Admin	Ongoing throughout year

	days, as well as offered virtually.		
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

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.

FAMILY SURVEY

TOPIC: Student Progress
QUESTION: I am provided with useful information about ways to improve my child's progress.

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: Student Progress

Question: I use Focus to monitor my child's grades.

ACTIONS and ACTIVITIES	Person(s) Responsible	What needs to be completed?	Timeline	Evidence of Effectiveness
FOCUS training opportunities during Family Engagement Meetings	Lead Teacher	Instructional video and hand-outs	Quarterly	Survey results

TOPIC: Family Engagement

Question: I am aware of opportunities such as family workshops and family engagement events that show families how to help their children at home.

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/Newslette r sponsor	Newsletter sponsor meets timeline created by admin, then share with senior sponsor and lead teacher	Bi-annually	Survey results

COMMUNICATION

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. The Academy also has a Remind account where reminders and information is shared with families. Families can also communicate with admin.

ACCESSIBILITY

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, and Remind app. Letters inviting families to attend events are also mailed home.