

2024 – 2025 Parent and Family Engagement Plan

Success Academy

School

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



2024 – 2025 Parent and Family Engagement Plan

School Name	Success Academy
LEA	Leon County Schools

I, Amy Alvis, 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 be governed by the statutory definition of parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101, ESEA; as amended by ESSA.
- Involve parents/families of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent.
- Jointly develop/revise with parents the school parent and family engagement plan, distribute it to parents of participating children, and make available the parent involvement plan to the local community.
- Involve parents and family members in an organized, ongoing, and timely way, in the planning and review, of the school parent and family engagement plan.
- Use the findings of the parent and family engagement policy to review and design strategies for more effective family engagement, and to revise, if necessary, the school's parent and family engagement plan.
- If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan to the local educational agency.
- Provide to each parent an individualized student report about the performance of their child (ren) on the state assessment in ELA, Math and Science.
- Provide each parent timely notice when their child has been assigned or been taught for (4) four or more consecutive weeks by a teacher who has not completed the criteria for state certification.
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

Signature of Principal

Date Signed

Mission Statement

Parent and Family Engagement: Mission Statement (Optional)

Response:

The mission of Success Academy is to create a unique and adaptable educational environment that will meet the needs and aspirations of our students. Students will be provided opportunities to access the curriculum at an accelerated pace and to recover from academic deficiencies. We strive to assist students in reaching their highest potential and achieving the goal of earning high school diplomas. We will create partnerships between students, parents, community and the school. We will promote the development of a community of life-long learners ready to be successful both academically and professionally.

Engagement 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 parent and family engagement will be used [Sections 1116].

Response:

Success Academy will involve parents in an organized and ongoing planning, review, and improvement of the Title I programs, to include a parent survey during the annual Open House and Title I meeting. Such involvement will include, but not limited to, the planning, review, and improvement of the school parent engagement plan. This plan, which will outline how the school, parents, and students will share responsibility for ensuring parent engagement and student achievement. The School Advisory Council (SAC) will serve as an integral party to the planning, review, and modifications of the parent engagement plan. The SAC will also approve the parent engagement budget as well as the school improvement budget. The discussions that occur in SAC meetings (held bi-monthly) will be valued, evaluated, and acted upon.

Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I- Part C, Title II, Title III, Title IV, and Title V [Section 1116].

Count	Program	Coordination
1	Title I Open House –	Success Academy and SAC will engage parents in activities that provide parent resources for wrap around services as well as school wide curriculum updates.
2	Title I Parent Resource Room	A parent resource room with computers, age appropriate books and flyers for wrap around services will be maintained in the front office for parents to utilize.

3	Title I Flyers and communications through FOCUS/ Social Media	Parents will be notified of any school update in writing through student distribution, social media (Facebook), and FOCUS emails.
4	Title I, Part D Relational Restorative Practices	In accordance with LCS District approved resiliency curriculum, restorative practices with an emphasis on non-violent communication will be used campus-wide. Training will be provided to faculty & staff. Such communication strategies will be utilized to counteract conflict upon students, parents, and staff.

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 (school-wide or targeted assistance), Adequate Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1116]. ***Include translated version of all documents.***

Steps	Annual Title I Meeting(s) Activities/Tasks	Person(s) Responsible	Timeline	Evidence of Effectiveness
A	Determine date for Annual Title I Meeting	Principal, Assistant Principal	August/ September 2024	
B	Prepare presentation, handouts, and agenda	Principal, Assistant Principal	August/ September 2024	Copy of: presentation, handout, agenda
C	Create notification informing families of the meeting (include translated versions)	Principal, Assistant Principal	August/ September 2024	Copy of: notification
D	Create sign-in sheet "Annual Title I Meeting" (include school name; date; location; time; parent/guardian's name; student name(s); phone number; email address; and role) and create evaluation	Principal, Assistant Principal	August/ September 2024	Copy of: sign in sheets, survey results
E	Distribute initial meeting notifications at least three (3) weeks prior to the meeting date	Principal, Assistant Principal Media Specialist Tech Con	At least three (3) weeks prior to the meeting	Copy of: notification, survey results
F	Distribute notices via various platform i.e. website; social media; marquee; Parent Portal; Remind, student agenda book	Principal, Assistant Principal Media Specialist Tech Con Teachers	One (1) week prior to the meeting	Copy of: notification, survey results
G	Conduct meeting and record minutes	Principal, Assistant Principal	August/ September 2024	Copy of: sign in sheets, agenda, minutes, survey results
H	Provide opportunities for feedback	Principal, Assistant Principal	August/ September 2024	Copy of: Parent Feedback forms, survey results

I	Complete and upload required documentation for compliance to SharePoint folder	Parent Liaison Compliance Contact	By September 30, 2024	Copy of: notification, agenda, minutes, sign in sheets, presentation, handout, survey results
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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 how will the school provide with Title I funds, transportation, childcare, or home visits, as such services related to parent and family engagement [Section 1116].

Response:

Success Academy will offer a flexible number of days/times of day for parent meetings. The meetings will be advertised in the following manner: social media, flyers home to parents, school marquee, school website, and FOCUS emails. School Advisory Council meetings and various school programs (awards night, school spirit week, monthly school themes, etc) will also be advertised in this manner to enhance parent engagement. Career and Academic Fairs will be held in the afternoons, and parent meetings related to graduation will be held in the mornings and afternoons.

Building Capacity

Describe how the school will implement activities that will build the capacity for strong parent/family involvement, in order to ensure effective involvement of parents and to support a partnership among the school, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement. Include information on how the school will provide other reasonable support for parent/family engagement activities under [ESEA Section 1116].

Family Capacity Building: Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
School Orientation	Principal, Assistant Principal	A stronger parent/student/teacher relationship will enhance student achievement.	On-going	Completed agreement PowerPoint Handouts Parent survey
Open House/Annual Title I Meeting	Principal, Assistant Principal	An engaged parent will increase student achievement and positive student behavior.	By September 30, 2024	Number of parents that sign in. PowerPoint Handouts Parent survey
Academic Parent Portal letters	Principal, Assistant Principal	An engaged parent will increase student	Ongoing	Number of parents signed up for the parent portal. Parent survey

		achievement and helps student to stay on track.		
Parent Resource Room in front office	Principal, Assistant Principal	A stronger relationship between school and home helps to alleviate barriers to academic success	Ongoing	Number of parents who sign in to use the parent resource room. Parent survey Climate survey
Volunteer Opportunities	Volunteer Coordinator	Parents, university volunteers, and business partners volunteering throughout the school day and during parent engagement activities will support student growth.	Ongoing	Number of mentors, volunteers, and their hours of volunteering
ASPIRE Career Z Challenge	Principal, Assistant Principal, Guidance, Program Specialist	Events to increase parent awareness of school activities	January 2024	Number of parents that sign in. Parent survey Climate survey
Council on the Status of Men and Boys	Principal, Assistant Principal	To increase student and parent awareness of gang violence and other issues facing our community	Fall 2023/ Spring 2024	Agenda Handouts Increase community support Activities Number of Students attending Parent survey Climate survey
Donuts and Discussion	Principal, Assistant Principal, Guidance, Program Specialist	Events to increase parent awareness of school activities.	February 2024	Number of parents that sign in. Parent survey Climate survey

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 parent/families, in the value and utility of contribution of parents/families. Describe how the school will reach out, communicate with and work with parents/families as equal partners. As well as implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116].

Staff Capacity Building: Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Annual PFE Training	Administration, Parent Liaison	Staff will be equipped with strategies designed to foster, strengthen, and improve	By September 30, 2024	Parent survey results PowerPoint

		communication with families.		
Relational Restorative Practices	Principal, Assistant Principal	Faculty & staff will focus on building relationships in order to deescalate situations allowing students to continue to engage in the learning environment.	2024-2025	Referral Data Student Course Grades and Completion Climate survey
Faculty Meetings/ Progress Monitoring Meetings	Principal, Assistant Principal	Provides professional developments for teachers as it relates to students and families on the topics of students' achievement, whole child development, safety, effective forms of communication, communicating behavior information with parents, and on sharing district requirements with parents.	Monthly	School Climate Survey, Student Data, progress monitoring assessments
SAC Meetings with virtual option	SAC Chair	All stakeholders are involved in joint decision making to ensure improvement of student achievement.	Quarterly	Agendas, Sign-in Sheets Handouts Parent survey Feedback forms
Multi- Tier System Support	Principal, Assistant Principal / MTSS Coordinator	Target interventions and needs for at risk students.	Weekly	Agendas, Sign-in Sheets Student Data Climate survey
Non-Violent Communication Training	Principal, Assistant Principal	Teacher Students and parents engaged in training to teach communication from a non-judgmental stance.	Weekly	School Climate Survey Restorative Sessions Parent survey

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [ESEA Section 1116].

Response:

A parent resource room with computers, age appropriate learning resources and books, and flyers for wrap around services will be maintained in the front office for parents to utilize. The desired impact is for the parent to holistically feel supported by the school. In turn a stronger relationship between school and home will occur.

Communication

Describe how the school will provide the following under [ESEA Section 1116].

- Provide a description of how parents/families will be given timely information about the Title I programs.
- Describe and explain the curriculum at the school, the forms of academic assessment used to measure student progress and the achievement level standards the students will obtain.
- If requested by parents, how will the school provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- Methods the school will use to submit parents/families comments if the school-wide program plan is not satisfactory to the parents of participating children, that will be made available to the local education agency [ESEA Section 1116].

Response:

Parents will receive notice in multiple ways (targeted phone calls, Mail-outs, etc.). Items will be made available in the parent resource room, through newsletters/flyers, social media, school marquee, and the school web page. Parents and families will receive this information in an ongoing manner throughout the school year. More specifically information pertaining to the Title I programs will be provided to families during the Annual Title I Meeting held in conjunction with Open House (examples include parent/teacher communication methods, parent letters from the Florida Department of Education and school district, School Advisory Council agendas and meeting dates, and district academic progression manuals). Parent feedback is collected via Parent Feedback forms.

Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families and how the school plans to 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:

Parents with disabilities will be regularly invited to attend all parent engagement activities and school activities. If support is needed to accommodate a disability, appropriate arrangements will be made by the school. Interpreters will be made available upon formal request by parent. Parents may, at any time, request language translation services.

Discretionary Activities (Optional)

The Parent and Family Engagement Plan includes the following discretionary activities that the District, in

consultation with parents, chose to undertake to build parents' and families' capacity for engagement in the school and school system to support their children's academic achievement.

Count	Content/Type of Activity	Description of Implementation Strategy	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline
1					
2					
3					
4					

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1116].

Barrier	Steps to Overcoming Barrier	Persons Responsible	Timeline
Parents who work and are unable to attend meetings due to their work schedule	Information will be shared in the following ways: flyers, letters, telephone calls, school marquee, social media, FOCUS, and email. Parent engagement events will be offered at different times throughout the year. Virtual meeting options will be available upon request.	Principal, Assistant Principal, Dean of Students, Media Specialist	Information will be distributed before events.
Parents do not have consistent transportation	Virtual meeting options will be available upon request.	Principal, Assistant Principal, ESE Teachers, Guidance Counselors	After request, virtual meeting options will be set up before event date.

Provide 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)? [Section 1116].

Response:

Success Academy will diversify our parent night offerings and increase the number of opportunities for parent workshops/activities beyond two. Success Academy will also modify our meeting schedules based on parent feedback.

Evaluation of the Previous School Year's Parent and Family Engagement Plan

Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1116]. **Include participation data on the Title I annual meeting.**

Count	Content and Activity Type	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Open House	1	46	Increased parent/student engagement
2	Career Fair	1	160	Connecting and engaging students and their families with community resources, career paths, and other available options post high school.
3	Council on the Status of Men and Boys	5	11	Community resources. Community violence prevention
4	Non-Violent Communication Trainings	2	38	Community Resources, Increased student performance, teacher/student/parent engagement/ School Climate

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1116 (e)(3)].

Count	Content and Activity Type	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Faculty Meetings	9	21	Increased student performance
2	Non-Violent Communication Training	32	8	Increased student performance, teacher/student/parent engagement/ School Climate

Evidence of Input from Parents/family members

Evidence of parent input in the development of the plan. (SAC agenda, sign in sheets, minutes and other documents with parent input).

Submit Parent and Family Engagement Plan with principal signature.

Parent-School Compact

Note: As a component of the school-level parent and family engagement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116(d)].

Submit Parent-School Compact with principal signature.

Evidence of Parents/family members in development of Parent-School Compact

Note: As a component of the school-level parent and family engagement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116(d)].

Evidence of parent input in the development of the compact.



Success Academy Parent - Student Compact

The Success Academy students and parents agree that this compact outline how the parents, the entire school staff and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

School Responsibilities

The School will:

1. Provide high- quality curriculum and instruction in a supportive and effective learning environment that supports children in meeting the State Standards student academic achievement standards.
2. Provide parents with frequent reports on their children's academic and behavioral progress. In each classroom, we will provide progress reports through Parent/ Teacher conference, samples of student work, updates on reading, writing and math assessments. We will initiate a parent contact at the first signs of a pattern of behavior that interferes with student learning.
3. Set high expectations for staff, students achievement and committing to recruit, retain and train qualified staff. Also, highlight/prepare ways that the parent can advance the learning environment at home.
4. Provide parents opportunities to volunteer and participate in their child's school, as defined by grade level teams.
5. Provide parents reasonable access to staff.

Parent/ Guardian Responsibilities

We will support our children's learning in the following ways:

1. Establish routines to support my child's success in school:
 - Appropriate bed time
 - Monitor attendance
 - Homework and reading
 - Nutrition
 - Grooming and hygiene
2. Communicate the significance of success in school and its relationship with success in life.
3. Volunteer throughout the school year.
4. Ensure that my child attends school on a regular basis and arrives to school on time.
5. Make sure that my child's homework is completed and returned to school on time.
6. Stay informed about my child's education and communicate with the school by promptly reading all notices from the school or district received and respond as appropriate

Student Responsibilities

We will share the responsibility to improve our academic performance and the achievement of State's high standard. Specifically, we will:

1. Attend school regularly and arrive to school on time.
2. Complete all daily homework and return to school on time
3. Adhere to the School Code of Conduct.
4. Be responsible for all information and communication sent home from school.
5. Consistently plan a portion of every day for an uninterrupted reading time and /or homework.

Parent(s): _____ Date: _____

Student: _____ Date: _____

Principal: _____ Date: _____