

# ALEE ACADEMY CHARTER SCHOOL

## Title I, Parent and Family Engagement Plan

2020-2021

### Part A:

I, Robin Valentino, 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 parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

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Signature of Principal or Designee

Date Signed

## Mission Statement

### Parental Involvement Mission Statement

**Response:** Alee Academy Charter High School's Mission:

The purpose of Alee Academy is to provide at-risk and former dropout students the opportunity to complete their high school course work, develop vocational skills, gain employment, and earn a high school diploma. Credit recovery and the Performance Based Diploma Option program are the two opportunities afforded through a non-traditional learning environment. Alee believes that all students can achieve excellence in a positive and challenging educational environment that stimulates their interest, channels their energies, and develops their abilities. Recognizing the individual strengths and intrinsic worth of all students, the staff will provide specific skill development opportunities for all students to increase self-confidence and achieve self-discipline.

The staff of Alee believes that "If you treat someone the way he is, he will remain as he is. If you treat someone the way he could be and ought to be, he will become what he could be and ought to be."

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## 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 [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:**

Parents are involved in the planning, reviewing, and improvement of Title 1 programs including how parent involvement funds are used through the school's SAC. The SAC meets monthly with time on the agenda to review the implementation of the Title 1 programs. During the Spring SAC meeting, members evaluate and/or revise the parent involvement plan in addition to making plans for the upcoming year's parent involvement funds.

Parents play an important role in supporting their child's education. Alee Academy Charter High School's faculty and staff will encourage parents to be actively involved in their child's education through the following:

- Serve on the parent advisory council to collaborate on school-based decisions
- Attend multiple parent meetings
- Attend on campus events such as Family Nights that are scheduled quarterly
- Opportunities for learning at home
- Opportunities for collaboration with the community
- Volunteer on campus and for other school functions

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## Coordination and Integration

Describe how the school will coordinate and integrate parental involvement 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 VI [Section 1118(e)(4)].

count	Program	Coordination
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1	Individuals with Disabilities Education Act	Alee Academy collaborates with the district's ESE to ensure that parents of students with disabilities have the opportunity to participate in parent involvement programs and activities. Supplemental instructional support provided by Title 1 will be discussed with parents during the initial interview for enrollment as well as other IEP meetings scheduled throughout the school year.
2	Title 1 Part A	Our Title 1 paraprofessionals will coordinate with the Site Administrator to develop a schedule for students identified as needing assistance in their classes and will be in direct communication with the parents outlining ways parents can support their child(ren) at home. The Site Administrator and paraprofessionals will ensure that the Parents Right to Know letters are mailed to parents.
3	Title 1 Part A	Our school counselor will coordinate with the district's Homeless Liaison to provide resources and assist parents of homeless students to participate in parent involvement programs and activities.

## 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), Adequately 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 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda, handouts, and/or presentation materials that address the required components	Site Administrator	September	Copies of agenda, presentation, handouts, and sign in sheets
2	Develop invitations	Title 1 Paraprofessional	September	Flyer with date
3	Advertise event	Site Administrator	September	Copy of the flyer posted on social media (Facebook) and school website. School messenger system used to inform parents via phone and email.
4	Maintain documentation	Site Administrator	September-May	Title 1 binder; communication with Stacy Williams; Title 1 online filing system.
5	Flexible times of meeting	Leadership team	September-April	Agendas, sign in sheets

## 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 related to parental involvement [Section 1118(c)(2)].

### Response:

We will schedule our parent meetings on various days of the week and during evening hours. We will also offer opportunities for parents to visit the campus for hours extending from early afternoon to early evening. We are also considering taking our parent engagement activities into the communities to be closer to our students and their families in hopes of gaining more parent participation.

## Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. 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 [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Open House	Leadership Team, Teachers, Staff	Parents will be provided with copies of teacher expectations and course syllabi to increase student achievement.	August 2020	Parent participation, sign-in sheets
2	Title 1 Annual Meeting	Leadership Team, Teachers, Staff	Parents will be provided with information on how to access Skyward. Parents will learn about the curriculum, assessments, the school's participation in Title 1, their rights to be involved so they can assist their child.	September 2020	Advertisements, agenda, sign-in sheets
3	College and Career Expo	Alee Academy Staff	Parents and students will receive information regarding various careers and the importance of having a high school education to assist them with jobs in their future.	January 2021	Sign-in sheets, advertisement, parent/student survey
4	Family Nights	Alee Academy Staff	Parents will have opportunities to meet with teachers to learn more about their student's progress in the classrooms. Teachers will provide the parents with suggestions on how to help their student at home.	Three times per year (quarterly)	Sign-in sheets

## Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Teaching students with disabilities	ESE School Specialist	Effective communication with parents for assisting students with disabilities.	August 2020	Agenda & staff sign in sheet
2	MTSS	District Level Personnel or MTSS personnel at the school level	Providing academic and/or behavioral interventions for Tier 2 and Tier 3 students and their parents.	August 2020	Agenda & staff sign in sheet
3	Mental Health Trainings	School Counselor	Improve mindset of our instructional staff to encourage student engagement in the classrooms. This also will benefit the communication between the instructional staff and parents.	September 2020 and April 2021	Agenda & staff sign in sheet
4	Classroom Management	Administration	Focusing on the positive will increase student motivation as well as academic performance.	August 2020-May 2021	Decrease in referrals as well as increased academic achievement

## 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 [Section 1118 (e)(4)].

### Response:

Parents can reach out if there is a need such as food and clothing. We partner with local churches to stock our food pantry and bring in gently used clothing items. Parents are encouraged to attend school events and contacted using multiple methods. Food is provided at school events so families can share a meal together. The school-wide call out system is used for weekly updates of the events or other important news. We will also utilize our school social worker to assist families in need.

## Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1118(c)(4)(C)]; and
- If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

**Response:**

During Alee Academy's scheduled Title 1 parent and family engagement meetings, the Title 1 program(s) will be discussed. Parents will receive handouts identifying the curriculum, academic assessments used to measure student progress, contact information for their child's teacher, instructions utilizing Skyward and APEX where parents can access student homework, grades, and test scores as well as the ability to ask teachers questions on their students' performance in class. Invitations will be given for parents to participate in SAC/PAC meetings, which will afford them a greater opportunity to participate in their child's education. Minutes from those meetings will document parental input regarding comments/suggestions.

**Accessibility**

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

**Response:**

Alee Academy parents will be notified through the school website and automated phone system regarding all scheduled meetings related to Title 1. Flexible meeting times will be offered to accommodate our working families. All notifications will be translated in Spanish. Translators will be provided upon request. The school complies with the American's With Disabilities Act. The hard copy of the Title 1 Plan, the Parent Involvement Plan, the School Improvement Plan, and Compact are available in the front office.

**Discretionary Activities**

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and				
2	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 [Section 1118(e)(7)];				
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];				
4	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences	Annual Title 1 Meeting, parent/teacher conferences	Administration, Faculty, School Counselor	Student achievement will increase due to increased parent knowledge.	On-going

	between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];				
5	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and				
6	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].				

**Attach Evidence of Input from Parents to develop the Parent and Family Engagement Plan**

***\*Family survey completed at open house – uploaded to Title 1\****

**Attach Evidence of Input from Parents to develop the School/Parent Compact**

***\*SAC meeting minutes - uploaded to Title 1\****

Evaluation of the previous year's Parental Involvement 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 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Open House	1	115	Parents will become more involved with their child's education if they have the correct information regarding classroom expectations and classroom syllabi.
2	College & Career Night	1		Parents and students will learn about higher educational opportunities for after high school to be able to make educated decisions that are in the student's best interest. <i>This event did not occur last year due to the COVID-19 school closure as it was scheduled after Spring Break.</i>
3	Title 1 Annual Meeting	1	25	Informing parents of how our school will utilize Title 1 funding to best serve the needs of our students.
4	Senior Parent Night	1	20	Parents of 12 <sup>th</sup> grade students that expect to graduate will be given a copy of their student's portfolio which includes their current # of credits, GPA, and status for graduation. This meeting was also held for parents to learn more about our graduation ceremony and other events for graduating seniors.
5	Human Trafficking Awareness Event	1	15	Parents and members of the community gathered to learn about human trafficking and the impact it has on our community and our students. Guest speakers included members of the Lake County Sheriff's Office and representatives from Haven House of Lake and Sumter Counties.

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### 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 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Teaching students with disabilities	1	14	Effective communication with parents for assisting students with disabilities will increase the SWD's performance academically & behaviorally.
2	Classroom Management	1	14	Focusing on the positive will increase student motivation as well as academic performance.

### 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 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Transportation	We plan to find a venue in the surrounding cities to conduct our meetings so those parents with transportation issues will be able to be involved and learn how they can support their student.