



**2024-2025
Title I Part A
Parent and Family
Engagement Plan**

2024-2025 TIPA Parent and Family Engagement Plan

School: SPA Title I Contact: Carmen Melendez

1. Enter your school's mission statement.

The mission of Sumter P.R.E.P. Academy is to establish a culture that fosters a safe learning environment for all levels of learners, provides instructional leadership for classroom instruction, and build positive relationships with all stakeholders. Our mission is to build a commendable culture.

2. Provide a summary of activities provided during the previous school year that were designed to build capacity of parents to help their children [Section 1118(e)(1-2)]. Include participation data on the TIPA Annual meeting.

Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
Orientation/Title 1 Annual Parent Meeting	1	55	Welcome students and families to the school and encourage them to increase parent and student familiarity with the school campus, school wide expectations and teachers before the first day of school.
Parent Breakfast Club	6	25	Every 4 to 6 weeks we will hold a PBIS Breakfast Club which will be sponsored by a community business/member. During the Breakfast Club, we will review student data with the student, parent, and other individuals who are involved in the student's life. There will also be support from the zoned school liaison and other district administrators.
Parent Advisory Council (PAC)	2	2 (up to 50 per district)	Two meetings in the Fall and Spring where parents are invited to participate: In the development, implementation, and evaluation of the Title I Program

			<p>In the Title I School-wide Plan</p> <p>In the school's Parent and Family Engagement Plan (PFEP)</p> <p>In the determination of the funds used for the Parent and Family Engagement.</p>
PPG Reconnect	15-21 x semester	30	<p>Prevention Partnership Grant (PPG) RECONNECT is a culturally appropriate substance abuse prevention program targeted to youth grades 6 to 12 who may be at risk or currently under the influence of substances. PPG Reconnect program uses both a Middle School (grades 6 to 9) and High School (9 to 12) LifeSkills Training (LST), an evidence based substance abuse prevention curriculum. PPG Reconnect is dedicated to strengthening supportive relationships both within the home and in the community by guiding at-risk youth and their families to effective substance misuse recovery-oriented programming.</p>
Parent Science Night	1	10	<p>We will hold family science night to reinforce concepts that the students learned in the classroom. Science Night is great planned activity to get parents, siblings, and grandparents engaged in their student's learning in the classroom. Not only will a science or STEM night give families a chance to see what their kids are learning, but it can also help them take an active role in supporting their learning at home. Students will enjoy involving their families by showing off their work and performing some activities or mini-labs while sharing interesting concepts.</p>

Parent Breakfast and Science Day	1	25	Parent Breakfast to discuss transitioning data paired with science kits and science book resources to ensure parents engage with their student's science classes.
----------------------------------	---	----	---

3. 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 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)].

The Sumter PREP Academy's main barriers are the following:

- a) Only one alternative education school for the entire county including South and North End. The parents in the North End have about 30 to 45 minutes drive to our school in comparison to the South End. Parents residing in the North End state that their main reason for not attending is lack of transportation or funds to pay for gasoline.
- b) Our school parent's population is economically disadvantaged including Exceptional Student Education (ESE).
- c) English Language Learners (ELL) have limitations in literacy in terms of reading comprehension and cultural insensitivity. Parents of ELL students often speak only Spanish.
- d) Parent obligations with other younger siblings.
- e) Our students are being raised by grandparents who are not versed in technology.
- f) Limited Wi-Fi Signal.
- g) Lack of nutrition and personal hygiene.

To overcome these barriers the following measures will be instated:

- a) For parents who are unable to attend, the resources will be sent electronically via the Parent Square app. Also, whenever possible parents will have the option to join sessions via TEAMS, or by phone call.
- b) Having in mind our parents and guardians, our communications will be written in plain, simple English, for Spanish Speakers and Readers home communications will be sent in Spanish, and a translator will be on site. In addition, Parent Square automatically translate to their preferred language. Thus, parents/guardians are able to receive our communications in their home language.
- c) We will consider other school's and community calendars when we schedule parent's activities.

- d) The activities below will be planned to address constantly the new barriers and to discuss specific strategies.
- e) Send paper copy versions of the electronic materials home.
- f) We provide students Wi-Fi with a portable My-Fi device.
- g) We provide hygiene bags for parents, students, and siblings to remove that barrier. Our PBIS Breakfast is not catered and is instead home-cooked.

Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
Faculty Meetings	10	All Teachers	All faculty meetings will have an assigned time to go over with the instructional staff how to overcome parent obstacles and strategies for our Sumter PREP Academy students.
Administrative Data Reviews	25	2	Both school leaders will plan parent events and discuss strategies to involve parents largely.
Email Communication	Many	All Teachers and Staff	Electronic Communications through Outlook will be utilized with instructional and non-instructional staff To have better understanding of parent obstacles and strategies to overcome it.

4. Involvement of Parents: Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of TIPA programs including in the decisions regarding how funds for parental involvement will be used. [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Sumter PREP Academy recognizes the value of parent/guardian input into their children's educational goals. Therefore, Sumter PREP Academy will encourage parents' and families' school involvement. Families and parents are essential to assist student learning. Therefore, parental input is imperative.

Parent school climate surveys are used to Plan and Enhance the School Improvement Plan (SIP). The surveys are sent to parents in late February and March. The results of parental input surveys are used to plan, review, and improve all aspects of the school including TIPA.

Sumter PREP Academy parents/guardians are encouraged to participate in decision-making via the school advisory committee (SAC). The SAC makes decisions on how the TIPA funds are used for the betterment of our student.

Sumter PREP Academy has created Title I and SAC flyers, and the Sumter PREP Academy Monthly Newsletter. The intention is to share important announcements to keep our families informed. To disseminate the information faster, we will send these flyers and newsletters via email, Parent Square, and the school website as any other communication avenue.

5. **Coordination & Integration:** Describe how the school will coordinate and integrate parent 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 programs, public preschool, Title, Part C, Title II, Title III, Title IV and Title IV [Section 1118(e)(4)].

The following programs had been created and promoted by Sumter PREP Academy. The aim is to integrate parent involvement programs to assist their student at home.

Program	Coordination
Training and Trades	Community Employers provide Internships to Sumter PREP Academy Students during Summer. These students are able to obtain important job experiences to include in their resumes. In addition, students have the opportunity to be signed in. Thus, they will be able to obtain an employment after the Summer experience has concluded.
GED Programming	Adult Education for families who need to obtain an equivalent to a High School Diploma.
Spanish to English Classes	Adult Education for ELL families who are not proficient nor fluent in English.

6. **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 TIPA program, the nature of the TIPA programs (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 1118(c)(1)].

The annual parent meeting was held on last Friday September 13th, 2024 during a Parent Breakfast. The meeting aimed to share important Title I information including Sumter PREP Academy budget and discussed the use of the funds. In addition, we encouraged the parent participation for the School Advisory Committee (SAC).

Activity/Task	Person Responsible	Timeline	Evidence of Effectiveness
Orientation	Principal and Assistant Principal Intern	August	Sign-In Sheets
Title I Annual Meeting	Assistant Principal Intern	September	Sign-In Sheets
Student Advisory Council (SAC) Meetings	SAC Chairman Carmen M. Melendez Beltran	Quarterly	Sign-In Sheets
School Newsletter	Assistant Principal Intern	Monthly	Distribution of Print and Parent Square Electronic Notifications
PBIS Parent Breakfast Club	Administration, Faculty and Staff	Monthly	Sign-In Sheet
Notification via School Website	Website Director – Assistant Principal Intern	On-going	Website
Parent Square Notifications	Assistant Principal Intern	On-going	App Log
	Title 1 Contact	Each Semester	Distribution of Print

7. Annual Parent Meeting: What is the date of your annual TIPA meeting?

The date of the Annual TIPA meeting was Friday, September 13th, 2024.

8. Annual Parent Meeting: Attach evidence of your annual TIPA meeting including sign-in sheets, agendas, fliers, etc.

Evidence was uploaded in the Title I shared folder. Originals are found in the Title I binder kept in my office.

9. 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 TIPA funds, transportation, child care, or home visits, as such services related to parent involvement [Section 1118(c)(2)].

Sumter PREP Academy will accommodate parent and family involvement by selecting different days of the week for each planned activity. In addition, our meetings will be offered in the afternoon, evening, and night to accommodate the working schedule of most parents. If a parent cannot attend the scheduled meeting, the information will be shared via Parent Square and on the school's website/district website. Information will also be sent home with the students at dismissal. Letters will be delivered to the bus drivers and/or parents in the carline. The Orientation Day for 6th to 12th grade and the Title 1 Annual Parent meeting is hosted to introduce parents to our school expectations, transitioning goals, scholar handbook, Title 1 essential information, and volunteering opportunities, and opportunities to join the School Advisory Committee and to allow parents to meet our faculty. During the Annual Title I meeting, the information shared included: What is Title I, Additional Information, Parent Engagement and SAC, how can parents participate in a Title I school, Parent Communication and Parent Resources. In addition, of our two main activities at the start of the school year, Sumter PREP Academy engages with parent throughout the school year with the following activities: the Parent Breakfast Club, the SAC, and Science Family Day.

10. Building Capacity: Describe how the school will implement activities that will build the capacity for strong parent 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)].

The following activities were planned to build the capacity for strong parent involvement:

Content/Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
6 th to 12 th Grade Orientation	Administration	Welcome new students & families, increase familiarity with new school	Fall	Sign-In Sheets & pictures
Title 1 Annual Parent Meeting	Assistant Principal Intern	Discuss the importance of parent involvement and engagement for a Sumter PREP Scholar to successfully transition	Fall	Sign-In Sheets & and presentation shared

Parent Breakfast Club	Administration	During the Breakfast Club, we will review student data with the student, parent, and other individuals that are involved in the student's life.	Fall and Spring	Sign-In Sheets & pictures
Parent Volunteers	Volunteer Coordinator	Parents will be involved in student activities to help increase/create understanding of the importance of parental involvement.	Monthly	Participation in events; Climate surveys
Science Family Day	Science Team/Administration	Designed to build relationships between teachers, parents and students, and strengthen parent and family engagement in science exploration and discovery.	Fall & Spring	Sign-In Sheets & pictures

11. Building Capacity: 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)].

To assist families and guardians in improving their academic achievement, parents will be informed on how to use Skywards to check on their students' grades, attendance, and discipline. Also, parents/guardians will receive monthly information about Title 1,

Community Resources, Testing, Graduation, and Promotion among other important topics. All planned parent engagement activities will share important information to ensure our Sumter PREP Academy students are able to succeed in academics while striving for a positive RAAAP.

12. Attach evidence of the materials and training provided to help parents work with their child to improve their child's academic achievement [Section 1118(e)(2)].

Evidence has been uploaded to the shared folder for SPA Title I. Three pieces of evidence already uploaded are the PowerPoint for Title I Annual Meeting and the Parent Newsletters for August and September.

13. Provide a summary of professional learning 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)].

Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
Faculty Meetings	10	All Teachers	All faculty meetings will have an assigned time to go over with the instructional staff how to reach out and communicate with parents in a 3:1 ratio (3 positive phone calls per each negative one) for our Sumter PREP Academy students. The staff is required to submit phone logs to show that they work with parents as equal partners
PLC	10	All Teachers	Professional learning activities for the staff geared into Danielson's Framework, Unpacking Standards, LFS and Disciple among other important topics.
PBIS	10	All Staff	PBIS Tiers, expectations and celebrations to instill a positive education program.
Administrative Data Reviews	25	2	Both school leaders will plan professional learning activities for the staff. The goal is to establish a partnership relationship between parents/guardians and teachers/staff.
Email Communication	Many	All Teachers and Staff	Electronic Communications through Outlook will be utilized with instructional and non-instructional staff to build ties between the parents and the school. In addition, the Parent Square App will be used to share communications.

14. Staff Training: Describe the learning 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)]. *

Content/Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Admin PLC	Administration	Building a partnership relationship between parent/guardian and teacher.	Monthly	Walk-through data; Peer teacher observations; Positive Phone Calls Logs
Teacher Led PLC	Administration, Teachers	How to reach out a parent/guardian and build a positive relationship between the teacher and the parent/guardian.	Monthly	Walk-through data; Peer teacher observations; Positive Phone Calls Logs
School Website, Parent Square App	Administration	Increased communication	On-going	Greater communication & participation in to all school activities.

15. Building Capacity: Include information on how the school will provide other reasonable support for parent involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

Sumter PREP Academy continues to provide support to parents geared to parent involvement activities. Future parent engagement activities and parent training include:

- Science Family Day
- Parent Breakfast Club
- Students Awards
- Students Celebrations

16. Staff Training: Attach evidence for question 13, 14, 15. (Agenda, materials and sign in sheets.)

Staff Training takes place during faculty meetings, PLCs, and School Advisory Committee where most of our staff members traditionally attend. Meeting agendas, sign in sheets and materials will be uploaded in the building capacity folder.

17. 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)].

Sumter PREP ACADEMY offers various informational days to orientate students and their families about our school's expectations and vision. Our goal is to engage parents in the student's academics while reinforcing positive behaviors. In all of our parent engagement activities, our families will have the opportunity to know more about our school programs, expectations, and requirements that allow students to transition back to their zoned schools. The activities planned are Science Day, and Parent Breakfast Club.

18. Communication: How will the school provide parents of participating children the following: timely information about TIPA 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)]; if the school wide program under Section 1114(b)(2) is not satisfactory to parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the school district [Section 1118(c)(5)].

At Sumter PREP Academy, we encourage and support parents by completing the following activities and/or meetings.

- Newsletters/Fliers/TIPA Handouts
- School Website/Social Media Announcements
- Parent Square or E-mail Correspondence
- Parent Teacher Conferences
- Administrative Parent Conferences
- Distribution of District Parent Guide and Bill of Rights
- Report Cards/Midterms
- Reflecting Academic Progress

- ESE Mainstream Feedback/ IEP Reports
- IEP/504 Annual Meetings
- BIP meetings
- CST meetings
- Distribution of Individualized State/District Assessment Data Reports
- Title I Annual Meeting
- Quarterly SAC Meetings
- In-home conferences via MS Teams or Phone Conferences

Other Communication: Parent & Family Engagement Monthly Newsletter

19. Accessibility: Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English, 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)].

Sumter PREP Academy will utilize Skyward, the school newsletter, the school website and the school's marquee sign at the front of campus to share information related to school and parent programs, meetings and other activities.

Student forms sent home via school bus drivers or via staff members at the car line. All forms related or concerning meetings are available in several languages, bilingual staff members are available. In addition, there is a Spanish hotline that is available for translation to assist parents when needed. The school district's parent liaison contact will assist us when needed as well. In addition, the assistant principal intern is able to help parents that speak Spanish or Italian if needed. Also, we have a staff member that speaks Portuguese.

20. Discretionary Activities: Check all discretionary school-level parental involvement policy components the school plans to implement this school year.

- Training parents to enhance the involvement of other parents.
- Maximizing parent involvement and participation 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 conferences at school.
- Developing appropriate roles for community-based organizations and businesses, including faith-based organization, in parent involvement activities.

21. Collaboration: Please describe how you develop appropriate roles for community-based organizations and businesses, including faith-based organization, in parent involvement activities

We have developed different roles tied to the community. We have partnered with many businesses and community-based organizations such as the Villages Noon Rotary, United Way of Sumter and Lake, ValuTeachers, among others who support the school and the staff. To involve faith-based organizations, at the beginning of the school year, the National Night of Prayers was organized and held throughout the district. We outreached the First Baptist Church in Bushnell to partner and plan future activities. For the upcoming year, all faith and community-based organizations and business events will be held throughout the school year.

22. Drawing Conclusions from Parent Meetings and Climate Surveys: What does input gathered from parents tell us about instruction, communication, and parent involvement in your school's Title I program?

Below you will find the data obtained from last school year parent climate survey:

2023-24 Sumter PREP Academy Parent Climate Survey Results

Criteria	Raw Score	Percent
Communication: Open communication occurs among parents, teachers and administrators.	4.29	85.8
Parent Involvement: Parents are encouraged to become involved in school activities and school improvement.	4.14	82.8
Instruction: The school provides all students the learning activities, strategies and resources needed to perform well.	4.33	86.6

Drawing Conclusions from Parent Meetings and Climate Surveys

Instruction, 4.33	Our hiring of teachers was intentional. We made sure that all teachers are certified for the subjects that they are teaching. In addition, we will modify instruction based on the student's needs. Collaboration and small group instruction are the key to success.
Communication, 4.29	The communication rating improved from the previous school year. We increased the parent communication by utilizing Remind (now Parent Square) and updating periodically the school website.

Parent Involvement, 4.33	Improvements have been observed, and we had great participation and involvement for the parent breakfast. However, for the science night there was a low participation. Therefore, this school year, we will hold breakfast instead to have a Science Day.
--------------------------	--

23. Drawing Conclusions from Parent Meetings and Climate Surveys: How can your school improve services in the areas of instruction, communication, and parent involvement based on parent input?

Drawing Conclusions from Parent Meetings and Climate Surveys

Instruction	To continue improving, we plan to monitor and evaluate instruction. This school year the student collaboration is one of our focus areas. Collaboration at SPA, will be the focal point of our instructional strategies per LFS. This focal point will be supported by school based professional development and professional learning communities. Focusing on collaborative instructional strategies will increase student engagement.
Communication	To improve parent and teacher communication. We are now using various channels of communication to keep parents and families connected with school and the community. These channels include Parent Square, the school's website, automated phone calls, etc.
Parent Involvement	To help improve parent participation, we are continuously using the communication channels to share valuable information. We will also continue with our Parent and Family Engagement monthly newsletter.

Principal Signature: James C. Peasey Date of Approval: 9/30/24