



School Name: LINCOLN-MARTI CHARTER SCHOOL LITTLE HAVANA Loc. #: 5025

Principal's Name: Barbara Sanchez

Hereby certifies that all facts, figures, and representations made in this plan are true, correct, and consistent with the statement of assurances. 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 the Parent and Family Engagement (PFE) Program. All records necessary to substantiate these requirements will be available for review by appropriate District, State and Federal staff for a minimum of five (5) years. 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. This Parent and Family Engagement Plan (PFEP) has been jointly developed and agreed upon by stakeholders (i.e., staff, families, community members, etc.) in compliance with Title I, Part A, Federal funding regulations. The school will adhere to the plan of action for parent and family engagement activities throughout the academic year and will ensure its transparency of efforts by providing communication to parents and families in multiple languages, flexible meeting times, needs-based workshops, and accommodations to parents and families with special needs. Additionally, the school will disseminate this document in multiple languages and make it accessible by making it available on our school's website. The school will also ensure that this PFEP is aligned to the School Improvement Process (SIP) for the current school year.

PARENT AND FAMILY ENGAGEMENT PLAN 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;

Engage the parents and family of children served in Title I, Part A, in decisions about how Title I, Part A, funds reserved for parental involvement are spent [Section 1116(a)(3)(b)];

Jointly develop/revise with parents and family the School-level PFEP, distribute it to parents of participating children, and make the plan available to the local community [Section 1116 (b)(1)];

Engage parents and family, 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-level PFEP and the joint development of the schoolwide program plan under Section 1116(c)(3);

Use the findings of the Parent and Family Engagement Plan review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's Parent and Family Engagement Plan [Section 1116(a)(E)];

If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents and family of participating children, the school will submit parent comments with the plan when the school submits the plan to the Local Educational Agency (LEA) [Section 1116(b)(4)];

Provide each parent and family with an individualized student report about the performance of their child on the State assessments [Section 1112(e)(1)(B)(i)];

Provide each parent and family timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned [Section 1112(e)(1)(B)(ii)]; and

Provide each parent and family timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1112 (e)(1)(A)].

Signature of Principal or Designee

Date Signed

This plan is aligned with Section 1116 of the Every Student Succeeds Act



MISSION STATEMENT (Click in the Grey Area of the Meeting Date and Timeline Columns for Direction)			
To enhance parent and family engagement, access, and advocacy in order to build parents' and families' capacity for stronger parent, family, school and community engagement, in support of measurable improvement in student achievement.			
The Title I School-level PFEP is a shared responsibility, parents and family members will provide input in the update and review of the PFEP and assist in providing high quality instruction for all learners, as follows:			
Focus Area	Evidence	Meeting	Meeting Date
The School-level PFEP is a shared responsibility.	The school will provide an overview of the PFEP and make it available to all parents for input and review, and ensure that it is jointly developed with, agreed upon by all stakeholders.	Title I Annual Meeting	10/02/20
	The school will present the final approval of the PFEP for input and review from all stakeholders.	EESAC Meeting	10/07/20
Focus Area	Evidence	Timeline	
Parents/families will assist in providing high quality instruction for all learners.	School-Parent Compact	8/24/20 - 6/09/21	
	Monitoring attendance		
	Monitoring homework completion		
	Participation in decisions relating to the child's education		
INVOLVEMENT OF PARENTS (Click in the Grey Area of the Meeting Date Column for Direction)			
The school will involve parents and family members in an organized, and timely manner in the planning, reviewing, and improvement of Title I Schoolwide Program including involvement in decision-making of how supplemental funds for Title I will be used, as follows:			
Focus Area	Evidence	Meeting Name	Meeting Date
Parents and families' engagement in the planning, reviewing, and improvement of Title I Schoolwide Program.	During the Title I Annual Parent Meeting, parents and families will be encouraged to provide input in the planning, review and improvement of the Title I Schoolwide Program, as evidenced by meeting minutes and agenda.	Title I Annual Parent Meeting	10/02/20
Parents and families' engagement in the decision-making process of how Title I Schoolwide Program supplemental funds will be used.	During EESAC meetings, parents and families will be given the opportunity to provide input in the decision making process of how Title I Schoolwide Program supplemental funds will be used as evidenced in the verified minutes.	EESAC Meetings	10/07/20
COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS (Click in the Grey Area of the Coordination Column for Directions)			
The school will coordinate and integrate parent and family engagement programs and activities to teach parents how to help their child at home, as follows:			
Coordination with Other Programs	Activity	How Will Participation in the Activity Teach Parents to Help Their Children at Home	
<input type="checkbox"/> Head Start			
<input type="checkbox"/> VPK			
<input checked="" type="checkbox"/> Title III (Tutoring for English Learners)	Support Services	Strategies provided to parents of EL students will help enhance their academic performance.	
<input checked="" type="checkbox"/> Title IX, Homeless Project UP-START	Support Services	Resources provided to families in transition will help students overcome barriers to learning.	
<input type="checkbox"/> Title I, Part C Migrant Program			
<input type="checkbox"/> Title I, Part D Neglected & Delinquent Program			
TITLE I ANNUAL PARENT MEETING (Click in the Grey Area Description of Meeting/Activity/Follow-up/Evidence of Effectives Columns for Directions)			
The school will conduct the Title I Annual Meeting to inform parents and families of the school's participation in the Title I Schoolwide Program. During the meeting, the school will provide a description of the Title I Schoolwide Program which will include an explanation about the forms of academic assessments, the school performance data, and the rights of parents. Additionally, the school will document that the communication has been provided to stakeholders, as follows:			



Activity/Tasks	Description of Meeting Notice/Invite	Evidence of Effectiveness
Notification (Before)	<input checked="" type="checkbox"/> Electronic Messages	<input checked="" type="checkbox"/> Apps
	<input type="checkbox"/> School Calendar/ Newsletter	<input checked="" type="checkbox"/> Flyers
	<input type="checkbox"/> School Marquee	<input type="checkbox"/> School Website
		Total number of participants at the Title I Annual Parent Meeting
		118
Activity/Tasks	Description of Activity/Tasks Conducted During the Meeting	
Documentation (During)	<input checked="" type="checkbox"/> Title I School-level PFEP reviewed, discussed and updated with parents and families during the meeting.	<input checked="" type="checkbox"/> Documentation verifying meeting attendees
	<input checked="" type="checkbox"/> Meeting Agenda includes all required items, and updated with school information	<input checked="" type="checkbox"/> PowerPoint Presentation customize with school information
	<input checked="" type="checkbox"/> Meeting Minutes include record of dialogue with parents/families	<input checked="" type="checkbox"/> Parent Surveys discussed and made available (in multiple languages) during the meeting.
	<input checked="" type="checkbox"/> Title I Notification Letter made available to parents and families	<input checked="" type="checkbox"/> District Advisory Council (DAC)/Parent Advisory Council(PAC) Representative Form discussed and updated during the meeting
	<input checked="" type="checkbox"/> Title District-level PFEP made available during the meeting	<input checked="" type="checkbox"/> School-Parent Compact reviewed and updated the meeting
Activity/Tasks	Description of Follow-Up Activity/Tasks	
Follow-Up (After)	<input checked="" type="checkbox"/> Updated Title I School-level PFEP posted on school's website	<input checked="" type="checkbox"/> Attendance records filed in the Title I Filing System
	<input checked="" type="checkbox"/> Meeting Agenda filed in the Title I Compliance Filing System	<input checked="" type="checkbox"/> PowerPoint Presentation posted on the school website
	<input checked="" type="checkbox"/> Meeting Minutes filed in the Title I Compliance Filing System	<input checked="" type="checkbox"/> Compilation of Survey Results completed and filed in the Title I Filing System
	<input checked="" type="checkbox"/> Title I Program Notification Letter Posted on the School's website	<input checked="" type="checkbox"/> DAC/PAC Representative Form submitted to the Department of Title I Administration
	<input type="checkbox"/> Evidence of Social Media Post(s)	<input checked="" type="checkbox"/> Updated School-Parent Compact available to parents and families
	<input type="checkbox"/> Meeting Photos Posted on school's website	<input checked="" type="checkbox"/> Meeting data entered on Monthly Parent and Family Engagement Data Report
FLEXIBLE PARENT MEETINGS (Click in the Grey Area of the Documentation of Meeting/Activity Columns for Directions)		
The school will offer a flexible number of meetings, such as meetings in the morning, afternoon, or evening. Additionally, the school will provide, with Title I supplemental PFE funds, webinars, teleconferences, video conferences, or home visits, and services related to parent and family engagement, as follows:		
Flexible Meetings (checkall)	Meeting Time(s)	Documentation of Meeting/Activity
<input checked="" type="checkbox"/> Morning Meetings	8:00 a.m. – 12:00 p.m.	Flyers, Agendas, PowerPoint, Attendance Sign-In Sheets.
<input checked="" type="checkbox"/> Afternoon Meetings	12:00 p.m. – 4:00 p.m.	Flyers, Agendas, PowerPoint, Attendance Sign-In Sheets.
<input checked="" type="checkbox"/> Evening Meetings	4:00 p.m. – 7:00 p.m.	Flyers, Agendas, PowerPoint, Attendance Sign-In Sheets.



Flexible Meetings	Title of Person Responsible	Description of Meeting/Activity
Conference Calls	Assistant Principal	Title I Communication Monthly Phone Log
Video Conferences	Assistant Principal	Meeting invite, Photos, Conference Form
Face-to-Face Meetings/Workshops	Assistant Principal	Flyers, Meeting Invite, Agenda, Power Point, Roster of participatns
Home Visits	Assistant Principal	Our school will conduct Home Visits as needed. Home Visits will be documented usign FM-6915E.

BUILDING CAPACITY (Click in the Grey and Green Area of the Documentation of Meeting/Activity Columns for Directions)

The school will implement activities that build the capacity for meaningful parent and family engagement. The activities implemented by the school will help to build relationships with the community in order to improve student achievement. Additionally, the school will provide resources and training to assist parents and families to work with their child(ren), and provide other reasonable support for parent and family engagement activities, as follows:

Activity/Tasks	Title of Person Responsible	Resources Provided	Description of Implementation
EESAC and Title I Annual Meeting	Principal	Flyer	Flyer, Agenda, Minutes, PowerPoints, and Sign-in Sheets will be serve as evidence of implementation
Virtual Meetings/Webinars	Assistant Principal	PowerPoint Presentations	Flyer, Agenda, PowerPoints, and Sign-in Sheets will be serve as evidence of implementation
Parent and Family Engagement Workshops	Assistant Principal	PowerPoint Presentations	Flyer, Agenda, PowerPoints, and Sign-in Sheets will be serve as evidence of implementation
Official Title I School-level Parent and Family Engagement Surveys	Assistant Principal	Survey	Surveys' compilation of results

STAFF DEVELOPMENT (Click in the Grey Area of the Activity & Title of Person Responsible Column for Directions)

The school will provide the following professional development opportunities to encourage and educate staff, which may include:

- How to value and utilize the contributions of parents and families;
- How to reach out to, communicate with, and work with parents and families as equal partners;
- How to implement and coordinate parent and family programs; and
- How to build upon ties between parents and families and the school.

Activity	Title of Person Responsible	Parent/Family Engagement Focus Areas	Documentation
<input type="checkbox"/> Online PD to Build Relationships with Parents			
<input checked="" type="checkbox"/> M-DCPS Meetings/ Training/Workshops	Assistant Principal	Enhancing capacity to work with parents and families	Master Plan Points from MyLearningPlan Professional Development Management System.



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<input checked="" type="checkbox"/>	District-sponsored Title I Facilitator Training Sessions or Community Involvement and Liaison Specialists (CIS/CLS) Training Sessions	Assistant Principal	Implementing/ Coordinating parent/family programs	Agenda, handouts, PowerPoint presentation, implementation of knowledge gained, and Master Plan Points from MyLearningPlan Professional Development Management System.
<input checked="" type="checkbox"/>	District-sponsored Title I Principal Training Sessions	Principal	Implementing/ Coordinating parent/family programs	Agendas, handouts, PowerPoint presentation, implementation of knowledge gained, and Master Plan Points from MyLearningPlan Professional Development Management System.
<input type="checkbox"/>	PD activities conducted by outside agencies			
<input type="checkbox"/>	Professional Learning Community/School-based Projects			

OTHER ACTIVITIES (Click in the Grey Area of Each Column for Directions)

The school will conduct other activities/events/meetings to encourage and support parents and families in more meaningful engagement in the education of their child(ren), as follows:

Content and Type of Activity	Title of Person Responsible	Parent/Family Engagement Focus Areas	Evidence of Effectiveness
Response to Intervention	Assistant Principal	Curriculum	Sign-in Sheets
Parent Conference	Assistant Principal	Parenting	Sign-in Sheets
FSA Night	Assistant Principal	Assessments	Handouts
Link to Assessments Websites	Assistant Principal	Technology	Meeting invite

ACCESSIBILITY (Click in the Grey Area of Each Column for Directions)

The school will provide full opportunities for participation in parent and family engagement activities for all parents and family members. Additionally, the school will share information related to school and parent and family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents and families understand as well as provide accessibility accommodations for parents and family members with special needs, as follows:

Accessibility Focus Areas	Accommodations	Title of Person Responsible	Evidence of Effectiveness
Language	Translator	Principal	Multi-language Materials/Handouts
Parents with Special Needs	Handicap Parking	Principal	Photos

COMMUNICATION (Click in the Grey Area of Each Column for Directions)



The school will provide timely information about the Title I Schoolwide Program, explanation about the curriculum at the school, the forms of assessment used to measure student progress, the achievement levels students are expected to obtain, identify students who are at risk of not meeting state standards on performance standards assessments and provide parents with information regarding their child(ren)'s attendance. If requested by parents, the school will provide opportunities for regular meetings in order to formulate suggestions and to participate, as appropriate, in decision-making related to the education of their child(ren). Additionally, the schools will submit parent and family's comments if the schoolwide plan is not satisfactory to parents and families, as follows:

Communication Focus Areas	Content and Type of Activity	Title of Person Responsible	Evidence of Effectiveness
Title I	Title I Annual Parent Meeting	Assistant Principal	Minutes
Curriculum	Virtual Parent & Family Engagement Activity/Meeting/Workshops	Assistant Principal	Sign-In Sheets
Assessment/ Achievement Levels	FSA Night	Assistant Principal	Handouts
Parent Concerns	Parent Conference	Assistant Principal	Sign-In Sheets
Attendance	Meeting with Truancy Child Study Team	Assistant Principal	Meeting Invite

DISCRETIONARY ACTIVITIES (OPTIONAL) (Click in the Grey Area of Each Column for Directions)

The school will provide additional activities such as: transportation for parents and families to attend meetings/training, literacy training for parents, and/or other activities related to parent and family engagement, as follows:

Discretionary Activities Focus Areas	Content and Type of Activity	Title of Person Responsible	Evidence of Effectiveness

BARRIERS (Click in the Gray Area of Barriers and Green Area of the Plan of Action Columns for Directions)

The barriers identified below may have hindered participation by parents and families during the previous school year. The school will take the following steps during the current school year to overcome the identified barriers. The school will also ensure that special attention is given to parents and families who are disabled, have Limited English Proficiency, and are parents and families of migratory child(ren):

Barriers Areas	Plan of Action (Steps)
Language	The school will ensure all communication is sent in English and Spanish, which are the primary languages of the parents. Such communication includes but is not limited to Multi-language Materials and Handouts.



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Homelessness	Lincoln-Martí Charter School Little Havana Campus will have two distributions of FM-7378 during the 2020-2021 school year to ensure that students are identified accurately and that they receive the necessary support services.
Unfamiliar with School System	The school will conduct monthly workshops for parents to help them become familiar with the school system. Some of the topics that will be discussed include "How to access the grade book", "Truancy", etc.
Deadline to submit the School-level Parental & Family Engagement Plan (PFEP) is Friday, October 9, 2020.	