



REVIEWED

NAME: JF

DATE: 10-23-18

TITLE: ADMINISTRATION

Loc. #: 5025

School Name:

LINCOLN-MARTI CHARTER SCHOOL LITTLE HAVANA

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 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 plan has been jointly developed and agreed upon by stakeholders (i.e., staff, families, community members, etc.) in compliance with Title I 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 its PFEP is aligned to the School Improvement Plan (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 1112(e)(1)(B)(i)].

Provide each parent and family with an individualized student report about the performance of their child on the State assessments

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)(iii)]; 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

9/21/2018



MISSION STATEMENT

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.

Describe how the School-level PFEP is a shared responsibility and how parents/families will assist in providing high quality instruction for all learners.

Focus Area	Evidence	Meeting Date
The School-level PFEP is a shared responsibility.	☒ The PFEP is jointly developed with, agreed upon with and distributed to all parents ☒ Conduct review meetings for parents and staff, before the end of the school year and prior to the final approval of the PFEP	09/21/18
Parents/families will assist in providing high quality instruction for all learners.	☒ School-Parent Compact ☒ Monitoring attendance ☒ Monitoring homework completion ☒ Participation in decisions relating to the child's education	August 2018 - June 2019
	Other (specify below):	August 2018 - June 2019

INVOLVEMENT OF PARENTS

Describe how the school will involve parents and families in an organized, and timely manner in the planning, reviewing, and improvement of Title I programs including involvement in decision-making of how funds for Title I will be used [ESEA Section 1116].

Focus Area	Evidence	Meeting Date
Parents and families' engagement in the planning, reviewing, and improvement of Title I programs.	☒ Title I Annual Parent Meeting ☒ EESAC meetings	09/21/18
Parents and families' engagement in the decision-making process of how funds for Title I will be used.	☒ Title I Annual Parent Meeting ☒ EESAC meetings	09/21/18
	Other (specify below):	09/21/18

COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS

Describe how the school site will coordinate and integrate parent and family engagement programs and activities. Describe how these activities will teach parents how to help their child(ren) at home [ESEA Section 1116].

Coordination with Other Programs	Activity	How Will Participation in the Activity Teach Parents to Help Their Children at Home
☐ Head Start		
☐ VPK		
☐ Title III (Tutoring for EL)		
☒ Title IX (Project UP-START)	Support Services	Resources provided to families in transition will help students overcome barriers to learning.
☒ Title I, Part C (Migrant)	Support Services	Resources provided to migrant families will help students overcome barriers to learning.
☐ Title I, Part D (Alternative Outreach)		
☐ Other (specify below):		



Describe the specific steps the school will take to conduct the Title I Annual Meeting to inform parents and families of participating children about the school's Title I Schoolwide Program. Include a description of the nature of the Title I Schoolwide Program that is shared with parents. Describe how the school will communicate topics such as school performance data, school choice, and the rights of parents at the annual meeting. Describe how the school site will document that the communication has been provided to stakeholders.

Activity/Tasks	Description	Evidence of Effectiveness
Advertise (Before)	☒ Connect-ED Messages ☒ School Calendar ☐ School Newsletter ☐ School Marquee ☐ Other (specify below):	Number of parents who attended the Title I Annual Meeting as evidenced by the sign-in sheet(s): 30
	☐ Apps ☒ Flyers ☐ Website	

Delivery (During)	☒ Title I PowerPoint (Program Overview, Budget Allocation, Curriculum, ESSA Law, School Performance) ☒ Consultation & Complaints ☒ Title I School-level PFEP, School-Parent Compact, & Parent Rights	☒ Agenda ☒ Compilation of Parent Survey Results ☒ DAC/PAC Representative Form ☐ Evidence of Social Media Posts ☐ Minutes ☒ Monthly Report Attendance Data ☐ PFEP Template ☐ Photos of Meeting ☐ PowerPoint Presentation ☒ School-Parent Compact ☒ Sign-sheets ☐ Title I Program Notification Letter ☐ Other (specify below):

Documentation (During)	☒ DAC/PAC Representative Form (FM-6996) ☒ Agenda(s) ☒ Sign-in Sheets ☒ Official Title I School-level Parent and Family Engagement Surveys ☐ Images, Photos of Meeting ☐ Social Media	☒ Agenda ☒ Compilation of Parent Survey Results ☒ DAC/PAC Representative Form ☐ Evidence of Social Media Posts ☐ Minutes ☒ Monthly Report Attendance Data ☐ PFEP Template ☐ Photos of Meeting ☐ PowerPoint Presentation ☒ School-Parent Compact ☒ Sign-sheets ☐ Title I Program Notification Letter ☐ Other (specify below):

Follow-Up (After)	☒ Compilation of official Title I School-level Survey results ☒ Meeting Minutes ☒ Title I School-level PFEP ☒ DAC/PAC Representative Form (FM-6996) ☒ Monthly Report - Title I Annual Parent Meeting Attendance	☒ Agenda ☒ Compilation of Parent Survey Results ☒ DAC/PAC Representative Form ☐ Evidence of Social Media Posts ☐ Minutes ☒ Monthly Report Attendance Data ☐ Completed PFEP Template ☐ Photos of Meeting ☐ PowerPoint Presentation ☒ School-Parent Compact ☒ Sign-sheets ☐ Title I Program Notification Letter ☐ Other (specify below):



FLEXIBLE PARENT MEETINGS

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening. Describe how the school will provide, with Title I funds, webinars, teleconferences, video conferences, or home visits, as such services relate to parent and family engagement [ESFA Section 1116].

Flexible Meetings	Meeting Time(s)	Description of Meeting/Activity
☒ Morning Meetings	8:00 a.m. – 12:00 p.m.	Title I Monthly meetings will be conducted on a monthly basis throughout the 2018-2019 school year.
☒ Afternoon Meetings	12:00 p.m. – 4:00 p.m.	Title I Monthly meetings will be conducted on a monthly basis throughout the 2018-2019 school year.
☒ Evening Meetings	4:00 p.m. – 7:00 p.m.	Title I Monthly meetings will be conducted on a monthly basis throughout the 2018-2019 school year.
Flexible Meetings	Person Responsible (Position[s])	Description of Meeting/Activity
☐ Home Visits		
☐ Webinars		
☐ Conference Calls		
☐ Video Conferences		
☒ Face-to-Face Meetings/Workshops	Title I Facilitator	Monthly meetings will be offered for parents in order for them to help their children improve academic performance.
☐ Other (specify below):		

BUILDING CAPACITY

Describe how the school will implement activities that will build the capacity for meaningful parent/family engagement. Include a description of how the school implements activities that build relationships with the community in order to improve student achievement and what materials and trainings will be provided to assist parents/families to work with their child(ren). Provide details on how the school will provide other reasonable support for parent/family engagement activities [ESFA Section 1116].

Activity/Tasks	Person Responsible (Position[s])	Resources/Materials Provided	Description of Implementation
☐ The Parent Academy		☒ Brochure	
☒ Agency Referrals	Counselor, CIS	☐ Handouts	Parents will be referred to different agencies as needed.
☒ Community-Based Partnerships	CIS	☒ PowerPoints	Activities will be conducted as needed.
☒ EESAC, and Title I Annual Parent Meetings	Title I Facilitator	☒ School Supplies	EESAC meetings will be held quarterly in order to discuss and review important school decisions.
☒ Parent & Family Engagement Workshops	Title I Facilitator	☒ Referral Forms	Monthly meetings will be conducted to help parents.
☒ Official Title I School-level Parent and Family Engagement Surveys	Title I Facilitator	☒ Resources	Surveys will be available all year in the Parent Resource Center.
☐ Other (specify below)		☐ Other (list below)	
☐ Family Support Services (FSA)			



STAFF DEVELOPMENT

Describe the professional development activities that the school will provide or encourage to educate staff:

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

Activity	Person Responsible (Position[s])	Parent/Family Engagement Focus	Evidence of Effectiveness
☒ Online PD to Build Relationships with Parents	School Staff	Valuing and utilizing parent contributions	Master Plan Points from MyLearningPlan Professional Development Management System.
☐ M-DCPS Meetings/Training/Workshops		Enhancing capacity to work with parents and families	Master Plan Points from MyLearningPlan Professional Development Management System.
☒ District-sponsored Principal and Title I Facilitator Training Sessions	Title I Facilitator	Implementing/Coordinating parent/family programs	Agenda, handouts, PowerPoint presentation, implementation of knowledge gained, and Master Plan Points from MyLearningPlan Professional Development Management System.
☒ District-sponsored Title I CIS/CLS Training Sessions	CIS	Implementing/Coordinating parent/family programs	Agendas, handouts, PowerPoint presentation, implementation of knowledge gained, and Master Plan Points from MyLearningPlan Professional Development Management System.
☐ Coordinate PD activities conducted by outside agencies		Communicating with parents as equal partners	PowerPoint, follow-up activity and/or MPPs; sign-in sheets.
☐ Professional Learning Community/School-based Project		Implementing/Coordinating parent/family programs	Sign-in sheet, artifacts (photos, Twitter, etc.)
☐ Other (specify below):			

OTHER ACTIVITIES

Describe other activities, such as the parent resource center, that the school will conduct in order to encourage and support parents and families in more meaningful engagement in the education of their child(ren) [ESEA Section 1116].

Content and Type of Activity	Person Responsible (Position[s])	Parent/Family Engagement Focus	Timeline	Evidence of Effectiveness
☒ Parent Resource Center/Area ☐ The Parent Academy ☒ DAC/PAC Meetings ☒ ESSAC Meetings ☒ Workshops ☐ Community-based Partnerships ☐ Other (specify below)	Title I Facilitator, ESSAC members, DAC/PAC representatives, Teachers	☒ Curriculum ☒ Assessments ☒ Technology ☐ Social Media ☒ Parenting ☒ Data-Driven Instruction ☒ Parent Portal	From: 8/20/2018 To: 06-06-2019	☒ Agenda ☒ Handouts ☒ Minutes ☒ Sign-in Sheets ☐ Photos ☐ Other (Please specify)

ACCESSIBILITY

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families. Describe how the school will 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 understand.

Focus Areas	Accommodations	Person Responsible (Position[s]/Title[s])	Timeline	Evidence of Effectiveness
Language	☒ Translator/Interpreter ☒ Translated Materials ☐ Other (specify below):	Title I Facilitator, School designated personnel.	From: 8/20/2018 To: 06-06-2019	☒ Accessibility accommodations and translation services statement ☒ Multi-language materials ☒ Sign-in Sheets



Focus Areas	Accessibility	Accommodations	Person Responsible (Position(s)/Title(s))	Timeline	Evidence of Effectiveness
Parents with Special Needs	☒ Handicapped ☐ Parking ☐ Wheelchair Accessible ☐ Ramp ☐ Sign Language ☐ Interpreter ☐ Other (specify below):	Title I Facilitator, School designated personnel.	From: 8/20/2018 To: 06-06-2019	☒ Accessibility ☐ accommodations and translation services ☐ statement. ☒ Images and Pictures ☒ Sign-in Sheets	

COMMUNICATION

Describe how the school will provide timely information about the Title I Schoolwide programs. Describe and explain the curriculum at the school, and the forms of assessment used to measure student progress; the achievement levels students are expected to obtain; and identify students who are at risk of not meeting state standards on performance standards assessments. Describe how the school, if requested by parents, 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). Provide a description of how the school will submit parents/family's comments if the schoolwide plan is not satisfactory to them [ESE Section 1116].

Communication Focus	Areas	Content and Type of Activity	Date	Number of Participants	Evidence of Effectiveness
Title I		☒ Title I Annual Parent Meeting	09/21/18	30	Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
		☒ EESAC	09/11/18	19	
		☐ Electronic Communication to Parents			
		☐ Mailout to Parents			
		☐ Title I Parent Newsletter			
		☐ Other (specify below):			
Curriculum		☒ Title I Annual Parent Meeting	09/21/18	30	Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
		☒ FSA Night			
		☐ Science Fair/Night			
		☐ Reading Under the Stars			
		☒ Open House	09/25/18	130	
		☒ EESAC	09/11/18	19	
		☐ Student Backpack			
		☐ Website			
		☐ Other (specify below):			



Communication Focus Areas	Content and Type of Activity	Date	Number of Participants	Evidence of Effectiveness
Assessment/ Achievement Levels	☒ Title I Annual Parent Meeting	09/21/18	30	Number of parents who attended the meeting as evidenced through the sign-in sheet(s).
	☒ EESAC	09/11/18	19	
	☒ Open House Night	09/25/18	130	
	☒ Response to Intervention (RtI)	08/24/18	5	
	☐ Links to websites containing Assessment/Data Information			
	☐ Other (specify below):			
Parent Concerns	☒ Title I School-level Parent and Family Engagement Surveys	09/21/18	30	Number of parents who attended the meeting as evidenced through the sign-in sheet(s). Official Parent Survey Compilation of Results.
	☒ EESAC meeting	09/11/18	19	
	☐ PTA/PTSA meeting			
	☐ Other (specify below):			
Attendance	☒ Parent/Teacher Conference			Number of parents who participated in conference call(s) and/or attended the meetings, as evidenced through the sign-in sheet(s).
	☒ Truancy Child Study Team	08/24/18	5	
	☐ Meetings with School Social Worker			
	☐ Other (specify below):			

DISCRETIONARY ACTIVITIES (OPTIONAL)

Describe any activities that are not required, but will be paid for through Title I, Part A, funding (for example, home visits, transportation for meetings, activities related to parent/family engagement, etc.)

Discretionary Activities Focus Areas	Content and Type of Activity	Person Responsible (Position(s)/Title(s))	Timeline	Evidence of Effectiveness
☐ Transportation				Power Point, Sign-In Sheets, Flyers, Agenda.
☐ Home Visits				
☒ Literacy Training	ELA Workshop, FSA ELA Standards Workshop.		From: 8/20/2018 To: 06-06-2019	
☐ Community/Faith-based Organization Collaboration				
☐ Other (Specify below):				



BARRIERS

Provide a description of the barriers that hindered participation by parents during the previous school year. Describe the steps the school will take during the upcoming school year to overcome the barriers (with attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children) [ESFA Section 1116].

Barrier(s)	Plan of Action (Steps)
Please select a minimum of three (3)	What is the school doing to overcome the identified barriers?
☒ Language	Parental workshops will be provided in multiple languages. Multi-lingual flyers will also be sent home in order to keep parents informed about school events and/or activities. Interpreter will be provided upon request.
☒ Disabilities	Handicapped parking will be provided.
☐ Transportation	
☐ Child Care	
☒ Unfamiliar with School System	Our school will help parents become familiarized with the parent portal for them to have a better understanding of the school system.
☐ Cultural Differences	
☒ Work Scheduling Conflict	The school will offer meetings at different times throughout the day and could also provide conferences via phone in order to accommodate the parents different schedules.
☒ Homelessness	Our school will refer parents to Business Partners and/or Community Agencies that could provide assistance.