

REVIEWED NAME: ゴル ) DATE:10. と8./ TITLE I ADMINISTRATION

School Name:	ALPHA CHARTER OF EXCELLENCE	Loc. #: 5410	
Principal's Name:	Isabel Navas		

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 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

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 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 Name	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 and amended by all stakeholders.		09/19/19
	The school will present the final approval of the PFEP for input and review from all stakeholders.		10/16/19
Focus Area	Evidence	Evidence	
Parents/families will assist in	School-Parent Compact	Timeline 8/19/19 - 6/05/20	
Parents/families will assist in providing high quality instruction for all learners.	Monitoring attendance	8/19/19 - 6/05/20	
	Monitoring nomework completion		8/19/19 - 6/05/20
	Participation in decisions relating to the child's educa-	8/19/19 - 6/05/20	

#### INVOLVEMENT OF PARENTS

The school will involve parents and family members in an organized, and timely manner in the planning, reviewing, and improvement of Title I School-wide Programs including involvement in decision-making of how funds for Title I will be used, as follows:

Focus Area Evidence	Meeting Date
Parents and families' Title I Annual Parent Meeting minutes and agenda engagement in the planning, eviewing, and improvement of Title I programs.	09/19/19
Parents and families' Title I Annual Parent Meeting minutes and agenda engagement in the decision-naking process of how funds or Title I will be used.	09/19/19 08/14/19

## COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS

The school will coordinate and integrate parent and family engagement programs and activities to teach parents how to help their child(ren) at home. as follows:

Coordination with Other Programs	Activity	How Will Participation in the Activity Teach Parents to Help Their Children at Home
☐ Head Start		Their Omitter at nome
☐ VPK		-
☐ Title III		
(Tutoring for EL)		
✓ Title IX	Cupped Conices	Resources provided to families in transition will help students overcome barriers
(Project UP-START)	Support Services	to learning.
☐ Title I, Part C		
(Education of Migratory		
Children)		
☐ Title I, Part D Local		
Programs for N & D		
Alternative Outreach)		"



## TITLE I ANNUAL PARENT MEETING

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 provided 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 (check	k all that applies)	Evidence	ce of Effectiveness
Notification (Before)	✓ Electronic Messages ✓ School Calendar/ Newsletter	☐ Apps ☐ Flyers	Number of parents who	attended the Title I Annual Meeting
	School Marquee	School Website		105
<b>Documentation</b> (During)	Title I School-level PFEP	Sign-in Sheets	PFEP reviewed/ discussed/updated with parents and families	Sign-in sheets signed by meeting attendees
	✓ Meeting Agenda	PowerPoint Presentation		PowerPoint Presentation personalized with school information
	✓ Meeting Minutes	☑ Parent Survey	<ul> <li>Meeting Minutes include record of dialogue with parents/families</li> </ul>	Parent Surveys discussed and available to parents and families
	Title I Program Notification Letter	✓ DAC/PAC Representative Form	✓ Title I Program  Notification Letter made available to parents and families	DAC/PAC Representative Form reviewed, discussed and updated
	✓ Title District-level PFEP	School- Parent Compact	✓ District-level PFEP made available to parents and families	School-Parent Compact reviewed & updated with input from parents and families
Follow-Up (After)	✓ Title I School-level PFEP	✓ Sign-in Sheets	Updated PFEP posted on the school's website	Sign-in sheets filed in the Title I Filing System
	✓ Meeting Agenda	PowerPoint Presentation	Meeting Agenda filed in the Title I Filing System	PowerPoint Presentation posted on the school's website
	✓ Meeting Minutes	✓ Parent Survey	✓ Meeting Minutes filed in Title I Filing System	Compilation of Surveys Results completed and filed
	✓ Title I Program  Notification Letter	DAC/PAC Representative Form	✓ Title I Program Notification Letter available to parents and families	DAC/PAC Representative Form submitted to Title I and filed
	Social Media Post(s)		✓ Evidence of Social Media Post(s)	Updated School-Parent Compact available to parents and families
	✓ Meeting Photos		✓ Meeting Photos posted on website	Meeting data entered on  Monthly Report



### **FLEXIBLE PARENT MEETINGS**

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 funds, webinars, teleconferences, video conferences, or home visits, and services related to parent and family engagement, as follows:

Flexible Meetings	Meeting Time(s)		Documentation of Me	esting/Activity
Morning Meetings	8:00 a.m. – 12:00 p.m.	✓ Meeting Flyers	✓ Electronic Messages	School Calendar/ Marquees/Newsletters and/or Website
✓ Afternoon Meetings	12:00p.m 4:00p.m.	✓ Meeting Flyers	✓ Electronic Messages	School Calendar/ Marquees/Newsletters and/or Website
Evening Meetings	4:00 p.m. – 7:00 p.m.	✓ Meeting Flyers	✓ Electronic Messages	School Calendar/ Marquees/Newsletters and/or Website
Flexible Meetings	Title of Person Responsible		Description of Meet	ing/Activity
☐ Home Visits				
☐ Webinars				
✓ Conference Calls	Teachers	Teachers will confe	erence with parents to provi	de academic updates.
☐ Video Conferences				
Face-to-Face Meetings or Workshops	Leadership Meeting	Testing meetings, F	Reading Plan for Parents, Ir	eady Training for parents
☐ Workshops/Training			1	

#### **BUILDING CAPACITY**

The school will implement activities that will 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
☐ The Parent Academy		1	Brochures	
	Counselor	<b>V</b>	Flyers	The school has implemented a memo of understanding with Multicultural Agency.
<ul><li>✓ Community-Based Partnerships</li></ul>	Principal	<b>V</b>	Handouts	The school has a partnership with Cuban American National Council (CNC).
✓ EESAC and Title I Annual Parent Meeting	Principal	V	PowerPoint Presentations	The school has scheduled EESAC meetings throughout the school year.
<ul><li>✓ Parent &amp; Family Engagement Workshops</li></ul>	Assist. Director		School Supplies	The school has completed training for parents to inform them on how to assist their child at home.
✓ Official Title I School- level Parent and Family Engagement Surveys	Assist. Director		Referral Forms	The school has complied the survey and assist parents with their requests.
Family Support Services (FSS)			Materials	



### STAFF DEVELOPMENT

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	ween parents and families and the Title of Person Responsible	Parent/Family	Documentation
Online PD to Build Relationships with Parents			
M-DCPS Meetings/ Training/Workshops		Enhancing capacity to work with parents and families	Master Plan Points from MyLearningPlan Professional Development Management System.
✓ District-sponsored     Title I Facilitator Training     Sessions or CIS/CLS     Training Sessions     ✓ District-sponsored     Title I Principal Training		Implementing/	Agenda, handouts, PowerPoint presentation, implementation of knowledge gained, and Master Plan Point from MyLearningPlan Professional Development Management System.  Agendas, handouts, PowerPoint presentation,
Sessions  PD activities		parent/family programs mplementing/	implementation of knowledge gained, and Master Plan Points from MyLearningPlan Professional Development Management System. PowerPoint, follow-up activity and/or MPPs; sign- in sheets
conducted by outside agencies  Professional Learning	ļ	Coordinating parent/family programs	and of the 13, sight in silects
Community/School-based Projects			

### **OTHER ACTIVITIES**

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 Timeline Focus Areas		Evidence of Effectivene	
<ul><li>Parent/Engagement Meetings/Training</li></ul>	Principal and Assist. Director	✓ Curriculum		[7] Agendo	
✓ The Parent Academy Meetings/Training	Principal and Assist. Director	✓ Assessments	From: 08-19-2019	✓ Agenda	
<ul><li>Special Events for Families</li></ul>	Principal and Assist. Director	☐ Technology	F10III: 08-19-2019	✓ Handouts ✓ Minutes	
✓ ESSAC Meetings	Principal and Assist. Director	☐ Social Media		✓ Sign-in Sheets	
✓ Workshops	Principal and Assist. Director	✓ Parenting		Photos	
<ul><li>✓ Community-based Partnerships</li></ul>	Principal and Assist. Director	Data Driven Instruction	To: 06-04-2020	Other (Please specify)	
☐ FSA Night		☐ Parent Portal		(. isase specify)	



### **ACCESSIBILITY**

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	Timeline	Evidence of Effectivener
	✓ Translator/ Interpreter		From: 08-19-2019	Multi-language Materials/Flyers/ Handouts
Language	✓ Translated Materials	Assist. Director	To: 06-05-2020	Accessibility accommodations a translation services
Parents with Special Needs	✓ Handicapped Parking ✓ Wheelchair Ramp		From: 08-19-2019	Multi-language Materials/Fiyers/ Handouts
	Sign Language     Interpreter     Other Support/     Services		To: 06-04-2020	Accessibility accommodations a translation services
Other(specify):				Notification to parents/ families of availability of service
				Documentation of support/services provided

#### COMMUNICATION

The school will provide timely information about the Title I Schoolwide programs, 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	Timeline	Evidence of Effectiveness
	☑ Title I Annual Parent Meeting	9/19/2019	✓ Agenda ✓ Handouts
	Other Parent Meeting		Sign-in Sheets Flyers/Photos
Title I	✓ 1st EESAC Meeting	8/14/2019	Handouts/Meeting Materials
	✓ Mailout of Title I Program Notification Letter	8/19/19 - 6/05/20	
	✓ School Website	8/19/19 - 6/05/20	
	✓ Open House	9/19/2019	
	✓ Title I Annual Parent Meeting	8/19/19 - 6/05/20	✓ Agenda
	☐ FSA Night		☑ Handouts
Curriculum	☑ Science Fair	12/4/2019	<ul><li>✓ Sign-in Sheets</li><li>✓ Flyers/Photos</li></ul>
	✓ Curriculum Meeting	8/19/19 - 6/05/20	Handouts/Meeting Invite
	☑ Open House	9/19/2019	The state of the s



Communication Focus Areas	Content and Type of Activity	Timeline	Evidence of Effectiveness
	Response to Intervention FSA Night	8/19/19 - 6/05/20	✓ Agenda ✓ Handouts
Assessment/ Achievement Levels	Student Backpack  Parent Conference	8/19/19 - 6/05/20	
	Links to Websites Containing Assessment Data	8/19/19 - 6/05/20	
	✓ PTA/PTSA Meeting	8/19/19 - 6/05/20	✓ Agenda ✓ Handouts
	☑ EESAC	8/19/19 - 6/05/20	✓ Sign-in Sheets ✓ Flyers/Photos
Parent Concerns	Response to Intervention	8/19/19 - 6/05/20	<ul> <li>✓ Handouts/Meeting Invite</li> <li>✓ Official Parent Survey Compilation of Results</li> </ul>
	School-level Parent & Family Engagement Survey	09/19/19	, compliance of recoding
	Parent Teacher Conference	8/19/19 - 6/05/20	☑ Agenda
			✓ Handouts ✓ Sign-in Sheets
Attendance	✓ Meeting with Truancy Child Study Team	8/19/19 - 6/05/20	<ul><li>✓ Flyers/Photos</li><li>☐ Handouts/Meeting Invite</li></ul>
	☐ Other Activity/Meeting/ Workshop for Parents and Families		

## **DISCRETIONARY ACTIVITIES (OPTIONAL)**

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	Timeline	Evidence of Effectiveness
☐ Transportation				Agenda Sign-in Sheets Flyer/Meeting Invite
	MDCPS Reading Plan and How to Assist my Child at Home		From: 08-19-2019	✓ Agenda ✓ Sign-in Sheets ✓ Flyer/Meeting Invite
			To: 06-04-2020	
based Organization Collaboration	CNC Organization provides fianancial literacy, youth program coordination and immigration services.		From: 08-19-2019	☐ Agenda ☐ Sign-in Sheets ☐ Flyer/Meeting Invite
			To: 06-04-2020	
Other (Specify below):				☐ Agenda ☐ Sign-in Sheets ☐ Flyer/Meeting Invite



### **BARRIERS**

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):

	Barrier(s)	Plan of Action (Steps)		
Please select a minimum of three (3)				
ē	Language	An interpreter will provided upon request.		
Z	] Disabilities	The school has access to Ramp, elevator, and parking for easy access. Any other requested accommodations will be provided as requested.		
	Transportation			
V	Child Care	The school will provide an area for child care during the meeting times with parents.		
マ	Unfamiliar with School System	The school will provide information to parents about the school system and refier parents to appropriate departments as neded.		
	Cultural Differences			
	Work Scheduling Conflict			
	Homelessness			

Deadline to submit the School-level Parental & Family Engagement Plan (PFEP) is Tuesday, October 8, 2019.