

REVIEWED
NAME: JR
DATE: 10 · 24 · 19
TITLE I ADMINISTRATION

School Name:	MATER INTERNATIONAL PREPARATORY	Loc. #:	6047
Principal's Name:	ILEANA MELIAN		

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 Date Signed

Designee



## 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:

Evidence Meeting Name		Meeting Date
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.	Title I Annual Meeting	09/04/19
The school will present the final approval of the PFEP for input and review from all stakeholders.		09/06/19
Evidence		Timeline
School-Parent Compact		9/4/2019
Monitoring attendance	8/19/19 - 6/05/20	
Monitoring homework completion		8/19/19 - 6/05/20
Participation in decisions relating to the child's education		8/19/19 - 6/05/20
	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.  The school will present the final approval of the PFEP for input and review from all stakeholders.  Evidence  School-Parent Compact  Monitoring attendance  Monitoring homework completion	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.  The school will present the final approval of the PFEP for input and review from all stakeholders.  Evidence  School-Parent Compact  Monitoring attendance  Monitoring homework completion

#### 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 Parer	nt Meeting minutes and agenda	09/04/19
engagement in the planning, reviewing, and improvement of Title I programs.		Other: (specify below):	
Parents and families' engagement in the decision-	Title I Annual Pare	nt Meeting minutes and agenda	09/04/19
	EESAC meeting ve	erified minutes	09/06/19
making process of how funds for Title I will be used.		Other (specify below):	

### 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:

home, as follows:		
Coordination with Other Programs	Activity	How Will Participation in the Activity Teach Parents to Help Their Children at Home
☐ Head Start		and the second of the second o
☐ VPK		
✓ Title III (Tutoring for EL)	Support Services	Strategies provided to parents of EL students will help enhance their academic performance.
✓ Title IX (Project UP-START)	Support Services	Resources provided to families in transition will help students overcome barriers to learning.
Title I, Part C (Education of Migratory Children)		7
Title I, Part D Local Programs for N & D (Alternative Outreach)	À	N. S. News State of the Control of t



#### 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 all	that applies)	Evidence o	f Effectiveness
Natification	✓ Electronic  Messages  ✓ School Calendar/	☐ Apps ☑ Flyers		ended the Title I Annual Meeting
Notification (Before)	School Calendar/ Newsletter	✓ Fiyeis	as evidenced by the sign-in sheet(s):	
	School Marquee	✓ School Website		17
Documentation (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	✓ Meeting Agenda includes all required items, updated with school information	PowerPoint Presentation personalized with school information
	✓ Meeting Minutes	✓ Parent Survey		✓ Parent Surveys discussed and available to parents and families
	Title I Program Notification Letter	DAC/PAC Representative Form	Troumoution and the	☑ 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
great tree frames on trees	✓ 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
and a millionida pile of	Social Media Post(s)	School- Parent Compact	☑ Evidence of Social Media Post(s)	Updated School-Parent Compact available to parents and families
	✓ Meeting Photos	✓ Meeting Data	Meeting Photos posted on website	Meeting data entered on Monthly Report



#### 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):

Plea	Barrier(s) se select a minimum of	Plan of Action (Steps) What is the school doing to overcome the identified barriers?
7	three (3)  Language	In addition to sending the flyes home in english, spanish and Hatian-creole with the students, the school will also post flyer in the in english, spanish and Hatian-creole prominent locations around the school.
7	Disabilities	Parking and Ramp.
	Transportation	
V	Child Care	Child care will be provid during Meetings to make it feasible for parents to attend.
V	Unfamiliar with School System	During parents workshops the school will provide information to assist parents with navigating the parents portal and staff is available to answer their questions.
	Cultural Differences	
V	Work Scheduling Conflict	The school varries the times of th meeting so that they are offered in the morning, afternoon or evening to the facililate the working parents schedules.
	Homelessness	

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



#### 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	veen parents and families and the Title of Person Responsible	Parent/Family	Documentation
Online PD to Build Relationships with Parents			CONTROL DESCRIPTION OF THE PROPERTY OF THE PRO
✓ M-DCPS Meetings/ Training/Workshops	ADMINISTRATION	Enhancing capacity to work with parents and families	Development Management System.
✓ District-sponsored Title I Facilitator Training Sessions or 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.
✓ 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.
PD activities conducted by outside agencies			
Professional Learning Community/School-based Projects  STAFF		Coordinating parent/family programs	Sign-in sheet, artifacts (photos, Twitter, etc.)

#### 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 Focus Areas	Timeline	Evidence of Effectiveness
Parent/Engagement Meetings/Training	School Adminstation	Curriculum		☑ Agenda
☐ The Parent Academy Meetings/Training	en delle paraci l'ulacezza i l'al	✓ Assessments	From: 08-19-2019	✓ Handouts
Special Events for Families		✓ Technology		✓ Minutes
✓ ESSAC Meetings	EESAC Chair	✓ Social Media		☑ Sign-in Sheets
Workshops	- Control of	✓ Parenting	Continue to	✓ Photos
Community-based Partnerships	ession <u>1</u> Store may2 1	Data Driven     Instruction	To: 06-05-2020	Other (Please specify)
✓ FSA Night	School Adminstation	✓ Parent Portal		35161



#### **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	Eviden	ce of Effectiveness
	✓ Translator/ Interpreter		From: 08-19-2019	Image: section of the content of the	Multi-language Materials/Flyers/ Handouts
Language	✓ Translated Materials	Adminstation	To: 06-05-2020	7	Accessibility accommodations and translation services statement
Parents with Special Needs	✓ Handicapped Parking ✓ Wheelchair Ramp	School Security/	From: 08-19-2019		Multi-language Materials/Flyers/ Handouts
	Sign Language Interpreter Other Support/ Services	Administration	To: 06-05-2020		Accessibility accommodations and translation services statement
Other(specify):	Services		A Description		Notification to parents/ families of availability of services
					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

Communication Focus Areas	Content and Type of Activity	Timeline	Evidence of Effectiveness
	✓ Title I Annual Parent Meeting	9/4/2019	☑ Agenda ☑ Handouts
	Other Parent Meeting		☑ Sign-in Sheets ☑ Flyers/Photos
Title I	✓ 1st EESAC Meeting	9/6/2019	Handouts/Meeting Materials
	Mailout of Title I Program Notification Letter	8/23/2019	
	✓ School Website	08/26/219	
	☑ Open House	9/10/2019	
	☑ Title I Annual Parent Meeting	9/4/2019	☑ Agenda
	✓ FSA Night	01/15/20	✓ Handouts ✓ Sign-in Sheets
Curriculum	☑ Science Fair	12/20/2019	✓ Sign-in Sheets ✓ Flyers/Photos
Guillouidiii	Curriculum Meeting		☐ Handouts/Meeting Invite
	✓ Open House	9/10/2019	



Communication Focus Areas	Content and Type of Activity	Timeline	Evidence of Effectiveness
	Response to Intervention		✓ Agenda
	✓ FSA Night	1/15/2020	✓ Handouts ✓ Sign-in Sheets
Assessment/	Student Backpack		✓ Flyers/Photos ✓ Handouts/Meeting Invite
Achievement Levels	✓ Parent Conference	8/19/19 - 6/05/20	Landouts/weeting invite
	Links to Websites Containing Assessment Data		
	PTA/PTSA Meeting	SENSE PURE	Agenda
	☑ EESAC	08/19/19-06/05/20	<ul><li>☐ Handouts</li><li>☑ Sign-in Sheets</li><li>☑ Flyers/Photos</li></ul>
Parent Concerns	Response to Intervention		<ul> <li>✓ Handouts/Meeting Invite</li> <li>✓ Official Parent Survey Compilation of Results</li> </ul>
	School-level Parent & Family Engagement Survey	09/04/19	
	☑ Parent Teacher Conference	8/19/19 - 6/05/20	☑ Agenda
	Meeting with School Social Worker	8/19/19 - 6/05/20	✓ Handouts ✓ Sign-in Sheets
Attendance	✓ Meeting with Truancy Child Study Team	8/19/19 - 6/05/20	✓ Flyers/Photos ✓ Handouts/Meeting Invite
	Other Activity/Meeting/ Workshop for Parents and Families	8/19/19 - 6/05/20	

#### 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
Literacy Training				Agenda Sign-in Sheets Flyer/Meeting Invite
Community/Faithbased Organization	en o primert el restle met le		Dept Interest	Agenda Sign-in Sheets Flyer/Meeting Invite
Other (Specify below):				Agenda Sign-in Sheets Flyer/Meeting Invite



#### **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 Meeting/Activity			
Morning Meetings	8:00 a.m. – 12:00 p.m.	✓ Meeting Flyers	Electronic Messages	School Calendar/ Marquees/Newsletters and/or Website	
Afternoon Meetings	12:00 p.m. – 4:00 p.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	e Description of Meeting/Activity			
☐ Home Visits					
Webinars					
☐ Conference Calls					
☐ Video Conferences					
Face-to-Face Meetings or Workshops	Staff	Parent Portal tutorial, parent conferences, translation, assist with completion of school documents.			
✓ Workshops/Training	Staff	Parent Academy.			

#### **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 School Administraction	Resources Provided		Description of Implementation	
✓ The Parent Academy			Brochures	Information given to parents about offering by MDCPS	
Agency Referrals		V	Flyers		
Community-Based		V	Handouts		
✓ EESAC and Title I  Annual Parent Meeting	EESAC Chair	V	PowerPoint Presentations		
✓ Parent & Family Engagement Workshops	School Administraction		School Supplies	Provices parents with information on state assessments	
Official Title I School- level Parent and Family Engagement Surveys	School Administraction	V	Referral Forms	Surveys distributed to parents during annual meeting	
Family Support		7	Materials		