

REVIEWED NAME: JR DATE: 10-22-19

TITLE I ADMINISTRATION

School Name:	ACADEMY FOR INTERNATIONAL EDUCATION CI	Loc. #:	5044
Principal's Name:	Yaquelin Ricardo		

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.		09/12/19
	The school will present the final approval of the PFEP for input and review from all stakeholders. 1st EESAC Meeting of the school Year		12/10/19
Focus Area	Evidence		Timeline
	School-Parent Compact	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 homework completion	8/19/19 - 6/05/20	
	Participation in decisions relating to the child's educ	cation	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:

	Evidence	Meeting Date
Title I Annual Pa	arent Meeting minutes and agenda	09/12/19
	Other: (specify below):	
Title I Annual D	arent Meeting minutes and agenda	09/12/19
		09/12/19
	g verified minutes	12/12/19
	Other (specify below):	
	Title I Annual P	Title I Annual Parent Meeting minutes and agenda Other: (specify below): Title I Annual Parent Meeting minutes and agenda EESAC meeting verified minutes

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		
□ 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)		
☐ 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 a	Il that applies)	Evidence of Effectiveness		
Notification (Before)	□ Electronic Messages □ School Calendar/ Newsletter	□ Apps □ Flyers		tended the Title I Annual Meeting by the sign-in sheet(s):	
	□ School Marquee	School Website		68	
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	✓ Meeting Minutes include record of dialogue with parents/families	 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)	☐ 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	



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)		Do	cumentation of Me	eting/A	ctivity
N	Morning Meetings	8:00 a.m. – 12:00 p.m.	☑ Meeting Flyers		Electronic Messages	D	School Calendar/ Marquees/Newsletters and/or Website
D	Afternoon Meetings	12:00 p.m. – 4:00 p.m.			Electronic Messages	v	School Calendar/ Marquees/Newsletters and/or Website
V	Evening Meetings	4:00 p.m. – 7:00 p.m.	☑ Meeting Flyers	Ø	Electronic Messages	V	School Calendar/ Marquees/Newsletters and/or Website
	Flexible Meetings	Title of Person Responsible		D	escription of Mee	ting/Act	ivity
	Home Visits					1	
	Webinars						
Ø	Conference Calls	Principal/Counselor	Academic Program	s, Info	rm Parents of Atten	dance C	oncerns
	Video Conferences						
V	Face-to-Face Meetings or Workshops	Principal	Academic Program	s, Info	rm Parents of Atten	dance C	oncerns
v	Workshops/Training	Vice Principal	BeStrong Worksho	ps			

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			Brochures	
☐ Agency Referrals		7	Flyers	
☐ Community-Based Partnerships		v	Handouts	School Calendar
☑ EESAC and Title I Annual Parent Meeting	Principal	2	PowerPoint Presentations	Annual Parent Meeting
Parent & FamilyEngagement Workshops	Vice Principal		School Supplies	
 Official Title I School- level Parent and Family Engagement Surveys 	Vice Principal		Referral Forms	
☐ 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	Title of Person Responsible	Parent/Family Engagement Focus Areas	Documentation
☐ Online PD to Build Relationships with Parents			
M-DCPS Meetings/ Training/Workshops	Vice Principal	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	Vice 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			

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	Little of Person Responsible		Parent/Family Engagement Focus Areas	Timeline	Evide	nce of Effectiveness
	Parent/Engagement Meetings/Training		V	Curriculum		2	Agenda
	The Parent Academy Meetings/Training		v	Assessments	From: 08-19-2019	2	Handouts
	Special Events for Families			Technology	7,000		Minutes
Ø	ESSAC Meetings	Principal	Ø	Social Media		2	Sign-in Sheets
v	Workshops	Assistant Principal		Parenting			Photos
v	Community-based Partnerships	Assistant Principal	Ø	Data Driven Instruction	To: 06-03-2020		Other (Please specify)
v	FSA Night	Principal	Ø	Parent Portal			



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	Evider	ice of Effectiveness
	☑ Translator/ Interpreter		From: 08-19-2019	2	Multi-language Materials/Flyers/ Handouts
Language	Translated Materials	Principal	To: 06-03-2020	Ø	Accessibility accommodations and translation services statement
Parents with Special	☑ Handicapped Parking☑ Wheelchair Ramp	Principal	From: 08-19-2019	Ø	Multi-language Materials/Flyers/ Handouts
Needs	Sign Language Interpreter Other Support/ Services	Principal	To: 06-03-2020	2	Accessibility accommodations and translation services statement
Other(specify):					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 the schoolwide plan is not satisfactory to parents and families, as follows:

Communication Focus Areas	Content and Type of Activity	Timeline	Evidence of Effectiveness
		9/12/2019	☑ Agenda☑ Handouts
	Other Parent Meeting		☑ Sign-in Sheets☑ Flyers/Photos
Title I	☐ 1st EESAC Meeting	9/11/19	☐ Handouts/Meeting Materials
		9/5/2019	
	☑ School Website	8/19/19 - 6/05/20	
	☑ Open House		
	☐ Title I Annual Parent Meeting	9/12/2019	☑ Agenda
	☑ FSA Night	01/30/20	☐ Handouts
Curriculum	□ Science Fair		☑ Sign-in Sheets ☑ Flyers/Photos
	☐ Curriculum Meeting	8/19/19 - 6/05/20	☑ Handouts/Meeting Invite
	☑ Open House	9/12/2019	



Communication Focus Areas	Content and Type of Activity	Timeline	Evidence of Effectiveness
	 Response to Intervention 	8/19/19 - 6/05/20	□ Agenda
	☑ FSA Night	1/30/2020	☐ Handouts ☐ Sign-in Sheets
Assessment/	☐ Student Backpack		☐ Flyers/Photos ☐ Handouts/Meeting Invite
Achievement Levels	□ Parent Conference		Tanadas meeting invite
	☐ Links to Websites Containing Assessment Data		
	□ PTA/PTSA Meeting		☑ 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	 ☐ Handouts/Meeting Invite ☐ Official Parent Survey Compilation of Results
	School-level Parent & Family Engagement Survey	8/19/19-6/05-20	
	☑ Parent Teacher Conference	8/19/19 - 6/05/20	
Attendance	Meeting with School Social Worker	8/19/19 - 6/05/20	☑ Handouts☑ Sign-in Sheets
	☐ Meeting with Truancy Child Study Team		☐ Flyers/Photos ☐ Handouts/Meeting Invite
	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			1	☐ Agenda ☐ Sign-in Sheets ☐ Flyer/Meeting Invite
□ Literacy Training				□ Agenda □ Sign-in Sheets □ Flyer/Meeting Invite
□ Community/Faith- based Organization Collaboration				☐ Agenda☐ Sign-in Sheets☐ Flyer/Meeting Invite
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)			
Plea	se select a minimum of three (3)	What is the school doing to overcome the identified barriers?			
Ø	Language	The school will send flyers, letters, messages in English and Spanish. The school will translate parent meetings for the limited English proficiency parents upon requests.			
2	Disabilities	Handicap parking space and ramp.			
	Transportation				
	Child Care				
v	Unfamiliar with School System	The school will have group will provide additional information in the form of flyers, parent meetings, conference calls to work with students and families who are not familiar with the school system. This will be an ongoing effort.			
	Cultural Differences				
0	Work Scheduling Conflict				
v	Homelessness	The school will work with Project UpStartThe school will worth tougher with Project UP-START to identify families in transition. The parent(s), school and Project UP-START will offer and provide appropriate resources so that the students can be successful at the school and the parents can be informed about parent workshops being offered at school.			

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