

MIAMI-DADE COUNTY PUBLIC SCHOOLS 2019-2020 TITLE I SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN (PFEP)

REVIEWED

NAME: TR

DATE: 10. 29.19

TITLE I ADMINISTRATION

School Name:	CHARTER HIGH OF THE AMERICAS	Loc. #:	7080
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 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

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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 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	09/25/19
shared respondishing.	The school will present the final approval of the PFEP for input and review from all stakeholders.	11/07/19	
Focus Area	Evidence		Timeline
	School-Parent Compact	8/19/19 - 6/05/20	
Parents/families will assist in	Monitoring attendance	8/19/19 - 6/05/20	
providing high quality instruction for all learners.	Monitoring homework completion	8/19/19 - 6/05/20	
	Participation in decisions relating to the child's educ	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	09/25/19
engagement in the planning, reviewing, and improvement of Title I programs.		
	Title I Annual Parent Meeting minutes and agenda	
	EESAC meeting verified 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		How Will Participation in the Activity Teach Parents to Help
Programs	Activity	Their Children at Home
☐ Head Start		
☐ VPK		
✓ Title III	Support Services	Strategies provided to parents of EL students will help enhance their academic
(Tutoring for EL)	Support Services	performance.
✓ Title IX	Support Services	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)		

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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 ap	plies) Evidence o	f Effectiveness
Notification (Pateus)	Messages School Calendar/		ended the Title I Annual Meeting the sign-in sheet(s):
(Before)	Newsletter School Marquee	School	
	Websit	e	36
Documentation (During)	Title I School-level PFEP Sheets	Sign-in PFEP reviewed/ discussed/updated with parents and families	Sign-in sheets signed by meeting attendees
		PowerPoint Presentation includes all required items, updated with school information	✓ PowerPoint Presentation personalized with school information
	Meeting Minutes Survey	and the second contract of the second contrac	✓ Parent Surveys discussed and available to parents and families
			DAC/PAC Representative Form reviewed, discussed and updated
		School- it Compact Com	School-Parent Compact reviewed & updated with input from parents and families
Follow-Up (After)	Title I School-level PFEP Sheets	Sign-in Updated PFEP posted on the school's website	✓ Sign-in sheets filed in the Title I Filing System
		PowerPoint	✓ PowerPoint Presentation posted on the school's website
·	✓ Meeting Minutes ✓ I Surve	Parent	Compilation of Surveys Results completed and filed
	Notification Letter Repre	DAC/PAC	✓ DAC/PAC Representative Form submitted to Title I and filed
		School- Evidence of Social Media Post(s)	Updated School-Parent Compact available to parents and families
	Meeting Photos	Meeting Data	Meeting data entered on Monthly Report

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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 Mee	eting/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		Description of Meeti	ng/Activity
☐ Home Visits				
Webinars				
✓ Conference Calls	Assistant Principal	POLICIA DE CONTRA DE CONTR	nication log will be mantai ween teachers and parents	ned to reflect evidence of on-going 3.
☐ Video Conferences				
Face-to-Face Meetings or Workshops	Assistant Principal	Principal in order academic performa	to build parents' capaci ance.	nned and delivered by the Assistant ity to help enhance the students
✓ Workshops/Training	Assistant Principal		s and meeting will include ailable Resources, Science	e a variety of topics such as: FSA

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		J	Brochures	
✓ Agency Referrals	Assistant Principal	V	Flyers	Parents will be referred to local agencies as needed.
Community-Based Partnerships	Assistant Principal	V	Handouts	The school will stablish partnership with local agencies to meet the students' academic, physical, and social-emotional
EESAC and Title I Annual Parent Meeting	Principal	1	PowerPoint Presentations	Annual Meeting was held on 9/25/19, EESAC meetings will be held quarterly.
Parent & Family Engagement Workshops	Assistant Principal	V	School Supplies	Monthly meetings will be offered to families to increase the students' academic achievement.
✓ Official Title I School- level Parent and Family Engagement Surveys	Assistant Principal	7	Referral Forms	Official PFEP was created during the Title I Annual Meeting using the parents' input.
Family Support Services (FSS)		7	Materials	

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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	Assistant Principal	Valuing and utilizing parent contributions	Master Plan Points from MyLearningPlan Professional Development Management System.
✓ M-DCPS Meetings/ Training/Workshops	Assistant 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	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	Assistant 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	Assistant Principal	Coordinating parent/family programs	PowerPoint, follow-up activity and/or MPPs; sign- in sheets
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	Title of Person Responsible	Parent/Family Engagement Focus Areas	Timeline	Evidence of Effectiveness
Parent/Engagement Meetings/Training	Assistant Principal	✓ Curriculum		✓ Agenda
✓ The Parent Academy Meetings/Training	Assistant Principal	✓ Assessments	From: 08-19-2019	✓ Handouts
 Special Events for Families 	Assistant Principal	✓ Technology		✓ Minutes
ESSAC Meetings	Principal	✓ Social Media		✓ Sign-in Sheets
Workshops	Assistant Principal	Parenting		✓ Photos
Community-basedPartnerships	Assistant Principal	Data DrivenInstruction	To: 06-05-2020	Other (Please specify)
✓ FSA Night	Assistant Principal	✓ Parent Portal		

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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 Effectiveness	
	✓ Translator/ Interpreter	Assistant	From: 08-19-2019	Multi-language Materials/Flyers/ Handouts	
Language	✓ Translated Materials	µage ✓ Translated Pr	Principal	To: 06-05-2020	Accessibility accommodations an translation services statement
Parents with Special	✓ Handicapped Parking ✓ Wheelchair Ramp	Assistant	From: 08-19-2019	Multi-language Materials/Flyers/ Handouts	
Needs	✓ Sign Language Interpreter Other Support/ Services	Principal	To: 06-05-2020	Accessibility accommodations ar translation services statement	
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	9/25/2019	✓ Agenda ✓ Handouts
	Other Parent Meeting	8/19/19 - 6/05/20	☑ Sign-in Sheets ☑ Flyers/Photos
Title I	✓ 1st EESAC Meeting	09/06/219	Handouts/Meeting Materials
	Mailout of Title I Program Notification Letter	8/19/2019	
	School Website	8/19/19 - 6/05/20	
	Open House	9/24/2019	
	✓ Title I Annual Parent Meeting	9/25/2019	✓ Agenda
	✓ FSA Night	8/19/19 - 6/05/20	✓ Handouts
Curriculum	Science Fair	8/19/19 - 6/05/20	☑ Sign-in Sheets ☑ Flyers/Photos
	✓ Curriculum Meeting	8/19/19 - 6/05/20	Handouts/Meeting Invite
	Open House	9/24/2019	~

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Communication Focus Areas	Content and Type of Activity	Timeline	Evidence of Effectiveness
	✓ Response to Intervention ✓ FSA Night	8/19/19 - 6/05/20 8/19/19 - 6/05/20	✓ Agenda ✓ Handouts
Assessment/	Student Backpack	8/19/19 - 6/05/20	✓ Sign-in Sheets✓ Flyers/Photos✓ Handouts/Meeting Invite
Achievement Levels	Parent Conference	8/19/19 - 6/05/20	
	Links to Websites Containing Assessment Data	8/19/19 - 6/05/20	
	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	✓ Agenda ✓ Handouts
Attendance	Meeting with School Social Worker		Sign-in Sheets
	✓ 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		

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	The school will collaborate with local agencies to meet the	Assistant Principal	From: 08-19-2019	✓ Agenda ✓ Sign-in Sheets ✓ Flyer/Meeting Invite
Collaboration	diverse needs of students and families.		To: 06-05-2020	
Other (Specify below):				☐ Agenda ☐ Sign-in Sheets ☐ Flyer/Meeting Invite

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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) What is the school doing to overcome the identified barriers?		
Please select a minimum of three (3)		What is the school doing to overcome the identified barriers?		
V		Translation services will be provided upon request. Also, meetings and workshops will be held in both languages English and Spanish.		
	Disabilities			
	Transportation			
7	Child Care	The school will provide Child Care to parents during meetings and workshops.		
	Unfamiliar with School System			
	Cultural Differences			
V	Work Scheduling Conflict	The school will schedule meetings and workshops at different times throughout the day to increase the parents' participation.		
	Homelessness			

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