



School Name:	Stellar Leadership Academy		7015
Principal's Name:	Dr. Angel Chaisson		

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 paragraphofessionals [Section 1112 (e)(1)(A)].

Signature of Principal or

9/11/2019

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.	09/11/19	
	The school will present the final approval of the PFEP for input and review from all stakeholders.	11/13/19	
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	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 Par	ent Meeting minutes and agenda	09/11/19
engagement in the planning,		Other: (specify below):	
reviewing, and improvement of Title I programs.			
Parents and families'	Title I Annual Par	ent Meeting minutes and agenda	09/11/19
engagement in the decision-		verified minutes	01/15/20
making process of how funds for Title I will be used.		Other (specify below):	
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#### 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	Activity	How Will Participation in the Activity Teach Parents to Help
Programs	7.00.7.0	Their Children at Home
☐ Head Start		
☐ VPK		
☐ Title III		
(Tutoring for EL)		
✓ 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)		



### 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	Description (check all that applies)		Evidence of Effectiveness	
Notification	✓ Electronic Messages ✓ School Calendar/	☐ Apps ☑ Flyers	4	tended the Title I Annual Meeting y the sign-in sheet(s):	
(Before)	Newsletter				
	School Marquee	School Website		13	
<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	✓ 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)		Documentation of Mo	eeting/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 Mee	ting/Activity
☐ Home Visits	Teachers and Dean of Students	Discuss the academic status and progress of students and the assistance fami members can provide to be assist the		
☐ Webinars				
✓ Conference Calls	Counselor and Teachers		es speak with teachers regualized needs of each stu	arding progress and progression and dent.
☐ Video Conferences				
Face-to-Face Meetings or Workshops	Counselor, Teachers, and Administrative Staff		d family values and invo	lvement that assist the student with rely with the school.
☐ Workshops/Training				

#### **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	Title I Coordinator	V	Brochures	Involve parents and families in the shared decision making,
	Administrative Staff	7	Flyers	Assist parents and families with resources to meet individual needs.
	Dean of Students and	7	Handouts	Assist parents and families with resources to meet individual
Partnerships	Principal			needs.
✓ EESAC and Title I	EESAC Chair/Designee,	7	PowerPoint	Maintaining awareness, providing resources and for parents
Annual Parent Meeting	Principal and Title I		Presentations	and families.
✓ Parent & Family	Title I Coordinator and	V	School	Maintaining awareness and providing resources for parents
Engagement Workshops	Counselor		Supplies	and families.
✓ Official Title I School-		7	Referral	Solicit input and gather data from parents and families
level Parent and Family	Receptionist and Registrar		Forms	regarding how to improvement the school and increase
Engagement Surveys				involvement.
Family Support Services (FSS)	Counselor and Registrar	V	Materials	Provide wraparound services and trainings and workshops to educate parents and families.



#### 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	Documentation
Online PD to Build Relationships with Parents	PD Liaison and Administration		
M-DCPS Meetings/ Training/Workshops	Principal, Counselor, and Title I Coordinator	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	Title I Coordinator	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	Principal, Title I Coordinator, and Dean of Students	Implementing/ 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	Counselor and Title I Coordinator	✓ Curriculum		✓ Agenda
	Counselor and Title I Coordinator	✓ Assessments	From: 08-19-2019	✓ Handouts
Special Events for Families	Counselor and Title I Coordinator	✓ Technology		✓ Minutes
✓ ESSAC Meetings	Principal and EESAC Chair	✓ Social Media		☑ Sign-in Sheets
✓ Workshops	Counselor and Title I	✓ Parenting		✓ Photos
<ul><li>Community-based</li><li>Partnerships</li></ul>	Title I Coordinator	✓ Data Driven Instruction	To: 06-03-2020	☐ Other (Please specify)
✓ FSA Night	Title I Coordinator	✓ 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	Evidence of Effectiveness
	Translator/ Interpreter	Secretary and	From: 08-19-2019	Multi-language Materials/Flyers/ Handouts
Language	✓ Translated Materials	Administrative Staff	To: 06-03-2020	Accessibility accommodations and translation services statement
✓ Handicapped Parking ✓ Wheelchair Ramp Needs ✓ Sign Language Interpreter ✓ Other Support/ Services	Counselor	From: 08-19-2019	Multi-language Materials/Flyers/ Handouts	
		To: 06-03-2020	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
	✓ Title I Annual Parent Meeting	9/11/2019	☑ Agenda ☑ Handouts
	Other Parent Meeting	10/25/2019	Sign-in Sheets Flyers/Photos
Title I	✓ 1st EESAC Meeting	9/4/2019	Handouts/Meeting Materials
	☐ Mailout of Title I Program  Notification Letter		
	School Website	11/15/2019	
	☑ Open House	10/25/2019	
	☑ Title I Annual Parent Meeting	9/1/2019	☑ Agenda
	✓ FSA Night	01/15/20	✓ Handouts
Curriculum	Science Fair		✓ Sign-in Sheets ✓ Flyers/Photos
	✓ Curriculum Meeting	8/19/19 - 6/05/20	Handouts/Meeting Invite
	☑ Open House	10/25/2019	



Communication Focus Areas	Content and Type of Activity	Timeline	Evidence of Effectiveness
	Response to Intervention	11/20/2019	☑ Agenda
	✓ FSA Night	1/15/2020	✓ Handouts ✓ Sign-in Sheets
Assessment/	Student Backpack	1/21/2020	☐ Flyers/Photos☐ Handouts/Meeting Invite
Achievement Levels	✓ Parent Conference	10/25/2019	Trandouts/weeting invite
	Links to Websites		
F:	Containing		
	Assessment Data		
	☐ PTA/PTSA Meeting		✓ Agenda
	[ ] ==0.0		✓ Handouts
	☑ EESAC	9/4/19 - 4/15/20	✓ Sign-in Sheets ✓ Flyers/Photos
Parent Concerns	Response to Intervention	11/25/2019	<ul> <li>✓ Handouts/Meeting Invite</li> <li>✓ Official Parent Survey Compilation of Results</li> </ul>
	School-level Parent & Family	_	Unicial Parent Survey Compilation of Results
	Engagement Survey	8/19/19 - 6/05/20	
	✓ Parent Teacher Conference	10/25/2019	Agenda
			✓ Handouts
Attendance	Worker		✓ Sign-in Sheets
	Meeting with Truancy Child	8/19/19 - 6/05/20	Flyers/Photos
	Study Team		☐ 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		2		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)  Please select a minimum of three (3)		Plan of Action (Steps) What is the school doing to overcome the identified barriers?		
V	Disabilities	Parents and families will have disability accessibility to comfortably attend all trainings/workshops/activities.		
	Transportation			
	Child Care			
	Unfamiliar with School System			
V	Cultural Differences	Identify volunteers and school staff that can serve as Ambassadors to assist any parents and families familiar with most related cultures with awareness and understanding and translation if necessary.		
V	Work Scheduling Conflict	Flexible meetings and school trainings and workshops will be made available to increase parent and family participation and attendance.		
V	Homelessness	Utilize the resources provided by Project UpSTART in order to provide services to parents and families in need.		

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