

REVIEWED

NAME:

DATE: 11-21-19

TITLE I ADMINISTRATION

School Name:	MATER ACADEMY LAKES HIGH	Loc.#:	7018
Principal's Name:	Rene Rovirosa		

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

0-7-2019

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 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 Appual Meeting	09/05/19
	The school will present the final approval of the PFEP for input and review from all stakeholders.	09/18/19	
Focus Area	Evidence		Timeline
D	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 Parent Meeting minutes and agenda		09/05/19
engagement in the planning,		Other: (specify below):	
reviewing, and improvement			
of Title I programs.			
Parents and families'	Title I Annual Parent Meeting minutes and agenda		09/05/19
engagement in the decision-	9	verified minutes	09/18/19
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:

HOITIC: GO TOHONO,		
Coordination with Other Programs	Activity	How Will Participation in the Activity Teach Parents to Help Their Children at Home
☐ Head Start		
□ VPK		
✓ Title III	0	Strategies provided to parents of EL students will help enhance their academic
(Tutoring for EL)	Support Services	performance.
✓ Title IX	Curred Condess	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	li 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		6
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 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	l will offer	a flexib	le number	of meetings,	such as	meetings in t	ne m	orning,	afterno	oon,	or evening	g. Addit	lion	ally, the	scho	ol will
provide, wi	ith Title I	funds,	webinars,	teleconferen	ces, vide	conferences	, or	home	visits,	and	services	related	to	parent	and	family
engagemen	nt, as follow	NS:														

Flexible Meetings	Meeting Time(s)		Documentation of Mee	ting/Activity
r revinte meerings	meeting time(s)		DOCUMENTALION OF MEE	anny 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 Meeting	ng/Activity
☐ Home Visits				
☐ Webinars				
Conference Calls				
☐ Video Conferences				
Face-to-Face Meetings or Workshops	Counselor	Instructing parent utilizing a student		rtal, as well as how to be organized

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		<u> </u>	Flyers	
Community-Based Partnerships		V	Handouts	Parents Invited to school actitivies
☑ EESAC and Title I Annual Parent Meeting	EESAC Chair	7	1	Parent activity involved a presentation regarding college pathways, Algebra Prep, SIP, Funding, Teacher PD's,
✓ Parent & Family Engagement Workshops	Assistant Principal		School Supplies	
✓ Official Title I School- level Parent and Family Engagement Surveys	Assistant Principal			Surveys were handed out during the Title I meeting and colelcted shortley threreafter.
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	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	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	Assistant Administrator	imprementing/ 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/EngagementMeetings/Training		✓ Curriculum		✓ Agenda
☐ The Parent Academy Meetings/Training		✓ Assessments	From: 08-19-2019	✓ Handouts
Special Events for Families		☑ Technology		✓ Minutes
✓ ESSAC Meetings	EESAC Chair	✓ Social Media		☑ Sign-in Sheets
Workshops		☐ Parenting		☐ Photos
Community-based Partnerships		☐ Data Driven Instruction	To: 06-05-2020	Other (Please specify)
FSA Night		✓ 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	Assistant	From: 08-19-2019	Multi-language Materials/Flyers/ Handouts								
Language	✓ Translated Materials	Assistant Principal			1				1		To: 06-05-2020	Accessibility accommodations and translation services statement
Parents with Special	✓ HandicappedParking✓ WheelchairRamp	Principal	From: 08-19-2019	Multi-language Materials/Flyers/ Handouts								
Needs ☐ Sign Languag Interpreter ☐ Other Suppor	☐ Sign Language Interpreter ☐ Other Support/ Services		To: 06-05-2020	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:

the scribolwide prair 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	9/5/2019	☑ Agenda ☑ Handouts				
	Other Parent Meeting	8/19/19 - 6/05/20	☑ Sign-in Sheets ☑ Flyers/Photos				
Title I	☑ 1st EESAC Meeting	9/18/2019	Handouts/Meeting Materials				
	✓ Mailout of Title I Program Notification Letter	8/1/2019					
	✓ School Website	8/19/19 - 6/05/20					
	☑ Open House	9/18/2019					
	✓ Title I Annual Parent Meeting	9/5/2019	☑ Agenda				
	FSA Night		☑ Handouts				
Curriculum	Science Fair		☑ Sign-in Sheets ☑ Flyers/Photos				
	✓ Curriculum Meeting	8/19/19 - 6/05/20	☐ Handouts/Meeting Invite				
	Open House	9/18/2019					



Communication Focus Areas	Content and Type of Activity	Timeline	Evidence of Effectiveness
Assessment/ Achievement Levels	☑ Response to Intervention	8/19/19 - 6/05/20	☐ Agenda
	☐ FSA Night		☐ Handouts ☐ Sign-in Sheets ☐ Flyers/Photos ☐ Handouts/Meeting Invite
	Student Backpack		
	☑ Parent Conference	8/19/19 - 6/05/20	
	☐ Links to Websites Containing Assessment Data		
Parent Concerns	☐ PTA/PTSA Meeting		☐ Agenda☐ Handouts
	☑ EESAC	8/19/19 - 6/05/20	☐ Sign-in Sheets ☐ Flyers/Photos ☐ Handouts/Meeting Invite ☐ Official Parent Survey Compilation of Results
	Response to Intervention		
	School-level Parent & Family Engagement Survey	9/18/2019	
Attendance	☑ Parent Teacher Conference	8/19/19 - 6/05/20	Agenda
			Handouts
	Worker Meeting with Truancy Child		│
	Study Team		☐ Handouts/Meeting Invite
	Other Activity/Meeting/	· · ·	
	Workshop for Parents and Families		
	additional activities such as: transp vities related to parent and family en I		and families to attend meetings/training, literacy training for
Transportation			☐ Agenda
			☐ Sign-in Sheets ☐ Flyer/Meeting Invite
Literacy Training			☐ Agenda
			☐ Sign-in Sheets ☐ Flyer/Meeting Invite
Community/Faith-			☐ Agenda
based Organization Collaboration			Sign-in Sheets Flyer/Meeting Invite
Other (Specify			Agenda
below);			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	Language	Provides communication to parents in their home language through an interpreter. Translation service upon request.
হ	Disabilities	We have reserved parking and ramps available for those with disabilities to be able to participate in the school.
	Transportation	
	Child Care	
7	Unfamiliar with School System	Provide workshops for parents.
	Cultural Differences	
	Work Scheduling Conflict	
	Homelessness	

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