

REVIEWED

NAME: JP

DATE: //.19.14

TITLE I ADMINISTRATION

School Name: CITY OF HIALEAH EDUCATION ACADEMY		Loc. #:	7262
Principal's Name:	Carlos O. Alvarez		

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 11/12(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:

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 Appual Meeting	09/12/19
	The school will present the final approval of the PFEP for input and review from all stakeholders.	12/10/19	
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 Par	ent Meeting minutes and agenda	09/12/19
engagement in the planning,		Other: (specify below):	
reviewing, and improvement			
of Title I programs.			
		ent Meeting minutes and agenda	09/12/19
engagement in the decision-making process of how funds		verified minutes	12/10/19
		Other (specify below):	
for Title I will be used.			

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		
□ 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	✓ Electronic Messages ✓ School Calendar/	Apps		ended the Title I Annual Meeting
(Before)	Newsletter	✓ Flyers	as evidenced b	y the sign-in sheet(s):
	School Marquee	School Website		335
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	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)		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	eting/Activity	
✓ Home Visits	CIS	CIS will conduct	home visits as needed.		
Webinars					
✓ Conference Calls	CIS, Teachers and Administrators.		contact parents and famil	ies as needed. Parents and families with teachers.	
☐ Video Conferences					
Face-to-Face Meetings or Workshops	CIS/Faculty/Counselors/Admi		Teacher Conferences, Tit s/Academies and Family e	le I Annual Meeting, Open House vents.	
✓ Workshops/Training	CIS/Guest Speaker	Parent/Family/Co	Parent/Family/Community Workshops, Presentations or Tranings		

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	ı	Resources Provided	Description of Implementation
✓ The Parent Academy	CIS/Presenter	1	Brochures	Parent Academies informational presentations
✓ Agency Referrals	CIS	V	Flyers	Provided to parents as necessary or requested
Community-Based Partnerships	CIS	V	Handouts	Public Libraries, Hialeah Police/Fire Department, Miami Dade College Executive PASSPartnership.
☑ EESAC and Title I Annual Parent Meeting	CIS/Facilitator/Principal	✓	PowerPoint Presentations	Families involvement in the decision making process of the PFEP, Title I Funds, School Parent Compact, etc.
✓ Parent & Family Engagement Workshops	CIS		School Supplies	Parent Acade,ies/Workshops provided by Parent Academy, Hialeah Police dept., Hope for Miami, Youth Crime Watch
✓ Official Title I School- level Parent and Family Engagement Surveys	CIS	7	Referral Forms	Administered and compiled during Title I Annual Meeting and Open House to obtain feedback form parents.
☐ Family Support Services (FSS)		7	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	Documentation
Online PD to Build Relationships with Parents			
✓ M-DCPS Meetings/ Training/Workshops	Principal, Title I Facilitaror/CIS	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	Facilitator	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	Administration	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	CIS/Title I Facilitator/Principal	✓ Curriculum		✓ Agenda
✓ The Parent Academy Meetings/Training	CIS	✓ Assessments	From: 08-19-2019	☐ Handouts
Special Events for Families	CIS/Title I Facilitator/Principal	✓ Technology	7 10111. 33 13 2313	✓ Minutes
✓ ESSAC Meetings	CIS/Title I Facilitator/Principal	✓ Social Media		✓ Sign-in Sheets
✓ Workshops	CIS	☑ Parenting		☑ Photos
Community-based Partnerships	CIS/Principal	✓ Data Driven Instruction	To: 06-29-2020	Other (Please specify)
✓ FSA Night	Testing Chairperson	✓ Parent Portal		Flyers/Social Media



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		From: 08-19-2019	Multi-language Materials/Flyers/ Handouts	
Language	CIS	To: 06-29-2020	Accessibility accommodations and translation services statement		
Parents with Special	✓ Handicapped Parking ✓ Wheelchair Ramp ✓ Sign Language Interpreter ✓ Other Support/ Services	Parking Wheelchair	CIS	From: 08-19-2019	Multi-language Materials/Flyers/ Handouts
Needs		CIS	To: 06-29-2020	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	9/12/2019	✓ Agenda ✓ Handouts
	Other Parent Meeting		✓ Sign-in Sheets ✓ Flyers/Photos
Title I	✓ 1st EESAC Meeting	0/8/28/2019	Handouts/Meeting Materials
	Mailout of Title I Program Notification Letter	8/19/2019	
	✓ School Website	8/19/19 - 6/05/20	
	☑ Open House	9/12/2019	
	☑ Title I Annual Parent Meeting	9/12/2019	✓ Agenda
Curriculum	✓ FSA Night	02/05/20	
	✓ Science Fair	11/7/2019	✓ Sign-in Sheets✓ Flyers/Photos
	✓ Curriculum Meeting	9/11/2019	☐ Hyers/Frictos ☐ Handouts/Meeting Invite
	Open House	9/12/2019	



Communication Focus Areas	Content and Type of Activity	Timeline	Evidence of Effectiveness
	Response to Intervention		✓ Agenda
	✓ FSA Night	2/5/2019	✓ Handouts ✓ Sign-in Sheets
Assessment/	Student Backpack	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	☑ Flyers/Photos
Achievement Levels	✓ Parent Conference	8/19/19 - 6/05/20	✓ Handouts/Meeting Invite
	✓ Links to Websites Containing Assessment Data	8/19/19 - 6/05/20	
	✓ PTA/PTSA Meeting	8/19/19 - 6/05/20	✓ Agenda ✓ Handouts
	☑ EESAC	9/12/2019	✓ Sign-in Sheets ✓ Flyers/Photos
Parent Concerns	Response to Intervention		Handouts/Meeting Invite Official Parent Survey Compilation of Results
	School-level Parent & Family Engagement Survey	09/12/19	
	✓ Parent Teacher Conference	8/19/19 - 6/05/20	✓ Agenda
Attendance	☐ Meeting with School Social Worker		✓ Handouts✓ 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	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 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 are made aware via Flyers if any special accomodations can be provided by contacting the CIS. Parking, ramp and elevator.		
7	Transportation	Parents in need are referred to the Department of Transportation to obtrain an EASY Pass.		
	Child Care			
V	Unfamiliar with School System	CIS will provide a one to one meeting with parent in need of guidance with the school system. In addition we provided last school year a workshop by the Parent Academy "Connect with MDCPS-Learn how to navigate the school system"Continue to provide Parent Portal Assistance Workshop" early in the school year and the Free Application for Federal student aid for continuing education.		
V	Cultural Differences	We educate our students about the diverse cultures in our community through classroom curriculum, special events such as Black History Month, Hispanic Heritage, Asian Culture Club etc.		
V	Work Scheduling Conflict	We provide Parent-Teacher conferences early in the morning and after-school and some teachers schedule conferences during their planning period. Parent-Teacher conferences are also held quaterly from 3-6pm after Progress Report distributions.		
✓	Homelessness	Homeless Liason will make parent contact with families in transition and refer to Project Up-Start Program and follow up with families.		

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