DIVISION OF STUDENT AND FAMILY SUPPORT PROGRAMS
2025-2026 TITLE I SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN (PFEP)

Location #:	4091	**School Name:**	OLYMPIA HEIGHTS ELEM. SCHOOL
Region:	SOUTH	**Principal's Name:**	Victoria Bourland

MISSION STATEMENT

To enhance meaningful engagement, by building access and advocacy in order to build parents' and families' capacity for school and community engagement, in support of measurable improvement in student achievement.

The Title I 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 evidenced by the school's Annual Parent Meeting About the Benefits of the Title I Schoolwide Program. The PFEP is presented during the Annual Meeting About the Benefits of the Title I Schoolwide Program by an administrator.

Focus Area	Activity/Tasks	Evidence/Timeline	
The School-Level PFEP is a shared responsibility.	The school will present the Title I School-Level PFEP for input, review, and approval by all stakeholders and document the discussion in the Annual Parent Meeting About the Benefits of the Title I Schoolwide Program minutes. The PFEP will be made available to all parents and families upon agreement by all stakeholders.	1. Annual Parent Meeting About the Benefits of the Title I Schoolwide Program minutes includes review and discussion of Title I School-Level PFEP and Title I Budget Allocation.	August 2025 - October 2025

Focus Area	Activity/Tasks	Evidence/Timeline	
Parents/families will assist in providing high quality instruction for all learners.	Jointly develop the Tilte I School-Parent Compact Monitor attendance Monitor homework completion Participate in decisions relating to the child's education	2. Title I Notification Flyer 3. Title I School-Parent Compact	August 2025 - June 2026

INVOLVEMENT OF PARENTS

In an organized, and timely manner, the school will involve parents and family members in the planning, review, and improvement of the Title I Schoolwide Program including involvement in decision-making of how supplemental funds for Title I will be used, as follows:

Focus Area	Activity/Tasks	Evidence/Timeline	
Parent and family engagement in the decision-making process of how Title I Schoolwide Program supplemental funds will be used.	Parents and families will be given the opportunity to provide input in the decision making process of how Title I Schoolwide Program supplemental funds will be used as evidenced in the Annual Parent Meeting About the Benefits of the Title I Schoolwide Program meeting minutes.	Annual Parent Meeting About the Benefits of the Title I Schoolwide Program minutes with discussion of PFEP and Title I Budget Allocation	August 2025 - October 2025
Parent and family engagement in the planning, review, and improvement of Title I Schoolwide Program and Title I School-Level PFEP.	During the Annual Parent Meeting About the Benefits of the Title I Schoolwide Program, parents and families will be encouraged to provide input in the planning, review, and improvement of the Title I Schoolwide Program, including the Title I School-Level PFEP, as evidenced by meeting minutes.		

COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS

The school will coordinate and integrate parent and family engagement programs and activities to guide parents on how to help their child at home.

Coordination with Other Programs	Activity/Tasks	Participation in the activity will teach parents to help their children at home are as follows:
Title III (Tutoring for English Learners) ***if applicable***	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.
VPK	Meetings and Workshops	Strategies provided to parents of VPK students will help build a strong academic foundation.

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ANNUAL PARENT MEETING ABOUT THE BENEFITS OF THE TITLE I SCHOOLWIDE PROGRAM			
The school will conduct the Annual Parent Meeting About the Benefits of the Title I Schoolwide Program to inform parents and families of the school's participation in the Title I Schoolwide Program. During the meeting, the school will provide 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 of Meeting Notice/Invite**		**Evidence/Timeline**
Notification	Flyers Electronic Messages School Calendar/Newsletter		4. Annual Parent Meeting About the Benefits of the Title I Schoolwide Program Flyer in Multiple Languages that include Accessibility/ Accommodations Disclaimer August 2025 - October 2025
Activity/Tasks	**Description of Activity/Tasks Conducted During the Meeting**		
Documentation	Title I School-Level PFEP reviewed, discussed and updated with parents and families during the meeting		Documentation verifying meeting attendees
	Meeting agenda includes all required items		5. Annual Parent Meeting About the Benefits of the Title I Schoolwide Program PowerPoint Presentation (customized throughout)
	Meeting minutes include record of dialogue with parents/families		Parent Feedback Forms discussed and made available (in multiple languages) during the meeting
	Title I Parent Program Notification Letter made available to parents and families		6. District Advisory Council (DAC)/Parent Advisory Council (PAC) Representative Form (FM-6996) completed and uploaded to the Title I School-Level Compliance Collaboration site
	Title District-level PFEP made available during the meeting		School-Parent Compact reviewed and updated during the meeting
Activity/Tasks	**Description of Follow-Up Activity/Tasks**		
Follow-Up	7. Annual Parent Meeting About the Benefits of the Title I Schoolwide Program Attendance records		
	Meeting minutes uploaded to the Title I School-Level Compliance Collaboration Site		Compilation of Feedback Form Results completed and uploaded to the Title I School-Level Compliance Collaboration Site
	Meeting data entered on Monthly Parent and Family Engagement Data Report		Updated School-Parent Compact available to parents and families
	8. Link of school's website page that includes the following documents in multiple languages: - Title I Notification Flyer - Title I District-Level PFEP - Title I School-Level PFEP - Title I Parent Program Notification Letter - Title I School-Parent Compact - Title I School-Level Parent and Family Engagement Feedback Form - Annual Parent Meeting About the Benefits of the Title I Schoolwide Program PowerPoint (customized throughout) - School Improvement Process (SIP) - Additional resources to support student's at-home learning		
Optional	Meeting photos posted on school website		Evidence of social media post(s)

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FLEXIBLE PARENT MEETINGS

The school will provide activities such as, webinars, workshops, home visits, and other services related to parent and family engagement on a flexible schedule utilizing Title I funds.

Flexible Meetings	Meeting/Activity
1). Minimum of two (2) flyers in multiple languages, of school based parental activities, with accessibility accommodations and translation services disclaimer (demonstrating flexible meetings at different times of the day)	Annual Parent Meeting About the Benefits of the Title I Schoolwide Program
	Additional meeting at a flexible time

BUILDING CAPACITY

The school will implement activities that 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 via the activities below.

Activity/Tasks	Title of Person Responsible	Resources Provided
Annual Parent Meeting About the Benefits of the Title I Schoolwide Program	Principal	PowerPoint Presentations
EESAC Meetings	EESAC Chairperson	Flyers
The Parent Academy	CIS/CLS	PowerPoint Presentations

STAFF DEVELOPMENT

Professional Learning opportunities will be provided 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 and Family Engagement Focus Area	Documentation
District-sponsored Title I Facilitator/ School-site Administrator training sessions	Administrator	Implementing/ Coordinating parent/family programs	Agenda, handouts, PowerPoint presentation, implementation of knowledge gained, and Master Plan Points from the Professional Learning Management System
Community Involvement/ Community Liaison Specialists (CIS/CLS) training sessions	CIS/CLS	Implementing/ Coordinating parent/family programs	Agenda, handouts, PowerPoint presentation, implementation of knowledge gained, and Master Plan Points from the Professional Learning Management System
Faculty/Staff training sessions	Principal	Implementing/ Coordinating parent/family programs	Agenda, handouts, PowerPoint presentation, implementation of knowledge gained, and Master Plan Points from the Professional Learning Management System

OTHER ACTIVITIES

The school will conduct other activities/events/meetings to encourage and support parents and families with more meaningful engagement in the education of their child(ren).

Activity	Title of Person Responsible	Parent & Family Engagement Focus Areas	Evidence of Effectiveness
EESAC Meetings	Principal	Curriculum	Minutes
The Parent Academy Meetings/Training	CIS/CLS	Technology	Attendance Records

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 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.

Accessibility Focus Areas	Accommodations	Title of Person Responsible	Evidence of Effectiveness
Language	Translated Materials	Principal	Multi-language Materials/Flyers/Handouts with disclaimer
Parents with Special Needs	Other	Principal	School Map

COMMUNICATION

The school will provide timely information about the Title I Schoolwide Program, 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 school will submit comments provided by parents and/or families should the schoolwide plan not be satisfactory.

Communication Focus Areas	Content and Type of Activity	Title of Person Responsible	Evidence of Effectiveness
Title I Notification	Parent Correspondence	Principal	10. Title I Parent Program Notification letter in multiple languages on District or school letterhead 11. ESSA Four-Week Parent Notification letter in multiple languages or signed disclaimer
Curriculum	Meetings/Workshops/Events/Parent Correspondence	Principal	12. Evidence of meetings, workshops, events, and/or parent correspondence about the curriculum at the school site, such as Open House.
Assessment/ Achievement Levels	Parent Correspondence and Documentation of Additional Educational Assistance to students identified as not meeting State Standards Click here for more information: https://arda.dadeschools.net/#!/fullWidth/3937 Visit the Florida Statewide Assessments Portal: https://flfast.org/fsa.html Information about assessment/achievement levels may also be accessed on the Schoology application located in the Parent Portal.	Principal	13. Evidence of parent correspondence of additional assistance for students not meeting state standards, such as tutoring letters, i-Ready parent reports, and FAST parent reports.
Parent Concerns	Official School-Level Title I Parent and Family Engagement Feedback Form	Principal	Three (3) samples of the Official School-Level Title I Parent and Family Engagement Feedback Form (one sample for each language as applicable: English, Spanish, and Haitian-Creole)

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BARRIERS	
Provide a description of any barriers that prevented parents from participating during the previous school year. Describe the steps the school will take for the coming school year to overcome these barriers (with attention to parents/families with disabilities, limited English speakers, students living in unstable housing situations, and parents/families of migrant children) [ESEA Section 1116].	
Barriers Areas	**Plan of Action (Steps)**
Homelessness	Provide parents with resources as needed and referral to Project Upstart
Unfamiliar with School System	Provide parents with translated information for all school-related activities
PARENT AND FAMILY FEEDBACK	
Each year, our school encourages parents and families to work in collaboration with the school to develop, review, and revise the Title I School-Level Parent and Family Engagement Plan (PFEP). The PFEP serves as a tool that is used to determine how well our school is partnering with you and promoting your involvement in your child's education throughout the school. Your feedback is important in helping us in continually improving the PFEP and the parent and family engagement program at our school. We have provided contact information below so that you can learn about the different ways you can be a part of this home school connection. Thank you!	
Title I Compliance Facilitator Name:	Ariadna Valdes-Hernandez
Title I Compliance Facilitator Contact Information:	305-221-3821/Email: ahernandez@dadeschools.net
This plan is aligned with Section 1116 of the Every Student Succeeds Act	
The deadline to submit the Title I School-Level Parental and Family Engagement Plan (PFEP) is Friday, October 3, 2025.	