MIAMI-DADE COUNTY PUBLIC SCHOOLS
2017-2018 SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN (PFEP)

School Name: Earlington Heights **Loc. #:** 1561

I, Jackson Nicolas [Principal's Name], do hereby certify 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;
- Involve the parents 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 the School-level PFEP, distribute it to parents of participating children, and make the plan available to the local community [Section 1116 (b)(1)];
- Involve parents, 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 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 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 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 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)].

Jackson Nicolas 12-1-17

Signature of Principal or Designee **Date Signed**

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MISSION STATEMENT

Parent and Family Engagement 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.

Describe how the School-level PFEP is a shared responsibility and how parents/families will assist in providing high quality instruction for all learners.

Focus Area	Evidence	Date
The School-level PFEP is a shared responsibility.	☑ The PFEP is jointly developed with, agreed upon with and distributed to all parents	Ongoing
	☑ Conduct review meetings for parents and staff, before the end of the school year and prior to the final approval of the PFEP	Ongoing
	☐ Other (explain)	
Parents/families will assist in providing high quality instruction for all learners.	☑ School-Parent Compact	
	☑ Monitoring attendance	Ongoing
	☑ Monitoring homework completion	Ongoing
	☑ Participation in decisions relating to the child's education	Ongoing
	☐ Other (explain)	

INVOLVEMENT OF PARENTS

Describe how the school will involve parents and families in an organized, and timely manner in the planning, reviewing, and improvement of Title I programs including involvement in decision-making of how funds for Title I will be used [ESEA Section 1116].

Focus Area	Evidence	Date
Parents and families' involvement in the planning, reviewing, and improvement of Title I programs.	☑ Title I Annual Parent Meeting	September 27, 2017
	☐ Other (explain below)	
Parents and families' involvement in the decision-making process of how funds for Title I will be used.	☑ Title I Annual Parent Meeting	September 27, 2017
	☑ EESAC meetings	Sept. 2017-May 2018
	☑ Other (explain) PTA	October 2017-June 2018

COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS

Describe how the school site will coordinate and integrate parent and family engagement programs and activities. Describe how these activities will teach parents how to help their child(ren) at home [ESEA Section 1116].

Focus Area	Date	Explanation of how these activities help their child(ren) at home.
☐ Head Start		Turn Up The STEAM will provide parents with opportunities to enhance resume writing, financial literacy and computer skills.
☐ HIPPY		
☐ VPK		
☐ Title III		
☐ Project Upstart		
☐ Migrant		
☐ Alternative Outreach		
☑ Other: Turn Up The STEAM	Ongoing	

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TITLE I ANNUAL PARENT MEETING

Describe the specific steps the school will take to conduct the Title I Annual Meeting to inform parents and families of participating children about the school's Title I Program. Include a description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance). Describe how the school will communicate topics such as school performance data, school choice, and the rights of parents at the annual meeting. Describe how the school site will document that the communication has been provided to stakeholders.

Activity/Tasks	Description	Evidence of Effectiveness
Advertise (Before)	✓ Connect-Ed message(s) ☐ Apps ✓ Flyers sent via backpack ✓ Master Calendar ✓ Website ✓ School marquee ✓ School calendar/Newsletter ☐ Other:	Number of parents who attended the Title I Annual Meeting as evidenced by the sign-in sheet(s): 95
Delivery (During)	☐ Title I PowerPoint (Program Overview, Budget Allocation, Curriculum) ☐ Consultation & Complaints ✓ PFEP, School-Parent Compact, & Parent Rights	Flyer
Documentation (During)	✓ DAC/PAC Representative Form (FM-6996) ✓ Agenda(s) ✓ Sign-in sheets ✓ Parent Surveys ☐ Images, photos of meeting	Sign In Sheets, agendas and presentation of materials
Follow-Up (After)	✓ Compilation of survey results ✓ Meeting minutes ✓ PFEP ✓ DAC/PAC Representative Form (FM-6996) ✓ Monthly Report – Title I Annual Parent Meeting Attendance	Sign In Sheets, agendas and presentation of materials

FLEXIBLE PARENT MEETINGS

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening. Describe how the school will provide, with Title I funds, webinars, teleconferences, video conferences, or home visits, as such services relate to parent and family engagement [ESEA Section 1116].

Activity/Tasks	Person(s) Responsible	Meeting Time(s)	Description
✓ Morning Meetings (8:00 a.m. – 12:00 p.m.) ☐ Afternoon Meetings (12:00 p.m. – 3:00 p.m.) ☐ Evening Meetings (4:00 p.m. – 6:00 p.m.)	Principal, CIS	September 2016- May 2108	Provide training, information and support services that strengthen the relations between parents and the school in meaningful ways that improve academic achievement.
✓ Home Visits	Community Involvement Specialist	Ongoing	Provide training, information and support services that strengthen the relations between parents and the school in meaningful ways that improve academic achievement.
☐ Webinar			
☐ Teleconference			
☐ Video Conference			
✓ Face-to-Face Meeting/Workshop	Community Involvement Specialist	Ongoing	Provide training, information and support that strengthen the relations between parents and the school in meaningful ways that improve academic achievement.
Services: ☐ Child Care ☐ Transportation ☐ Other			

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BUILDING CAPACITY

Describe how the school will implement activities that will build the capacity for meaningful parent/family involvement. Include a description of how the school implements activities that build relationships with the community in order to improve student achievement and what materials and trainings will be provided to assist parents/families to work with their child(ren). Provide details on how the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116].

Activity/Tasks	Person(s) Responsible	Resources/Materials Provided	Description of Implementation
☑ The Parent Academy	Community Involvement Specialist	Agenda's	Monthly meetings to provide training, inform parents of various school-wide events and programs that will increase student achievement.
☑ Agency Referrals	Community Involvement Specialist	Application/Flyer	Training and support will be provided to strengthen the relations between parents and the school in meaningful ways that improve academic achievement.
☑ Community Partnership/Activities	Community Involvement Specialist	Application/Flyer	Support will be provided to strengthen the relations between parents and the school in meaningful ways that improve academic achievement.
☑ District Advisory Council (DAC) General and Executive Board, Parent Advisory Council (PAC), Educational Excellence School Advisory Council (EESAC), and Title I Annual Parent Meetings	Community Involvement Specialist	Agenda's and presentation materials	Monthly meetings to involve parents of the development and reviewing of the SIP that is related to student achievement .
☑ Parent & Family Engagement Workshops	Community Involvement Specialist	Agenda's	Provide training, information and support services that strengthen the relations between parents and the school in meaningful ways that improve academic achievement.
☑ Parent & Family Engagement Survey	Principal, CIS	Agenda's	Provide training, information and support services that strengthen the relations between parents and the school in meaning ways that improve academic achievement.
☐ Other:			

STAFF DEVELOPMENT

Describe the professional development activities that the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders, and other staff with the assistance of parents/families that includes:

- How to value and utilize the contributions of parents/families;
- How to reach out to, communicate with, and work with parents/families as equal partners; and
- How to implement and coordinate parent/family programs and build upon bonds between parents/families and the school.

Activity	Person(s) Responsible	Parent/Family Engagement Focus Areas	Timeline	Evidence of Effectiveness
☑ Online PD: Building Relationships with Parents	Community Involvement Specialist, PD Liaison	Valuing and utilizing parent contributions	September 2017-May 2018	Master Plan Points
☑ M-DCPS Meetings/Training/Workshops	District, CIS	Enhancing capacity to work with parents and families	September 2017-May 2018	Master Plan Points
☑ CIS/CLS Orientation Meeting	District, Community Involvement Specialist	Implementing/Coordinating parent/family programs	September 2017-May 2018	Agenda, sign-in sheets, handout, PowerPoint and implementation of knowledge gained.
☑ CIS/CLS Training Sessions	District, Community Involvement Specialist	Implementing/Coordinating parent/family programs	September 2017- May 2018	Agendas, handouts, PowerPoint and implementation of knowledge gained.
☑ How to Engage Hard to Reach Parents	Community Involvement Specialist	Communicating with parents as equal partners	September 2017-May 2018	PowerPoint, follow-up activity and/or MPPs; sign-in sheets.
☐ Professional Learning Community/ School-based Project	Community Involvement Specialist, Administrative Team	Implementing/Coordinating parent/family programs	September 2017-May 2018	Sign-in sheet, artifacts (photos, Twitter, etc.)
☐ Other:				

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OTHER ACTIVITIES

Describe other activities, such as the parent resource center, that the school will conduct in order to encourage and support parents and families in more meaningful engagement in the education of their child(ren) [ESEA Section 1116].

Content and Type of Activity	Person(s) Responsible	Parent/Family Engagement Focus Areas	Timeline	Evidence of Effectiveness
✓ Parent Resource Center/Area ✓ The Parent Academy ✓ DAC/PAC Meetings ✓ ESSAC Meetings ✓ Workshops ☐ Community-based Partnerships ☐ Other:	Community Involvement Specialist	✓ Curriculum ✓ Assessments ✓ Technology ☐ Social Media ✓ Parenting ✓ Data-Driven Instruction ✓ Parent Portal	Throughout the school year	Sign-In Sheets, agenda's and presentation of materials

ACCESSIBILITY

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families. Describe how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families understand.

Accessibility Focus Areas	Accommodations	Person(s) Responsible	Timeline	Evidence of Effectiveness
Language	✓ Translator ✓ Translated Materials ☐ Other:	Community Involvement Specialist and School Counselor	Throughout the school year	Sign in sheets and presentation of materials in various languages
Parents with Special Needs	✓ Parking ✓ Ramp ☐ Sign Language Interpreter ☐ Other:	Community Involvement Specialist	Throughout the school year	Sign in sheets and presentation of materials

COMMUNICATION

Describe how the school will provide timely information about the Title I programs. Describe and explain the curriculum at the school, and the forms of assessment used to measure student progress; the achievement levels students are expected to obtain; and identify students who are at risk of not meeting state standards on performance standards assessments. Describe how the school, if requested by parents, 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). Provide a description of how the school will submit parents/family's comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116].

Communication Focus Areas	Content and Type of Activity	Date	Attendance	Evidence of Effectiveness
Title I	✓ Title I Annual Parent Meeting	9-27-17		Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	✓ EESAC	Monthly		
	✓ Electronic Communication to Parents	Monthly		
	✓ Mailout to Parents	Monthly		
	✓ Title I Parent Newsletter	Monthly		
	✓ Other: Connect ED Message	Monthly		
Curriculum	✓ FSA Night	January 2018		Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	✓ Title I Annual Parent Meeting	9-27-17		
	✓ Science Fair/Night	January 2018		

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Communication Focus Areas	Content and Type of Activity	Date	Attendance	Evidence of Effectiveness
Curriculum (Continued)	✓ Reading Under the Stars	January 2018		Sign-in sheets and agenda's
	✓ Open House	9-27-2017		
	✓ EESAC	Monthly		
	✓ Student Backpack	9/2017		
	✓ Website	Ongoing		
	Other:			
Assessment/Achievement Levels	✓ Title I Annual Parent Meeting	9-27-17		Number of parents who attended the meeting as evidenced through the sign-in sheet(s).
	✓ Open House Night	9-27-17		
	✓ EESAC	Monthly		
	✓ Response to Intervention (RtI)	Ongoing		
	Links to websites Containing Assessment/Data Information			
	Other:			
Parent Concerns	✓ PTA/PTSA meeting	Quarterly		Number of parents who attended the meeting as evidenced through the sign-in sheet(s). Parent Survey Compilation of Results.
	✓ EESAC meeting	Monthly		
	✓ Parent Survey	Yearly		
	Other:			
Attendance	✓ Parent/Teacher Conference	Ongoing		Number of parents who participated in conference call(s) and/or attended the meetings, as evidenced through the sign-in sheet(s).
	✓ Truancy Child Study Team	Ongoing		
	✓ Meetings with School Social Worker	Ongoing		
	Other:			

DISCRETIONARY ACTIVITIES (OPTIONAL)

Describe any activities that are not required, but will be paid for through Title I, Part A funding (for example, home visits, transportation for meetings, activities related to parent/family engagement, etc.)

Discretionary Activities Focus Areas	Content and Type of Activity	Person(s) Responsible	Timeline	Evidence of Effectiveness
Transportation				
Home Visits	CIS will provide parents with community resources, Title I and curriculum information.	CIS and Principal	Ongoing	Increased student achievement and attendance.
Literacy Training				
Community/Faith-based Organization Collaboration				
Other				

BARRIERS

Provide a description of the barriers that hindered participation by parents during the previous school year. Describe the steps the school will take during the upcoming school year to overcome the barriers (with attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children) [ESEA Section 1116].

Barrier(s): *check all that apply* (Including the Specific Subgroup)	Plan of Action (Steps)
☑ Language	**Language** 25% of the parents are Spanish speakers. All meetings will be translated in Spanish.
☐ Disabilities	**Disabilities**
☐ Transportation	**Transportation**
☐ Child Care	**Child Care**
☐ Unfamiliar with School System	**Unfamiliar with School System**
☐ Cultural Differences	**Cultural Differences**
☑ Economic Disadvantages	**Economic Disadvantages** Parents aren't able to attend workshops in the evening because of scheduling. Parent Workshops will be held on Friday mornings.
☐ Homelessness	**Homelessness**

Deadline to submit the School-level Parental & Family Engagement Plan (PFEP) is Friday, November 17, 2017.