

# **APPROVED**

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

School Name: Hialeah Gardens Middle School			Loc. #: _	6751	
I, Maritza D. Jimenez	_ [Principal's Name],	do hereby	certify that all	facts, figures, an	d
representations made in this plan are true, of	correct, and consistent	with the stat	ement of assuran	ces. Furthermore, a	III
applicable statutes, regulations, and procedum	es; administrative and p	rogrammatic	requirements; and	procedures for fisca nonditure of funds o	ilk m
control and maintenance of records will be in	ripiementea to ensure p	noper accou	tability for the ex	penditule of funds o	-
the Parent and Family Engagement Program	. All records necessary	to substantia	ate these requiren	ients Will de avalladi	e
for review by appropriate District, State and	d Federal staff for a r	ninimum of :	five (5) years. I 1	urther certify that a	<b>III</b>
expenditures will be obligated on or after the	effective date and prior	to the termina	ation date of the p	roject. Disbursement	S
will be reported only as appropriate to this pro	oject and will not be us	ed for match	ng funds on this o	or any special projec	t,
where prohibited. This plan has been jointly of	developed and agreed u	upon by stake	eholders (i.e., staf	f, families, communit	ty
members, etc.) in compliance with Title I Fe	deral funding regulatior	ns. The scho	ool will adhere to	the plan of action for	r
parent and family engagement activities thro	oughout the academic	year and wi	I ensure its trans	parency of efforts b	ıy
providing communication to parents and famil	ilies in multiple languag	es. flexible n	neeting times, nee	ds-based workshop	S,
and accommodations to parents and families	with special needs. Ac	ditionally, the	e school will disse	minate this docume	nt
in multiple languages and make it accessible	by making it available of	on our schoo	's website. The s	chool will also ensur	e
that its PFEP is aligned to the School Improve	amont Dian (SID) for the	ocurrent ech	ol vear		
that its PFEP is aligned to the School improve	entent Flan (SIF) for the	CONTENT SON	or your.		

### 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)].

Signature of Principal or Designee

**Date Signed** 



## 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	11/17/17
	Conduct review meetings for parents and staff, before the end of the school year and prior to the final approval of the PFEP	10/17/17
	Other (explain)	
Parents/families will assist in providing high	School-Parent Compact	10/10/17
quality instruction for all learners.	✓ Monitoring attendance	Ongoing
	✓ Monitoring homework completion	Ongoing
	Participation in decisions relating to the child's education	Ongoing
	Other (explain)  Parent Portal, Web Site	10/10/17

### 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	☑Title I Annual Parent Meeting	10/10/17
planning, reviewing, and improvement of Title I programs.	Other (explain below)	09/26/17
Parents and families' involvement in the	☑Title I Annual Parent Meeting	10/10/17
decision-making process of how funds for Title I will be used.	✓ EESAC meetings	10/17/17
	Other (explain)  Title   expenditures/reviews are discussed in EESAC meetings.	11/17/17

## 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		Hialeah Gardens Middle School uses Title III funds to supplement and enhance the
HIPPY		programs for English Language Learner (ELL) and recently arrived Immigrant Children
VPK		and Youth by providing funds to implement and/or provide: tutorial programs; parent
☑Title III	8/17-6/18	outreach activities through The Parent Academy; coaching and mentoring for ESOL and
Project Upstart		content area teachers; reading and supplementary instructional materials; cultural
Migrant		supplementary instructional materials; purchase of supplemental hardware and software
✓ Alternative Outreach	8/17-6/18	for the development of language and literacy skills in reading, mathematics and science,
Other:		as well as, thematic cultural lessons.



## 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):
Delivery (During)	✓ Title I PowerPoint (Program Overview, Budget Allocation, Curriculum) ✓ Consultation & Complaints ✓ PFEP, School-Parent Compact, & Parent Rights	10/10/17 Ongoing
Documentation (During)	✓ DAC/PAC Representative Form (FM-6996) ✓ Agenda(s) ✓ Sign-in sheets ✓ Parent Surveys ✓ Images, photos of meeting	10/10/17 Ongoing
Follow-Up (After)	✓ Compilation of survey results ✓ Meeting minutes ✓ PFEP ✓ DAC/PAC Representative Form (FM-6996) ✓ Monthly Report – Title I Annual Parent Meeting Attendance	10/10/17 Ongoing

#### **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.)	Brown / Zayas	2:00 pm 6:30 PM	Parent Academy Meetings and Title I Annual Meeting
☑Home Visits	Brown / Zayas	Ongoing	As needed
Webinar	NA		
Teleconference	NA		
Video Conference	NA		
Face-to-Face Meeting/Workshop	All Staff	2:00 PM	Parent Academy and as needed meetings.
Services: ☐Child Care ☐Transportation ☐Other	Dade County Buses and Private Bus Companies	Ongoing	Four Dade County Buses and Forty-Four Private Buses provide transportation for our students.



#### **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	Brown / Zayas	District Presenter	11/15/17,1/10/18 and 2/7/18
Agency Referrals	Pineda/ J.Garcia	Outside Agencies	As needed
Community Partnership/Activities	Brown / Zayas	In-kind/participation	EESAC membership/ participation in school events
District Advisory Council (DAC) General and Executive Board, Parent Advisory Council (PAC), Educational Excellence School Advisory Council (EESAC), and Title I Annual Parent Meetings	Ingrid Brown Marta Zayas	Participation/ coordination of activity/ promotion	Attendance/ Sign In Sheets/ Agendas
Parent & Family Engagement Workshops	Brown / Zayas	District Presenter	3 Scheduled Parent/Family Engagement Workshops
Parent & Family Engagement Survey	Brown / Zayas	Survey	Open House (10/10/17)
_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		Valuing and utilizing parent contributions		Master Plan Points
M-DCPS Meetings/Training/Workshops		Enhancing capacity to work with parents and families		Master Plan Points
CIS/CLS Orientation Meeting	Ingrid Brown	Implementing/Coordinating parent/family programs	10/10/17 Ongoing/as needed	Agenda, sign-in sheets, handout, PowerPoint and implementation of knowledge gained.
CIS/CLS Training Sessions	Ingrid Brown Marta Zayas	Implementing/Coordinating parent/family programs	11/15/17, 1/10/18 2/7/18	Agendas, handouts, PowerPoint and implementation of knowledge gained.
☑How to Engage Hard to Reach Parents	Staff	Communicating with parents as equal partners	Conferences/ phone	PowerPoint, follow-up activity and/or MPPs; sign-in sheets.
Professional Learning Community/ School-based Project		Implementing/Coordinating parent/family programs		Sign-in sheet, artifacts (photos, Twitter, etc.)
✓Other:	Ingrid Brown Marta Zayas	Enhancing capacity to work with parents and families	8/17-6/18	Sign-in sheet, photos, participation evidence



#### 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		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:	CIS EESAC Chairperson Parent Academy District Presentation	✓ Curriculum ✓ Assessments ✓ Technology ✓ Social Media ✓ Parenting ✓ Data-Driven Instruction ✓ Parent Portal	8/17-6/18	Sign-in sheet, agenda, flyer, connect-ed, Web site, conferences via face to face/ phone

#### **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	<ul><li>✓ Translator</li><li>✓ Translated Materials</li><li>✓ Other:</li></ul>	School Staff District Personal	Ongoing/ as needed	Sign-in sheet, agenda, flyer, connect-ed, Web site, conferences
Parents with Special Needs	☑Parking □Ramp ☑Sign Language Interpreter □Other:	School Staff District Personal	Ongoing/ as needed	Sign-in sheet, agenda, flyer, connect-ed, Web site, conferences

#### 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	10/10/17	250	
	<b>ZEESAC</b>	9/28/17	13	]
	Electronic Communication to Parents	Ongoing	NA	Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	✓ Mailout to Parents	Ongoing	1730	]
	Title I Parent Newsletter			
	Other:			
Curriculum	FSA Night			Number of parents who attended the meeting
	Title I Annual Parent Meeting	10/10/17	250	as evidenced through the sign-in sheet(s).
	Science Fair/Night			



Communication Focus Areas	Content and Type of Activity	Date	Attendance	Evidence of Effectiveness	
Curriculum (Continued)	Reading Under the Stars			Sign In sheets	
	✓ Open House	10/10/17	736	Agendas	
	₹ EESAC	9/17-5/18	117	Minutes - Actual Flyers	
	Student Backpack	Ongoing	1730	Actual Flyers	
	Website	Ongoing	NA		
	Other:				
	☑ Title I Annual Parent Meeting	10/10/17	250		
Levels	✓Open House Night	10/10/17	736		
	✓ EESAC	9/17-5/18	117	Number of parents who attended the meet as evidenced through the sign-in sheet(s).	
	Response to Intervention (RtI)	As needed	10		
	Links to websites Containing Assessment/Data Information	Ongoing	NA		
	Other:				
Parent Concerns	PTA/PTSA meeting			Number of parents who attended the meeting	
	ZEESAC meeting	9/26/17-5/15/18	117	as evidenced through the sign-in sheet(s).	
	✓ Parent Survey	10/10/17	305	Parent Survey Compilation of Results.	
	✓ Other: Compact	10/10/17	1730	aron oursey on passes	
	Parent/Teacher Conference	Ongoing	Varies		
Attendance	☑Truancy Child Study Team	Ongoing	Varies	Number of parents who participated in	
	Meetings with School Social Worker	Ongoing	Varies	conference call(s) and/or attended the meetings, as evidenced through the sign-in sheet(s).	
	Other: Phone Calls to parents	Ongoing	Varies		

## **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	NA			
Home Visits	NA			
Literacy Training	NA			
Community/Faith- pased Organization Collaboration	NA			
Other	NA			



#### 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
	NA .
□ Disabilities	Disabilities
	NA
	T
i alispoitation	Transportation NA
out out	Child Care
Child Care	NA CITILO CATE
genous	Unfamiliar with School System
Unfamiliar with School System	School Web Site, Title I Brochure, Parent Student Handbook, Parent Academy:
	Parental Involvement and Online Resources (February 7th, 2018).
Cultural Differences	Cultural Differences
	NA NA
Economic Disadvantages	Economic Disadvantages
	NA NA
✓ Homelessness	
	Homelessness  The Trust Counselor meets with the eighteen students and provides assistance as
	needed. She provides professional development for staff related to student issues.
	Use and the state of the state