

**APPROVED**

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

School Name: Royal Palm Elementary

Loc. #: 4761

I, Marta Garcia [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)].

Signature of Principal or Designee

11/16/17

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.	<input checked="" type="checkbox"/> The PFEP is jointly developed with, agreed upon with and distributed to all parents	09/28/17
	<input checked="" type="checkbox"/> Conduct review meetings for parents and staff, before the end of the school year and prior to the final approval of the PFEP	10/24/17
	<input type="checkbox"/> Other (explain)	
Parents/families will assist in providing high quality instruction for all learners.	<input checked="" type="checkbox"/> School-Parent Compact	09/27/17
	<input checked="" type="checkbox"/> Monitoring attendance	Ongoing
	<input checked="" type="checkbox"/> Monitoring homework completion	Ongoing
	<input checked="" type="checkbox"/> Participation in decisions relating to the child's education	Ongoing
	<input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Title I Annual Parent Meeting	09/27/17
	<input type="checkbox"/> Other (explain below)	
Parents and families' involvement in the decision-making process of how funds for Title I will be used.	<input checked="" type="checkbox"/> Title I Annual Parent Meeting	09/27/17
	<input checked="" type="checkbox"/> EESAC meetings	10/24/17
	<input type="checkbox"/> Other (explain)	

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.
<input type="checkbox"/> Head Start		The VPK Program provides children with an opportunity to develop skills needed to be successful in kindergarten. The teachers conduct regular assessments, share results with parents, and provide resources and tools to help them succeed. Pre-Kindergarten Teachers also schedule parent trainings throughout the school year in reference to early literacy and how to implement a literacy program at home. Through Title III, the school is able to provide English Language Learners with additional support to master skills in reading, math, and science. Project Upstart allows us to survey our school population in order to provide assistance to families who may be displaced from their homes.
<input type="checkbox"/> HIPPO		
<input checked="" type="checkbox"/> VPK	07/25/17	
<input checked="" type="checkbox"/> Title III	11/13/17	
<input checked="" type="checkbox"/> Project Upstart	11/03/17	
<input type="checkbox"/> Migrant		
<input type="checkbox"/> Alternative Outreach		
<input type="checkbox"/> Other:		



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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)	<input checked="" type="checkbox"/> Connect-Ed message(s) <input type="checkbox"/> Apps <input checked="" type="checkbox"/> Flyers sent via backpack <input type="checkbox"/> Master Calendar <input type="checkbox"/> Website <input checked="" type="checkbox"/> School marquee <input checked="" type="checkbox"/> School calendar/Newsletter <input type="checkbox"/> Other:	Number of parents who attended the Title I Annual Meeting as evidenced by the sign-in sheet(s): <div style="border: 1px solid black; padding: 2px; display: inline-block;">264</div>
Delivery (During)	<input type="checkbox"/> Title I PowerPoint (Program Overview, Budget Allocation, Curriculum) <input type="checkbox"/> Consultation & Complaints <input checked="" type="checkbox"/> PFEP, School-Parent Compact, & Parent Rights	Teachers provided parents with copies of documents
Documentation (During)	<input type="checkbox"/> DAC/PAC Representative Form (FM-6996) <input type="checkbox"/> Agenda(s) <input checked="" type="checkbox"/> Sign-in sheets <input checked="" type="checkbox"/> Parent Surveys <input type="checkbox"/> Images, photos of meeting	Teachers sent sign-in sheets and surveys to the Community Involvement Specialist (CIS).
Follow-Up (After)	<input checked="" type="checkbox"/> Compilation of survey results <input type="checkbox"/> Meeting minutes <input type="checkbox"/> PFEP <input type="checkbox"/> DAC/PAC Representative Form (FM-6996) <input checked="" type="checkbox"/> Monthly Report – Title I Annual Parent Meeting Attendance	The CIS completed the monthly report documenting the information collected.

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
<input checked="" type="checkbox"/> Morning Meetings (8:00 a.m. – 12:00 p.m.) <input checked="" type="checkbox"/> Afternoon Meetings (12:00 p.m. – 3:00 p.m.) <input checked="" type="checkbox"/> Evening Meetings (4:00 p.m. – 6:00 p.m.)	Administration Teachers	On-Going	EESAC, parent conferences, meetings, and workshops will be held at various times.
<input checked="" type="checkbox"/> Home Visits	Social Worker	On-Going	Will be used when parents need to be contacted.
<input type="checkbox"/> Webinar			
<input type="checkbox"/> Teleconference			
<input type="checkbox"/> Video Conference			
<input checked="" type="checkbox"/> Face-to-Face Meeting/Workshop	Teachers	On-going	Grade levels will provide workshops for parents.
Services: <input checked="" type="checkbox"/> Child Care <input type="checkbox"/> Transportation <input type="checkbox"/> Other	Teachers	On-going	Teachers will provide a resource/childcare room during parent workshops to encourage families to attend.



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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
<input type="checkbox"/> The Parent Academy			
<input checked="" type="checkbox"/> Agency Referrals	CIS	Varied	Based on the need, the CIS will provide information.
<input type="checkbox"/> Community Partnership/Activities			
<input checked="" type="checkbox"/> District Advisory Council (DAC) General and Executive Board, Parent Advisory Council (PAC), Educational Excellence School Advisory Council (EESAC), and Title I Annual Parent Meetings	Administration CIS	School-Parent Compact; Parent Survey	Quarterly EESAC meetings will be held to discuss school improvement and family engagement. Information will be provided at the Title I Meeting.
<input checked="" type="checkbox"/> Parent & Family Engagement Workshops	CIS	Resources	Grade Levels provided workshops sharing information
<input checked="" type="checkbox"/> Parent & Family Engagement Survey	CIS	Parent Survey	Survey was distributed to all
<input type="checkbox"/> 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
<input type="checkbox"/> Online PD: Building Relationships with Parents		Valuing and utilizing parent contributions		Master Plan Points
<input checked="" type="checkbox"/> M-DCPS Meetings/Training/Workshops	Administration	Enhancing capacity to work with parents and families	On-going	Master Plan Points
<input type="checkbox"/> CIS/CLS Orientation Meeting		Implementing/Coordinating parent/family programs		Agenda, sign-in sheets, handout, PowerPoint and implementation of knowledge gained.
<input checked="" type="checkbox"/> CIS/CLS Training Sessions	Vivian Ruiz	Implementing/Coordinating parent/family programs	On-going 4 times per year.	Agendas, handouts, PowerPoint and implementation of knowledge gained.
<input type="checkbox"/> How to Engage Hard to Reach Parents		Communicating with parents as equal partners		PowerPoint, follow-up activity and/or MPPs; sign-in sheets.
<input checked="" type="checkbox"/> Professional Learning Community/ School-based Project	Administration	Implementing/Coordinating parent/family programs	On-going	Sign-in sheet, artifacts (photos, Twitter, etc.)
<input type="checkbox"/> 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
<input checked="" type="checkbox"/> Parent Resource Center/Area <input type="checkbox"/> The Parent Academy <input type="checkbox"/> DAC/PAC Meetings <input checked="" type="checkbox"/> ESSAC Meetings <input checked="" type="checkbox"/> Workshops <input type="checkbox"/> Community-based Partnerships <input type="checkbox"/> Other: <input type="text"/>	Administration CIS Teachers	<input checked="" type="checkbox"/> Curriculum <input checked="" type="checkbox"/> Assessments <input checked="" type="checkbox"/> Technology <input checked="" type="checkbox"/> Social Media <input checked="" type="checkbox"/> Parenting <input checked="" type="checkbox"/> Data-Driven Instruction <input checked="" type="checkbox"/> Parent Portal	On-Going throughout the year.	Provides training, information, and support services that strengthen relations and increase achievement.

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	<input checked="" type="checkbox"/> Translator <input type="checkbox"/> Translated Materials <input type="checkbox"/> Other: <input type="text"/>	Administration CIS	On-going	Teachers provide information in dual languages.
Parents with Special Needs	<input checked="" type="checkbox"/> Parking <input checked="" type="checkbox"/> Ramp <input type="checkbox"/> Sign Language Interpreter <input type="checkbox"/> Other: <input type="text"/>	Administration CIS	On-going	Special needs are addressed to ensure parent participation and safety.

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	<input checked="" type="checkbox"/> Title I Annual Parent Meeting	09/27/17	264	Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	<input checked="" type="checkbox"/> EESAC	9/28/17, 10/24/17	30	
	<input type="checkbox"/> Electronic Communication to Parents			
	<input type="checkbox"/> Mailout to Parents			
	<input type="checkbox"/> Title I Parent Newsletter			
	<input checked="" type="checkbox"/> Other: Resource Center	On-going	29	
Curriculum	<input checked="" type="checkbox"/> FSA Night	Varied	117	Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	<input checked="" type="checkbox"/> Title I Annual Parent Meeting	09/27/17	264	
	<input type="checkbox"/> Science Fair/Night			



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Communication Focus Areas	Content and Type of Activity	Date	Attendance	Evidence of Effectiveness
Curriculum (Continued)	<input type="checkbox"/> Reading Under the Stars			
	<input checked="" type="checkbox"/> Open House	09/27/2017	504	
	<input checked="" type="checkbox"/> EESAC	09/28; 10/24/17	30	
	<input type="checkbox"/> Student Backpack			
	<input type="checkbox"/> Website			
	<input checked="" type="checkbox"/> Other: <u>Resource Center</u>	Varied	29	
Assessment/Achievement Levels	<input checked="" type="checkbox"/> Title I Annual Parent Meeting	09/27/17	264	Number of parents who attended the meeting as evidenced through the sign-in sheet(s).
	<input checked="" type="checkbox"/> Open House Night	09/27/17	504	
	<input checked="" type="checkbox"/> EESAC	09/28; 10/24/17	30	
	<input type="checkbox"/> Response to Intervention (RtI)			
	<input type="checkbox"/> Links to websites Containing Assessment/Data Information			
	<input checked="" type="checkbox"/> Other: <u>Resource Center</u>	Varied	29	
Parent Concerns	<input checked="" type="checkbox"/> PTA/PTSA meeting	Varied	15	Number of parents who attended the meeting as evidenced through the sign-in sheet(s). Parent Survey Compilation of Results.
	<input checked="" type="checkbox"/> EESAC meeting	09/28; 10/24/17	30	
	<input checked="" type="checkbox"/> Parent Survey	09/27/2017	304	
	<input type="checkbox"/> Other: _____			
Attendance	<input type="checkbox"/> Parent/Teacher Conference			Number of parents who participated in conference call(s) and/or attended the meetings, as evidenced through the sign-in sheet(s).
	<input type="checkbox"/> Truancy Child Study Team			
	<input type="checkbox"/> Meetings with School Social Worker			
	<input checked="" type="checkbox"/> Other: <u>Parent Contacts</u>	Varied	88	

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				
Literacy Training				
Community/Faith-based Organization Collaboration				
Other				



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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): <i>check all that apply</i> (Including the Specific Subgroup)	Plan of Action (Steps)
<input checked="" type="checkbox"/> Language	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">Language</p> <p>Newsletters and flyers are sent home in English and Spanish. Additionally, translators are provided during workshops/meetings.</p> </div>
<input type="checkbox"/> Disabilities	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">Disabilities</p> </div>
<input type="checkbox"/> Transportation	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">Transportation</p> </div>
<input checked="" type="checkbox"/> Child Care	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">Child Care</p> <p>During individual grade level parent workshops, teachers provided a room for child care to assist parents with babysitting services.</p> </div>
<input checked="" type="checkbox"/> Unfamiliar with School System	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">Unfamiliar with School System</p> <p>A parent resource center is available in the office that provides parents with information on programs throughout the county and school system.</p> </div>
<input type="checkbox"/> Cultural Differences	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">Cultural Differences</p> </div>
<input checked="" type="checkbox"/> Economic Disadvantages	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">Economic Disadvantages</p> <p>Families that are Economically Disadvantaged are provided with vouchers for free uniforms as well as backpacks and school supplies.</p> </div>
<input checked="" type="checkbox"/> Homelessness	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">Homelessness</p> <p>A survey is sent home to identify families that may need assistance. These families are provided with additional resources to aid them in their time of need.</p> </div>

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