



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

APPROVED

School Name: Hammocks Middle School

Loc. #: 6221

I, Deborah Leal [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 PFEF 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 PFEF, 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 PFEF 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





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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 PFEF 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 PFEF is a shared responsibility.	<input checked="" type="checkbox"/> The PFEF is jointly developed with, agreed upon with and distributed to all parents	09/13/2017
	<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 PFEF	EESAC
	<input type="checkbox"/> Other (explain)	
	<input checked="" type="checkbox"/> School-Parent Compact	10/10/2017
Parents/families will assist in providing high quality instruction for all learners.	<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 [ESFA 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	10/10/2017
	<input checked="" type="checkbox"/> Other (explain below)	09/13/2017
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	10/10/2017
	<input checked="" type="checkbox"/> EESAC meetings	9/13/2017
	<input checked="" type="checkbox"/> Other (explain)	
	EESAC Meeting	9/13/2017

## **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 reach parents how to help their child(ren) at home [ESFA Section 1116].

Focus Area	Date	Explanation of how these activities help their child(ren) at home.
<input type="checkbox"/> Head Start	N/A	Services at Hammocks Middle School are provided through the District for educational materials and ELL distinct support services to improve the education of immigrant and English Language Learners(ELL). The school uses Title III funds to implement and /or provide tutorial programs such as HLAP with our paraprofessional and reading and supplementary instructional materials. The Homeless Assistance Program seeks to ensure a successful educational experience for homeless children at Hammocks Middle School by collaborating with parents, schools and the community. When a student is identified and classified as homeless the school will receive services for that child and his family through working with our guidance counselors and social worker.
<input type="checkbox"/> HIPPY	N/A	
<input type="checkbox"/> VPK	N/A	
<input checked="" type="checkbox"/> Title III	08/21/2017	
<input checked="" type="checkbox"/> Project Upstart	08/21/2017	
<input type="checkbox"/> Migrant	N/A	
<input type="checkbox"/> Alternative Outreach	N/A	
<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 checked="" type="checkbox"/> Apps <input checked="" type="checkbox"/> Flyers sent via backpack <input checked="" type="checkbox"/> Master Calendar <input checked="" type="checkbox"/> Website <input checked="" type="checkbox"/> School marquee <input checked="" type="checkbox"/> School calendar/Newsletter Other: <input type="text"/>	Number of parents who attended the Title I Annual Meeting as evidenced by the sign-in sheet(s): <div style="border: 1px solid black; width: 100px; text-align: center; margin-top: 5px;">270</div>
Delivery (During)	<input checked="" type="checkbox"/> Title I PowerPoint (Program Overview, Budget Allocation, Curriculum) <input checked="" type="checkbox"/> Consultation & Complaints <input checked="" type="checkbox"/> PFEF, School-Parent Compact, & Parent Rights <input checked="" type="checkbox"/> DAC/PAC Representative Form (FM-6996) <input checked="" type="checkbox"/> Agenda(s) <input checked="" type="checkbox"/> Sign-in sheets <input checked="" type="checkbox"/> Parent Surveys <input checked="" type="checkbox"/> Images, photos of meeting	Title I Annual Meeting
Documentation (During)	<input checked="" type="checkbox"/> Compilation of survey results <input checked="" type="checkbox"/> Meeting minutes <input checked="" type="checkbox"/> PFEF <input checked="" type="checkbox"/> DAC/PAC Representative Form (FM-6996) <input checked="" type="checkbox"/> Monthly Report – Title I Annual Parent Meeting Attendance	Title I Annual Meeting
Follow-Up (After)		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 [ESE Section 11116].

Activity/Tasks	Person(s) Responsible	Meeting Time(s)	Description
<input checked="" type="checkbox"/> Morning Meetings (8:00 a.m. – 12:00 p.m.) <input 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.)	Nicolina Bonilla	Varies based on needs	Compilation of survey results
<input checked="" type="checkbox"/> Home Visits	Fortuna Algabe	Varies based on needs	A referral is given to the social worker when a home visit is needed
<input type="checkbox"/> Webinar	N/A		
<input type="checkbox"/> Teleconference	N/A		
<input type="checkbox"/> Video Conference	N/A		
<input checked="" type="checkbox"/> Face-to-Face Meeting/Workshop	Nicolina Bonilla	Varies based on needs	Parent conferences take place in libraries and recency
<b>Services:</b> <input type="checkbox"/> Child Care <input checked="" type="checkbox"/> Transportation <input checked="" type="checkbox"/> Other	Nicolina Bonilla	Varies based on needs	Provide interpreters in different languages. Offer workshops, meetings, activities and conferences at different times.





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

### 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 [ESFA Section 1116].

Activity/Tasks	Person(s) Responsible	Resources/Materials Provided	Description of Implementation
✓ The Parent Academy	Nicolina Bonilla	Hand outs on workshop topics	Provides training, information and support services that strengthen the relations between parents and the school in meaningful ways that improve academic achievement.
✓ Agency Referrals	Counselors	Referrals to different agencies	
✓ Community Partnership/Activities	Nicolina Bonilla	Student Readers incentives and donations	
✓ District Advisory Council (DAC) General and Executive Board, Parent Advisory Council (PAC), Educational Excellence School Advisory Council (EESAC), and Title I Annual Parent Meetings	Title I District Director and staff, DAC Chair, PAC Chair.	Hand outs on workshop topics	Provides training, information and support services that strengthen the relations between parents and the school in meaningful ways that improve academic achievement.
✓ Parent & Family Engagement Workshops	Nicolina Bonilla	Hand outs on workshop topics	Provides 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	Nicolina Bonilla	Survey provided to all parents	Provides training, information and support services that strengthen the relations between parents and the school in meaningful 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	N/A	Valuing and utilizing parent contributions	N/A	Master Plan Points
✓ M-DCPS Meetings/Training/Workshops	District	Enhancing capacity to work with parents and families	Ongoing	Master Plan Points
✓ CIS/CIS Orientation Meeting	Maria Garcia	Implementing/Coordinating parent/family programs	October 27, 2017	Agenda, sign-in sheets, handout, PowerPoint and implementation of knowledge gained.
✓ CIS/CIS Training Sessions	Maria Garcia	Implementing/Coordinating parent/family programs	Ongoing	Agendas, handouts, PowerPoint and implementation of knowledge gained.
✓ How to Engage Hard to Reach Parents	Nicolina Bonilla	Communicating with parents as equal partners	Ongoing	PowerPoint, follow-up activity and/or MPPs, sign-in sheets.
✓ Professional Learning Community/ School-based Project	Gladys Pico	Implementing/Coordinating parent/family programs	Ongoing	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) [ESE 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 checked="" type="checkbox"/> Title I Parent Academy <input checked="" type="checkbox"/> DAC/PAC Meetings <input checked="" type="checkbox"/> ESSAC Meetings <input checked="" type="checkbox"/> Workshops <input checked="" type="checkbox"/> Community-based Partnerships <input type="checkbox"/> Other:	Nicolina Bonilla Gladys Pico	<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	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	Increased achievement in standardized test scores

### 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 checked="" type="checkbox"/> Translated Materials <input type="checkbox"/> Other:	Nicolina Bonilla	Ongoing	Handbooks will make these items accessible to parents through ongoing Connect Ed messages, updates on the school's website ( <a href="http://hannocksandlectchord.org/">http://hannocksandlectchord.org/</a> ), availability of the Parent Resource Center, announcements on the school's homepage and the Parent Student Handbook which is disseminated at the start of the school year and available in the school's main office.
Parents with Special Needs	<input checked="" type="checkbox"/> Parking <input checked="" type="checkbox"/> Ramp <input checked="" type="checkbox"/> Sign Language Interpreter <input type="checkbox"/> Other:	Nicolina Bonilla	Ongoing	Handbooks will make these items accessible to parents through ongoing Connect Ed messages, updates on the school's website ( <a href="http://hannocksandlectchord.org/">http://hannocksandlectchord.org/</a> ), availability of the Parent Resource Center, announcements on the school's homepage and the Parent Student Handbook which is disseminated at the start of the school year and available in the school's main office.

### 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 [ESE 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	10/10/2017	270	Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	<input checked="" type="checkbox"/> EESAC	9/13/2017	25	
	<input checked="" type="checkbox"/> Electronic Communication to Parents	Ongoing	862	
	<input checked="" type="checkbox"/> Mailout to Parents			
	<input checked="" type="checkbox"/> Title I Parent Newsletter	Monthly	862	
	<input checked="" type="checkbox"/> Other: Student backpack	9/21/2017	862	Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	<input type="checkbox"/> FSA Night			
	<input checked="" type="checkbox"/> Title I Annual Parent Meeting	10/10/2017	270	
Curriculum	<input checked="" 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			Flyer with date, Posting on school's marquee, Connect Ed messages sent to parents.
	<input checked="" type="checkbox"/> Open House	10/10/2017	270	
	<input checked="" type="checkbox"/> EESAC	09/13/2017	25	
	<input checked="" type="checkbox"/> Student Backpack	09/21/2017	862	
	<input checked="" type="checkbox"/> Website	Ongoing	862	
Assessment/Achievement Levels	<input checked="" type="checkbox"/> Other: Magnet Curriculum Fair	11/28/2017	TBD	Number of parents who attended the meeting as evidenced through the sign-in sheet(s).
	<input checked="" type="checkbox"/> Title I Annual Parent Meeting	10/10/2017	270	
	<input checked="" type="checkbox"/> Open House Night	10/10/2017	330	
	<input checked="" type="checkbox"/> EESAC	09/13/2017	25	
	<input type="checkbox"/> Response to Intervention (RtI)			
Parent Concerns	<input type="checkbox"/> Links to websites Containing Assessment/Data Information			Number of parents who attended the meeting as evidenced through the sign-in sheet(s).
	<input type="checkbox"/> Other:			
	<input checked="" type="checkbox"/> PT/AP/PTSA meeting	10/10/2017	30	
	<input checked="" type="checkbox"/> EESAC meeting	09/13/2017	25	
	<input checked="" type="checkbox"/> Parent Survey	10/10/2017	331	
Attendance	<input type="checkbox"/> Other:			Parent Survey Compilation of Results.
	<input checked="" type="checkbox"/> Parent/Teacher Conference	Mon, Wed	Ongoing	
	<input checked="" type="checkbox"/> Tutoring Child Study Team	As needed	Ongoing	
	<input checked="" type="checkbox"/> Meetings with School Social Worker	As needed	Ongoing	
	<input type="checkbox"/> 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	N/A			
Home Visits	N/A			
Literacy Training	N/A			
Community/Faith-based Organization Collaboration	N/A			
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) [ESFA Section 1116].

Barrier(s): <i>check all that apply</i> (including the Specific Subgroup)	Plan of Action (Steps)
<input checked="" type="checkbox"/> Language	<div>Language</div> <p>Interpreters will be available at each parent meeting/workshop. Sign language interpreter will be reserved if requested in advance.</p>
<input checked="" type="checkbox"/> Disabilities	<div>Disabilities</div> <p>Assistance for those with disabilities will be given when required</p>
<input checked="" type="checkbox"/> Transportation	<div>Transportation</div> <p>Offer workshops, meetings, activities, and conferences at different times throughout the day to meet family's needs.</p>
<input type="checkbox"/> Child Care	<div>Child Care</div>
<input type="checkbox"/> Unfamiliar with School System	<div>Unfamiliar with School System</div>
<input type="checkbox"/> Cultural Differences	<div>Cultural Differences</div>
<input type="checkbox"/> Economic Disadvantages	<div>Economic Disadvantages</div>
<input type="checkbox"/> Homelessness	<div>Homelessness</div>

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