

**APPROVED****MIAMI-DADE COUNTY PUBLIC SCHOOLS****2017-2018 SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN (PFEP)****School Name:** Pine Lake Elementary School**Loc. #:** 4441

I, Crystal Coffey [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**11/30/17****Date Signed**



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

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	9/27/17
	<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	9/27/17
	<input type="checkbox"/> Other (explain)	
Parents/families will assist in providing high quality instruction for all learners.	<input checked="" type="checkbox"/> School-Parent Compact	9/27/17
	<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	9/27/17
	<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	9/27/17
	<input checked="" type="checkbox"/> EESAC meetings	10/12/17, 11/9/17, 12/7/17
	<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 checked="" type="checkbox"/> Head Start	10/19/11/16/17	Information provided to parents at these meetings will assist them with tools to use at home to support VPK and Head Start Program curriculum. Title III Tutoring Assistance for students in the ELL Program. Project Upstart Information was sent home to all parents along with an application to complete in the event the family is in need of assistance. School Community Involvement Specialist will continue to support families through monthly informational meetings.
<input type="checkbox"/> HIPPI		
<input checked="" type="checkbox"/> VPK	9/27/17	
<input checked="" type="checkbox"/> Title III	9/27/17	
<input checked="" type="checkbox"/> Project Upstart	9/27/17	
<input type="checkbox"/> Migrant		
<input type="checkbox"/> Alternative Outreach		
<input checked="" type="checkbox"/> Other: Head Start Month Parent Activity	10/11/17	



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

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 checked="" type="checkbox"/> Master Calendar <input 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; padding: 5px; display: inline-block;">82</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"/> PFEP, School-Parent Compact, & Parent Rights	Parents were involved in a dialogue session during meeting to discuss these items and participate in decision making.
Documentation (During)	<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 type="checkbox"/> Images, photos of meeting	Agenda, Sign-In Sheet and Survey Data
Follow-Up (After)	<input checked="" type="checkbox"/> Compilation of survey results <input checked="" type="checkbox"/> Meeting minutes <input checked="" type="checkbox"/> PFEP <input checked="" type="checkbox"/> DAC/PAC Representative Form (FM-6996) <input checked="" type="checkbox"/> Monthly Report – Title I Annual Parent Meeting Attendance	Surveys were compiled and data is being used to structure further parent meetings. DAC/PAC parent representatives will attend meetings and provide input to school.

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 Community Involvement Specialist	Various	Monthly informational parent meetings on topics related to curriculum and wellbeing of students and families.
<input checked="" type="checkbox"/> Home Visits	Administration Community Involvement Specialist	Various	To provide parents with information on school related matters.
<input type="checkbox"/> Webinar			
<input type="checkbox"/> Teleconference			
<input type="checkbox"/> Video Conference			
<input checked="" type="checkbox"/> Face-to-Face Meeting/Workshop	Administration Community Involvement Specialist	Various	Monthly parent informational meetings to provide assistance and to secure parent involvement in students school related activities.
Services: <input checked="" type="checkbox"/> Child Care <input type="checkbox"/> Transportation <input checked="" type="checkbox"/> Other	Administration Community Involvement Specialist	Various	Interpreters for non English speaking parents as well parents in need of accommodations for special needs.



MIAMI-DADE COUNTY PUBLIC SCHOOLS

2017-2018 SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN (PFEP)

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 checked="" type="checkbox"/> The Parent Academy	Administration Community Involvement Specialist	Information and Academic Resources	Secure a partnership with the Parent Academy to secure informational resources for parents.
<input checked="" type="checkbox"/> Agency Referrals	Counselor Community Involvement Specialist	Counseling, Therapy and resources from Agency depending on need	Refer parents and students to outside agencies approved and or partners of M-DCPS
<input checked="" type="checkbox"/> Community Partnership/Activities	Administration Community Involvement Specialist	Information and Academic Resources	Partner with outside agencies and groups to provide families with resources.
<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 Community Involvement Specialist	Information and Academic Resources	Partner with outside agencies and groups to provide families with resources.
<input checked="" type="checkbox"/> Parent & Family Engagement Workshops	Administration Community Involvement Specialist	Information and academic Resources	Partner with outside agencies and groups to provide families with resources.
<input checked="" type="checkbox"/> Parent & Family Engagement Survey	Administration Community Involvement Specialist	Information and Academic Resources	Partner with outside agencies and groups to provide families with resources.
<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 checked="" type="checkbox"/> Online PD: Building Relationships with Parents	Administration and Leadership Team	Valuing and utilizing parent contributions	March 22, 2018	Master Plan Points
<input checked="" type="checkbox"/> M-DCPS Meetings/Training/Workshops	Administration and Leadership Team	Enhancing capacity to work with parents and families	March 22, 2018	Master Plan Points
<input checked="" type="checkbox"/> CIS/CLS Orientation Meeting	Administration and CIS	Implementing/Coordinating parent/family programs	March 22, 2018	Agenda, sign-in sheets, handout, PowerPoint and implementation of knowledge gained.
<input checked="" type="checkbox"/> CIS/CLS Training Sessions	Administration and Leadership Team	Implementing/Coordinating parent/family programs	March 22, 2018	Agendas, handouts, PowerPoint and implementation of knowledge gained.
<input checked="" type="checkbox"/> How to Engage Hard to Reach Parents	Administration and Leadership Team	Communicating with parents as equal partners	March 22, 2018	PowerPoint, follow-up activity and/or MPPs; sign-in sheets.
<input checked="" type="checkbox"/> Professional Learning Community/ School-based Project	Administration and Leadership Team	Implementing/Coordinating parent/family programs	March 22, 2018	Sign-in sheet, artifacts (photos, Twitter, etc.)
<input type="checkbox"/> Other:				



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

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 checked="" type="checkbox"/> The 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: <input type="text"/>	Administration, Leadership Team, CIS	<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	March 22, 2018	Invitations, Connect Eds, Calendar, Marquee, and Home Visits

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: <input type="text"/>	Administration, Leadership Team, CIS	March 22, 2018	Parents will be informed as the information will be in their home language to afford them the opportunity to become involved and informed.
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: <input type="text"/>	Administration, Leadership Team, CIS	March 22, 2018	Accommodations will be afforded to parents and family members in need as per their specific disability. School is ADA Compliant and had interpreters for parents as needed.

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	9/27/17	82	Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	<input checked="" type="checkbox"/> EESAC	10/12/17, 11/9/1	15	
	<input checked="" type="checkbox"/> Electronic Communication to Parents	Monthly		
	<input checked="" type="checkbox"/> Mailout to Parents	Weekly		
	<input checked="" type="checkbox"/> Title I Parent Newsletter	Monthly		
	<input checked="" type="checkbox"/> Other: Calendar	Monthly		
Curriculum	<input checked="" type="checkbox"/> FSA Night	2/8/2018		Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	<input checked="" type="checkbox"/> Title I Annual Parent Meeting	9/27/17		
	<input checked="" type="checkbox"/> Science Fair/Night	3/21/18		



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

Communication Focus Areas	Content and Type of Activity	Date	Attendance	Evidence of Effectiveness
Curriculum (Continued)	<input type="checkbox"/> Reading Under the Stars	N/A		Agenda and Sign-In Sheets Parents and Students are informed of school related activities and information via these sources.
	<input checked="" type="checkbox"/> Open House	9/27/17	140	
	<input checked="" type="checkbox"/> EESAC	10/12/17, 11/9/1	15	
	<input checked="" type="checkbox"/> Student Backpack	On-Going		
	<input checked="" type="checkbox"/> Website	On-Going		
	<input checked="" type="checkbox"/> Other: <u>Calendar</u>	Monthly		
Assessment/Achievement Levels	<input checked="" type="checkbox"/> Title I Annual Parent Meeting	9/27/17	82	Number of parents who attended the meeting as evidenced through the sign-in sheet(s).
	<input checked="" type="checkbox"/> Open House Night	9/27/17	140	
	<input checked="" type="checkbox"/> EESAC	Monthly	15	
	<input checked="" type="checkbox"/> Response to Intervention (RtI)	Weekly SSTs	24	
	<input checked="" type="checkbox"/> Links to websites Containing Assessment/Data Information	On-going		
	<input type="checkbox"/> Other:			
Parent Concerns	<input checked="" type="checkbox"/> PTA/PTSA meeting	Monthly	32	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	Monthly	15	
	<input checked="" type="checkbox"/> Parent Survey	Twice per year	460	
	<input type="checkbox"/> Other:			
Attendance	<input checked="" type="checkbox"/> Parent/Teacher Conference	On going		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	N/A		
	<input checked="" type="checkbox"/> Meetings with School Social Worker	Weekly SST		
	<input checked="" type="checkbox"/> Other: <u>Attendance Meetings</u>	Quarterly		

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	On a regular basis provided by CIS	Administration CIS	On-Going	Sign-In Home Visit Forms
Literacy Training	Informational parent meetings to provide resources to use at home to assist students with Homework and support.	Administration Curriculum Coaches	On-Going	Flyers, Handouts, Agenda, sign-in sheets
Community/Faith-based Organization Collaboration	N/A			
Other				



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

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	<p align="center">Language</p> <p>Parents will be provided with ample resources in their home language to ensure that they will find school visits informative and non-threatening as they will understand and enjoy.</p>
<input checked="" type="checkbox"/> Disabilities	<p align="center">Disabilities</p> <p>Parents with disabilities will be accommodated as needed to ensure that they will be able to participate and find the time spent at school beneficial.</p>
<input type="checkbox"/> Transportation	<p align="center">Transportation</p> <p>N/A</p>
<input checked="" type="checkbox"/> Child Care	<p align="center">Child Care</p> <p>Child care will be provided to parents to assist them with attending meetings and trainings without any interruptions from children.</p>
<input checked="" type="checkbox"/> Unfamiliar with School System	<p align="center">Unfamiliar with School System</p> <p>Provide parents with ample resources and support to become more familiar with M-DCPS and the system of education.</p>
<input type="checkbox"/> Cultural Differences	<p align="center">Cultural Differences</p> <p>N/A</p>
<input checked="" type="checkbox"/> Economic Disadvantages	<p align="center">Economic Disadvantages</p> <p>Provide resources and support to parents of ED homes to ensure that they can be active participants in their child(s) education.</p>
<input checked="" type="checkbox"/> Homelessness	<p align="center">Homelessness</p> <p>Work closely with the Project Up-Start Department to ensure that our parents and families going through the hardship of homelessness are supported and assisted.</p>

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