



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

APPROVED

School Name: Marjory Stoneman Douglas Elementary

Loc. #: 1371

I, Moraima Almeida-Perez [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)].

Moraima Almeida-Perez
Signature of Principal or Designee

11-22-17
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.	✓ The PFEP is jointly developed with, agreed upon with and distributed to all parents	10/05/17
	✓ Conduct review meetings for parents and staff, before the end of the school year and prior to the final approval of the PFEP	05/25/17
	Other (explain)	
Parents/families will assist in providing high quality instruction for all learners.	✓ School-Parent Compact	10/19/17
	✓ 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	10/19/17
	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	10/19/17
	✓ EESAC meetings	10/05/17
	✓ Other (explain)	
	EESAC Meetings	

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		The VPK program will ensure a successful educational experience for children. The program allows for collaborating with parents, our school and the community through opening the doors to academic opportunities. The teachers share results of assessments and provide resources and tools to help their child succeed.
HIPPY		
✓ VPK	Ongoing	Participation in our Title III Enrichment Academy will further provide educational and support services for bilingual students to master skills in Reading, Mathematics, and Science.
✓ Title III	Ongoing	
✓ Project Upstart	08/21/17	Project Upstart allows the students to have access to an education and other services they need to ensure that students living in transition have an opportunity to meet the same academic standards to which all students are held.
Migrant		
Alternative Outreach		STEAM after school program was initiated this school year to prepare the students in Science, Technology, Engineering, Art and Mathematics to ensure our community has the next generation of inventors, explorers, artists and leaders.
✓ Other: STEAM	10/03/17	



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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)	<ul style="list-style-type: none"> ✓ Connect-Ed message(s) ✓ Apps ✓ Flyers sent via backpack ✓ Master Calendar ✓ Website ✓ School marquee ✓ School calendar/Newsletter ✓ Other: Remind App 	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; margin-top: 5px;">107</div>
Delivery (During)	<ul style="list-style-type: none"> ✓ Title I PowerPoint (Program Overview, Budget Allocation, Curriculum) ✓ Consultation & Complaints ✓ PFEP, School-Parent Compact, & Parent Rights 	Copy of the Title I Annual Parent Meeting PowerPoint presentation was provided to the parents
Documentation (During)	<ul style="list-style-type: none"> ✓ DAC/PAC Representative Form (FM-6996) ✓ Agenda(s) ✓ Sign-in sheets ✓ Parent Surveys ✓ Images, photos of meeting 	Minutes, Agenda & compilation of surveys
Follow-Up (After)	<ul style="list-style-type: none"> ✓ Compilation of survey results ✓ Meeting minutes ✓ PFEP ✓ DAC/PAC Representative Form (FM-6996) ✓ Monthly Report – Title I Annual Parent Meeting Attendance 	Meetings are developed to discuss parent needs and/or concerns based on the parent surveys

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
<ul style="list-style-type: none"> ✓ 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.) 	Administration, Community Involvement Specialist (CIS), and Staff	A.M. & P.M.	Parent workshops, training and activities will be held at various times.
✓ Home Visits	School Social Worker	Ongoing	School Social Worker will conduct home visits
Webinar			
✓ Teleconference	Staff Members	Ongoing	Conference calls to parents who are unavailable to meet in person
Video Conference			
✓ Face-to-Face Meeting/Workshop	Staff Members	Ongoing	Workshops provided based on parental needs
Services: ✓ Child Care Transportation Other	Staff Members	As Needed	Staff member(s) will be available to assist the parents in caring for the students



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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	Administration CIS	Fliers & Parent Workshop	Provide training, information and support services that strengthen the relationship between parents and the school in meaningful ways that improve academic achievement and attendance in school.
✓ Agency Referrals	School Social Workers Counselor	RI documentation, List of Community Resources, Attendance fliers	Provide families with further assistance
✓ Community Partnership/Activities	School Social Worker Counselor	Referral Forms	Linking families based on their needs to the different community resources available.
✓ 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	Increase parent and family engagement by providing educational and community resources. Provide input, recommendations and feedback to the school/staff/parents regarding the Title I budget, curriculum and parental program in a effort to increase student achievement
✓ Parent & Family Engagement Workshops	Administration, CIS	Resources	Homework strategies and tips
✓ Parent & Family Engagement Survey	Administration, CIS	Parent Survey	To gather parent feedback and suggestions on ways to improve the academic achievement of students
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	Chairperson	Valuing and utilizing parent contributions	Ongoing	Master Plan Points
✓ M-DCPS Meetings/Training/Workshops	Administration	Enhancing capacity to work with parents and families	Ongoing	Master Plan Points
✓ CIS/CLS Orientation Meeting	Administration CIS Student Services	Implementing/Coordinating parent/family programs	October 2017	Agenda, sign-in sheets, handout, PowerPoint and implementation of knowledge gained.
✓ CIS/CLS Training Sessions	CIS	Implementing/Coordinating parent/family programs	Ongoing	Agendas, handouts, PowerPoint and implementation of knowledge gained.
✓ How to Engage Hard to Reach Parents	Administration CIS Student Services	Communicating with parents as equal partners	Ongoing	PowerPoint, follow-up activity and/or MPPs; sign-in sheets.
Professional Learning Community/ School-based Project	N/A	Implementing/Coordinating parent/family programs	N/A	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
<ul style="list-style-type: none"> ✓ Parent Resource Center/Area ✓ The Parent Academy ✓ DAC/PAC Meetings ✓ ESSAC Meetings ✓ Workshops ✓ Community-based Partnerships Other: 	<ul style="list-style-type: none"> Administration CIS Student Services 	<ul style="list-style-type: none"> ✓ Curriculum ✓ Assessments ✓ Technology ✓ Social Media ✓ Parenting ✓ Data-Driven Instruction ✓ Parent Portal 	Ongoing	Number of parents in attendance, Sign-in Sheet, handouts, agendas, Power Point presentation and minutes

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 style="list-style-type: none"> ✓ Translator ✓ Translated Materials Other: 	Administration CIS	Ongoing	Agendas, and Sign-in Sheet. Parents whose native language is not English are able to receive the same services including parent teacher conferences, referrals to community partners and school base workshops
Parents with Special Needs	<ul style="list-style-type: none"> ✓ Parking ✓ Ramp Sign Language Interpreter Other: 	Administration CIS	Ongoing	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	✓ Title I Annual Parent Meeting	10/19/17	107	Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	✓ EESAC	10/05/17	15	
	Electronic Communication to Parents			
	✓ Mailout to Parents	10/ /17	923	
	Title I Parent Newsletter			
	✓ Other: Parent Resource Center	Ongoing	22	
Curriculum	✓ FSA Night			Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	✓ Title I Annual Parent Meeting	10/19/17	107	
	✓ Science Fair/Night			



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Communication Focus Areas	Content and Type of Activity	Date	Attendance	Evidence of Effectiveness
Curriculum (Continued)	Reading Under the Stars			Number of parents who attended the meeting as evidenced through the sign-in sheet and EESAC minutes
	✓ Open House	09/28 & 10/19	535	
	✓ EESAC	09/20 & 10/05	18	
	✓ Student Backpack	Ongoing		
	✓ Website			
	✓ Other: <i>Parent Resource Center</i>	Ongoing	22	
Assessment/Achievement Levels	✓ Title I Annual Parent Meeting	10/19/17	107	Number of parents who attended the meeting as evidenced through the sign-in sheet(s).
	✓ Open House Night	9/28 & 10/19	535	
	✓ EESAC	09/20 & 10/05	20	
	Response to Intervention (RtI)			
	Links to websites Containing Assessment/Data Information			
	✓ Other: <i>Parent Resource Center</i>	Ongoing	22	
Parent Concerns	✓ PTA/PTSA meeting	Various	11	Number of parents who attended the meeting as evidenced through the sign-in sheet(s). Parent Survey Compilation of Results.
	✓ EESAC meeting	09/20 & 10/05	20	
	✓ Parent Survey	10/19/17	244	
	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			
	✓ Meetings with School Social Worker	Ongoing	12	
	✓ Other: <i>Parent Contacts</i>	Ongoing	33	

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	N/A	N/A	N/A
Home Visits	N/A	N/A	N/A	N/A
Literacy Training	N/A	N/A	N/A	N/A
Community/Faith-based Organization Collaboration	N/A	N/A	N/A	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) [ESEA Section 1116].

Barrier(s): <i>check all that apply</i> (Including the Specific Subgroup)	Plan of Action (Steps)
✓ Language	<p align="center">Language</p> <p>Parents whose native language is not English are able to receive the same services including parent-teacher conference, referrals to our community partners and school base workshops. All fliers are sent in English and Spanish.</p>
✓ Disabilities	<p align="center">Disabilities</p> <p>Accommodations will be provided so that parents of students with special needs have the opportunity to participate in school activities.</p>
Transportation	<p align="center">Transportation</p>
✓ Child Care	<p align="center">Child Care</p> <p>Staff will supervise students to allow parents to participate in parent-teacher conferences.</p>
✓ Unfamiliar with School System	<p align="center">Unfamiliar with School System</p> <p>Our Parent Resource Center will provide educational and community resources in an effort to build parent engagement.</p>
Cultural Differences	<p align="center">Cultural Differences</p>
✓ Economic Disadvantages	<p align="center">Economic Disadvantages</p> <p>Provide assistance through community agencies via the School Social Worker in collaboration with the School Counselor. Families were provided with vouchers for free uniforms.</p>
✓ Homelessness	<p align="center">Homelessness</p> <p>Our staff will ensure a successful educational experience for homeless students by collaborating with parents and the community to remove barriers and promote a healthy sense of self.</p>

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