



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

APPROVED

School Name: Richmond Heights Middle School

Loc. #: 6781

I, LaRhonda Donaldson [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

12/01/17



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

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 <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 Other (explain)	10/10/17 02/14/17
Parents/families will assist in providing high quality instruction for all learners.	<input checked="" type="checkbox"/> School-Parent Compact <input checked="" type="checkbox"/> Monitoring attendance <input checked="" type="checkbox"/> Monitoring homework completion <input checked="" type="checkbox"/> Participation in decisions relating to the child's education Other (explain)	10/10/17 Ongoing Ongoing Ongoing

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 [ESEF 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 Other (explain below)	10/10/17
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 <input checked="" type="checkbox"/> EESAC meetings <input type="checkbox"/> Other (explain)	10/10/17 10/04/17

COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS

Describe how the school site will coordinate and integrate parent and family engagement programs and activities. Describe how these activities will teach parents how to help their child(ren) at home [ESEF Section 1116].

Focus Area	Date	Explanation of how these activities help their child(ren) at home.
Head Start		
HHPPY		Project Upstart provides families with services such as school uniform vouchers, free lunch, free school supplies, and transportation. Alternative Outreach (Community Action Agency) provides parents with assistance in housing, electricity, water, etc. Title III has awarded the school funds in order to provide ELL students with tutoring to improve their academic performance.
VPK	11/13/17	
Title III	11/17/17	
Project Upstart		
Migrant		
Alternative Outreach	10/18/17	
Other		



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

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: _____ 	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;">120</div>
Delivery (During)	<ul style="list-style-type: none"> ✓ Title I PowerPoint (Program Overview, Budget Allocation, Curriculum) ✓ Consultation & Complaints ✓ PFEF, School-Parent Compact, & Parent Rights ✓ DAC/PAC Representative Form (FM-8996) ✓ Agenda(s) ✓ Sign-in sheets ✓ Parent Surveys Images, photos of meeting 	Parents are given the opportunity to provide feedback throughout the year.
Documentation (During)	<ul style="list-style-type: none"> ✓ Compilation of survey results ✓ Meeting minutes ✓ PFEF ✓ DAC/PAC Representative Form (FM-8996) Monthly Report - Title I Annual Parent Meeting Attendance 	Parents provided feedback through surveys.
Follow-Up (After)		

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 [ESEF 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.) 	Community Involvement Specialist	8:30 am or 6 pm	Community Involvement Specialist has planned multiple activities to enhance parent involvement such as Coffee & Conversation, Parent Academy Workshops, Parent Portal Workshop, etc.
✓ Home Visits	Community Involvement Specialist	10 am-12 pm	The Community Involvement Specialist conducts home visits to meet & provide information to parents and offer assistance (school resource phone).
Webinar			
Teleconference			
Video Conference			
✓ Face-to-Face Meeting/Workshop	Community Involvement Specialist Team Leads	8-30 am	Specialist is invited to conduct face-to-face meetings to meet & discuss the school's programs. The day after workshop through the school leadership and with participation in order to provide parents with information to assist parent and the school in future.
Services:			
Child Care			
Transportation			
Other			



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 [ESEA Section 1116].

Activity/Tasks	Person(s) Responsible	Resources/Materials Provided	Description of Implementation
✓ The Parent Academy	CIS	Workshops	Workshops to assist parents enhance their child's education.
✓ Agency Referrals	CIS	Referrals	Parents were referred to Community Agencies for assistance.
✓ Community Partnership/Activities	CIS	Youth Counselors	Youth Counselors provide awareness to students on various topics relating to their age group.
District Advisory Council (DAC) General and Executive Board, Parent Advisory Council (PAC), Educational Excellence School Advisory Council (EESAC), and Title I Annual Parent Meetings			
Parent & Family Engagement Workshops			
Parent & Family Engagement Survey			
Other:			

STAFF DEVELOPMENT

Describe the professional development activities that the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders, and other staff with the assistance of parents/families that includes:

- How to value and utilize the contributions of parents/families;
- How to reach out to, communicate with, and work with parents/families as equal partners; and
- How to implement and coordinate parent/family programs and build upon bonds between parents/families and the school.

Activity	Person(s) Responsible	Parent/Family Engagement Focus Areas	Timeline	Evidence of Effectiveness
Online PD: Building Relationships with Parents		Valuing and utilizing parent contributions		Master Plan Points
M-DCPS Meetings/Training/Workshops		Enhancing capacity to work with parents and families		Master Plan Points
✓ OIS/CIS Orientation Meeting	CIS	Implementing/Coordinating parent/family programs	10/27/17	Agenda, sign-in sheets, handout, PowerPoint and implementation of knowledge gained.
✓ OIS/CIS Training Sessions	CIS	Implementing/Coordinating parent/family programs	11/28/17	Agendas, handouts, PowerPoint and implementation of knowledge gained.
How to Engage Hard to Reach Parents		Communicating with parents as equal partners		PowerPoint, follow-up activity and/or MPPs, sign-in sheets.
Professional Learning Community/ School-based Project		Implementing/Coordinating parent/family programs		Sign-in sheet, artifacts (photos, Twitter, etc.)
Other:				



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

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) [ESEFA Section 1116f]

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: _____ 	CIS	<ul style="list-style-type: none"> ✓ Curriculum ✓ Assessments ✓ Technology ✓ Social Media ✓ Parenting ✓ Data-Driven Instruction ✓ Parent Portal 	10/10/17-6/7/18	Flayers, sing in sheets, Contact Es, Calls

ACCESSIBILITY

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/far lites. 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	10/1/17-6/7/18	A interpreter is provided upon request.
Parents with Special Needs	<ul style="list-style-type: none"> ✓ Parking ✓ Ramp Sign Language Interpreter Other: _____ 	Administration	10/1/17-6/7/18	Handicapped Parking space identified in all parking lots locations and school is accessible to handicap persons.

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 [ESEFA Section 1116f].

Communication Focus Areas	Content and Type of Activity	Date	Attendance	Evidence of Effectiveness
Title I	✓ Title I Annual Parent Meeting	10/10/17	120	Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	✓ EESAC	10/4/17	24	
	Electronic Communication to Parents			
	Mailout to Parents			
	Title I Parent Newsletter			
	Other: _____			
Curriculum	FSA Night			Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	✓ Title I Annual Parent Meeting	10/10/17	120	
	Science Fair/Night			



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

Communication Focus Areas	Content and Type of Activity	Date	Attendance	Evidence of Effectiveness
Curriculum (Continued)	Reading Under the Stars			
	✓ Open House	10/10/17	120	
	✓ EESAC	10/4/17	24	
	Student Backpack			
	Website			
Assessment/Achievement Levels	Other: []			
	✓ Title I Annual Parent Meeting	10/10/17	120	
	✓ Open House Night	10/10/17	120	
	✓ EESAC	10/4/17	24	
	Response to Intervention (RtI)			
Parent Concerns	Links to websites Containing Assessment/Data Information			
	Other: []			
	✓ PTA/PTSA meeting	11/7/17	15	
	✓ EESAC meeting	10/4/17	24	
	✓ Parent Survey	10/10/17	10	
Attendance	Other: []			
	✓ Parent/Teacher Conference	started 10/9/17	15	
	✓ Truancy Child Study Team			
	✓ Meetings with School Social Worker	started 10/05/17	5	
	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				
Home Visits				
Literacy Training				
Community/Faith-based Organization Collaboration				
Other				



MIAMI-DADE COUNTY PUBLIC SCHOOLS

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

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) [ISEA Section 11116]

Barrier(s): <i>check all that apply</i> (including the Specific Subgroup)	Plan of Action (Steps)
✓ Language	<div>Language</div> <div>An interpreter is provided upon request.</div>
✓ Disabilities	<div>Disabilities</div> <div>Disclosures on all flyer's for activities are sent home.</div>
Transportation	<div>Transportation</div>
Child Care	<div>Child Care</div>
Unfamiliar with School System	<div>Unfamiliar with School System</div>
Cultural Differences	<div>Cultural Differences</div>
Economic Disadvantages	<div>Economic Disadvantages</div>
Homelessness	<div>Homelessness</div>

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