



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

School Name: Dr. William A. Chapman Elementary

Loc. #: 0771

I, Carzell Morris [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)].

Carzell Morris

Signature of Principal or Designee

11/8/2017

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	9/28/17
	<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	Ongoing
	<input type="checkbox"/> Other (explain)	May 2018
Parents/families will assist in providing high quality instruction for all learners.	<input checked="" type="checkbox"/> School-Parent Compact	Ongoing
	<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 checked="" type="checkbox"/> Other (explain) Workshop, Meetings, Conferences, PACE Club	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 [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	Ongoing
	<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		William A. Chapman will provided services to ensure that students requiring additional remediation are assisted through extended learning opportunities (after-school tutoring program, Saturday Academy). Dr. William A. Chapman Administration and VPK staff work together to coordinate appropriate early childhood programs and transition programs for Head Star and Pre-k students who will enter kindergarten. Activities include Kindergarten roundup meetings, parent meetings, and literacy nights. Title I teachers coordinate with VPK teachers to discuss specific learning needs and referrals. Dr. William A. Chapman will coordinate to provide migrant education services.
<input type="checkbox"/> HIPPY		
<input checked="" type="checkbox"/> VPK		
<input checked="" type="checkbox"/> Title III		
<input checked="" type="checkbox"/> Project Upstart		
<input checked="" 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 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 <input checked="" type="checkbox"/> Other: Family Resource and Information Center	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;">160</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	Sign-in sheets, Minutes, handout, Flyer, survey, Connect-ED
Documentation (During)	<input checked="" type="checkbox"/> DAC/PAC Representative Form (FM-6996) <input checked="" type="checkbox"/> Agenda(s) <input type="checkbox"/> Sign-in sheets <input checked="" type="checkbox"/> Parent Surveys <input checked="" type="checkbox"/> Images, photos of meeting	Review sign in sheets/logs to determine the number of parents attending the workshop.
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	Sign in Sheets, Number of Attendees, Evaluation Forms

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.)	CLS	Monthly	Parent surveys were sent home and available at school to assist with identifying the needs of our families.
<input checked="" type="checkbox"/> Home Visits		Ongoing	CIS will take materials material, information brochures, available to the parents and families
<input type="checkbox"/> Webinar			
<input type="checkbox"/> Teleconference			
<input type="checkbox"/> Video Conference			
<input type="checkbox"/> Face-to-Face Meeting/Workshop		Ongoing	
Services: <input checked="" type="checkbox"/> Child Care <input checked="" type="checkbox"/> Transportation <input checked="" type="checkbox"/> Other		Ongoing	The CIS will make arrangement to provide transportation and child care upon parent request



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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 checked="" type="checkbox"/> The Parent Academy	AP, CIS	Agenda, handouts, and presentation material	Providing necessary literacy training for parents
<input checked="" type="checkbox"/> Agency Referrals	AP, CIS	Agenda, handouts, and presentation material	CIS will connecting with community Agencies that provide support services to parents and families
<input checked="" type="checkbox"/> Community Partnership/Activities	AP, CIS	Agenda, handouts, and presentation material	Invite community agencies to school activities to share with the parents and families their 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	CIS	Agenda, handouts, and presentation material	Provide information to the parents and families of the meeting via connect ed, fliers, electronic communication, Family , Resource and Information Center, Main Office
<input checked="" type="checkbox"/> Parent & Family Engagement Workshops	AP, CIS	Agenda, handouts, and presentation material	Periodic training sessions for parents will be scheduled and conducted by ???
<input checked="" type="checkbox"/> Parent & Family Engagement Survey	AP, CIS	The survey is available to the parents throughout the school year 17-18	The Parents Survey compilations of results is analyzed and used, work and prepared the PFEP
<input checked="" type="checkbox"/> Other: <i>Science, Reading, Reading Night</i>	AP-CIS	Agenda, handouts, and presentation material	Science, Math and Reading Night at DMC will provide to Parents and Families with strategies to use with their students in the areas of Literacy, Math, Science, Art and Writing. Literacy Coach, Math Coach, Classroom Teachers, and CIS will coordinate programs

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		Enhancing capacity to work with parents and families	Ongoing	Master Plan Points
<input checked="" type="checkbox"/> CIS/CLS Orientation Meeting		Implementing/Coordinating parent/family programs	Ongoing	Agenda, sign-in sheets, handout, PowerPoint and implementation of knowledge gained.
<input checked="" type="checkbox"/> CIS/CLS Training Sessions		Implementing/Coordinating parent/family programs	Ongoing	Agendas, handouts, PowerPoint and implementation of knowledge gained.
<input checked="" type="checkbox"/> How to Engage Hard to Reach Parents		Communicating with parents as equal partners	Ongoing	PowerPoint, follow-up activity and/or MPPs, sign-in sheets.
<input type="checkbox"/> Professional Learning Community/ School-based Project		Implementing/Coordinating parent/family programs		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 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 checked="" type="checkbox"/> Other: Science, Reading, Math Family Night	AP, CIS READING LEADERS MATH LEADER	<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	Sign in Sheets, Number of Attendees, Agendas Evaluation Forms

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 checked="" type="checkbox"/> Other: Dr. William A. Chapman Family Resource and Information Center	CIS	Ongoing	The CIS assist with parent conferences and resources, helps to translate and communicate upcoming activities to Spanish families. Flier, information, other materials are in their home language.
Parents with Special Needs	<input checked="" type="checkbox"/> Parking <input checked="" type="checkbox"/> Ramp <input type="checkbox"/> Sign Language Interpreter <input checked="" type="checkbox"/> Other:	CIS	Ongoing	Dr. William A. Chapman provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing required information and school reports in a format and in a language such that parents understand. Families needing this assistance will be identified through the results of the Home Language Surveys completed at the time of registration as well as by parent request.

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		Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	<input checked="" type="checkbox"/> EESAC	Monthly		
	<input checked="" type="checkbox"/> Electronic Communication to Parents	Ongoing		
	<input checked="" type="checkbox"/> Mailout to Parents	Ongoing		
	<input checked="" type="checkbox"/> Title I Parent Newsletter	Ongoing		
	<input checked="" type="checkbox"/> Other: Family Resource And Information Center	Ongoing		
Curriculum	<input checked="" type="checkbox"/> FSA Night			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			



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Communication Focus Areas	Content and Type of Activity	Date	Attendance	Evidence of Effectiveness
Curriculum (Continued)	<input checked="" type="checkbox"/> Reading Under the Stars	Ongoing		Sign in Sheets, Number of Attendees, Agendas Evaluation Forms
	<input checked="" type="checkbox"/> Open House	9/27/17		
	<input checked="" type="checkbox"/> EESAC	Ongoing		
	<input checked="" type="checkbox"/> Student Backpack	Ongoing		
	<input checked="" type="checkbox"/> Website	Ongoing		
	<input checked="" type="checkbox"/> Other: <i>Family Resource and Information Center</i>	Ongoing		
Assessment/Achievement Levels	<input checked="" type="checkbox"/> Title I Annual Parent Meeting	9/27/17		Number of parents who attended the meeting as evidenced through the sign-in sheet(s).
	<input type="checkbox"/> Open House Night			
	<input checked="" type="checkbox"/> EESAC			
	<input type="checkbox"/> Response to Intervention (RtI)			
	<input checked="" type="checkbox"/> Links to websites Containing Assessment/Data Information			
	<input checked="" type="checkbox"/> Other:			
Parent Concerns	<input checked="" type="checkbox"/> PTA/PTSA meeting			Number of parents who attended the meeting as evidenced through the sign-in sheet(s).
	<input checked="" type="checkbox"/> EESAC meeting			
	<input checked="" type="checkbox"/> Parent Survey			Parent Survey Compilation of Results.
	<input checked="" type="checkbox"/> Other: <i>Family Resource and Information Center</i>			
Attendance	<input checked="" 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 checked="" type="checkbox"/> Truancy Child Study Team			
	<input checked="" type="checkbox"/> Meetings with School Social Worker			
	<input checked="" 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	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting phone conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school	CIS	ONGOING	Sign in Sheets, Number of Attendees, Agendas Evaluation Forms
Home Visits		CIS	ONGOING	Sign in Sheets, Number of Attendees, Agendas Evaluation Forms
Literacy Training	Develop agenda, handouts, and presentation materials that address the principal required components	READING LEADER	ONGOING	Sign in Sheets, Number of Attendees, Agendas Evaluation Forms
Community/Faith-based Organization Collaboration	CIS will coordinate opportunities for parent to learn how to assist their children in school by participating in community events and school events.	CIS	ONGOING	Sign in Sheets, Number of Attendees, Agendas Evaluation Forms
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	<p align="center">Language</p> <p>The school provided a translator at the workshops, and conferences with the teachers. Material, flyer was sent in their home language</p>
<input checked="" type="checkbox"/> Disabilities	<p align="center">Disabilities</p> <p>All areas of the school are accessible via ramps and/or elevator</p>
<input checked="" type="checkbox"/> Transportation	<p align="center">Transportation</p> <p>Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting phone conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school</p>
<input checked="" type="checkbox"/> Child Care	<p align="center">Child Care</p> <p>CIS and volunteers are available during workshops, training, conferences meetings</p>
<input checked="" type="checkbox"/> Unfamiliar with School System	<p align="center">Unfamiliar with School System</p> <p>We will teach the parents the necessary skills to achieve shared goals with their children by finding comfortable ways to learn and discover new things together along the way. These methods will allow parents to obtain further knowledge and understanding of how to help students achieve success.</p>
<input checked="" type="checkbox"/> Cultural Differences	<p align="center">Cultural Differences</p> <p>Dr. William A. Chapman will provide high quality instruction for all learners to ensure that each student will thrive emotionally, academically, socially and physically in a safe environment.</p>
<input checked="" type="checkbox"/> Economic Disadvantages	<p align="center">Economic Disadvantages</p> <p>Dr. William A. Chapman will provide high quality instruction for all learners to ensure that each student will thrive emotionally, academically, socially and physically in a safe environment.</p>
<input checked="" type="checkbox"/> Homelessness	<p align="center">Homelessness</p> <p>Dr. William A. Chapman will provide high quality instruction for all learners to ensure that each student will thrive emotionally, academically, socially and physically in a safe environment.</p>

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