



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

School Name: KENDALE LAKES ELEMENTARY

Loc. #: 2651

I, MARTHA T. JAUREGUIZAR [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)].

Martha T. Jaureguizar
Signature of Principal or Designee

Mid-Year Update 3/15/18
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	Posted 11/30/17
	<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	10/17 & 11/14/2017
	<input checked="" type="checkbox"/> Other (explain)	11/15/17 EESAC
Parents/families will assist in providing high quality instruction for all learners.	<input checked="" type="checkbox"/> School-Parent Compact	9/28/17
	<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 checked="" type="checkbox"/> Other (explain) Support for intervention/enrichment programs as needed throughout the year.	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	9/28/17
	<input checked="" type="checkbox"/> Other (explain below)	11/14/17 PAT
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	9/28/17
	<input checked="" type="checkbox"/> EESAC meetings	10/18/17
	<input checked="" type="checkbox"/> Other (explain) Survey Data	11-12/2017

COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS

Describe how the school site will coordinate and integrate parent and family engagement programs and activities. Describe how these activities will 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 type="checkbox"/> Head Start		Our school promotes various events/activities/Parent PD opportunities to support family engagement with a priority on developing well-rounded, confident students in a myriad of academic programs. In addition, KLE offers before/after school tutoring programs with Title III funds to support our ELL population. Family engagement and community support programs are also conducted for helping families less fortunate from KLE, our immediate community, and MDCPS' Student Services Department.
<input type="checkbox"/> HIPPY		
<input checked="" type="checkbox"/> VPK	Ongoing	
<input checked="" type="checkbox"/> Title III	11/13/17+	
<input checked="" type="checkbox"/> Project Upstart	10-11/2017	
<input checked="" type="checkbox"/> Migrant	10/11/2017	
<input type="checkbox"/> Alternative Outreach		
<input checked="" type="checkbox"/> Other: Doing Good Together - National Community/Family Involvement Event (1 of 3 MDCPS Schools Selected)	10/6/17	



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 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: Remind Messages from HR Teachers	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;">570</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	Increase of PTO Membership, Committee Participation; All surveys read for concerns/compliments and follow-up; information noted and in T1 files reviewed on 2/7/18 during site visit.
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	Form 6996 submitted; agenda and sign in sheets on file. Parent surveys distributed & results generated, also on file; reviewed during 2/7/18 site visit.
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	Documents on file in Title 1 files; files reviewed through site visit 2/7/18.

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.)	N. Nuñez D. Borges	All included	Meetings at all times suggested are held to support family engagement needs.
<input checked="" type="checkbox"/> Home Visits	P. Agaziz C. Martinez		As applicable Home Visits will be scheduled with appropriate personnel.
<input type="checkbox"/> Webinar			
<input type="checkbox"/> Teleconference			
<input type="checkbox"/> Video Conference			
<input checked="" type="checkbox"/> Face-to-Face Meeting/Workshop	M. Jaureguizar School Personnel	All included	Friday morning or on scheduled Tech Help for parents; Test and curriculum information trainings; bilingual programs and English classes for parents, etc. All available courses commensurate to school participation.
Services: <input checked="" type="checkbox"/> Child Care <input checked="" type="checkbox"/> Transportation <input checked="" type="checkbox"/> Other	M. Jaureguizar	All included	We provide child care for our PTO/EESA meetings; carpool to DAC/PAC meetings; conduct morning announcements via YouTube to keep everyone connected; post important Title I/schoolwide information to our KLE App in an effort to fully engage families.



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	N. Nuñez/D. Borges	Portal Procedures/Handouts	Weekly sessions/scheduled PD to support parents/guardians and their families
<input checked="" type="checkbox"/> Agency Referrals	I. Ceballos/L. Berrio	Handouts/Flyers	As appropriate, referrals to outside agencies in support of our students/families
<input checked="" type="checkbox"/> Community Partnership/Activities	M. Jaureguizar Various School Personnel		
<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	M. Jaureguizar N. Nuñez K. Atkison	Agendas, Handouts, Budget, Survey Info., Data - SIP	Ongoing meetings conducted throughout the year in support of MDCPS and schoolwide initiatives with a focus on the School Improvement Plan, academic achievement, academic improvement, second language acquisition, etc.
<input checked="" type="checkbox"/> Parent & Family Engagement Workshops	N. Nuñez D. Borges	Handouts/Flyers	Ongoing trainings to support families with a focus on student achievement/any related services/needs.
<input checked="" type="checkbox"/> Parent & Family Engagement Survey	M. Jaureguizar C. Martinez	Form/Data Summary/Feedback	Form collected from families to solicit ongoing input/feedback for Title I/SIP.
<input checked="" type="checkbox"/> Other: SCHOOL SURVEYS	M. Jaureguizar N. Nuñez	Interest Surveys	Utilized to solicit feedback and participation information from parents/families throughout the year.

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	School Personnel K. Sanchez	Enhancing capacity to work with parents and families	Ongoing Throughout the Year	Master Plan Points
<input checked="" type="checkbox"/> CIS/CLS Orientation Meeting	C. Martinez	Implementing/Coordinating parent/family programs	Monthly beginning 11/2017	Agenda, sign-in sheets, handout, PowerPoint and implementation of knowledge gained.
<input checked="" type="checkbox"/> CIS/CLS Training Sessions	C. Martinez	Implementing/Coordinating parent/family programs	Monthly beginning 11/2017	Agendas, handouts, PowerPoint and implementation of knowledge gained.
<input type="checkbox"/> How to Engage Hard to Reach Parents		Communicating with parents as equal partners		PowerPoint, follow-up activity and/or MPPs; sign-in sheets.
<input checked="" type="checkbox"/> Professional Learning Community/ School-based Project	M. Jaureguizar School Personnel	Implementing/Coordinating parent/family programs	Ongoing Throughout the Year	Sign-in sheet, artifacts (photos, Twitter, etc.)
<input checked="" type="checkbox"/> Other: DOING GOOD TOGETHER NATIONAL PROGRAM	MARTHA T. JAUREGUIZAR PRINCIPAL	IMPLEMENTING FAMILY VOLUNTEERING PROGRAMS	OCTOBER 6, 2017 5-8:30 PM	SIGN IN SHEET, ARTIFACTS, PHOTOS, TWITTER, ETC.



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 checked="" type="checkbox"/> Other: PTO Meetings/Membership	M. Jaureguizar N. Nuñez D. Borges K. Atkison K. Sanchez	<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 throughout the year.	Increase in PTO Membership; Stakeholder participation in various meetings/PD held.

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:	M. Jaureguizar N. Nuñez	Ongoing	Attendance at meetings; Successful completion of meetings; parent understanding of key information for their child/family's needs.
Parents with Special Needs	<input checked="" type="checkbox"/> Parking <input type="checkbox"/> Ramp <input type="checkbox"/> Sign Language Interpreter <input checked="" type="checkbox"/> Other: Key Personnel for Specialized SPED Programs	M. Jaureguizar N. Nuñez	Ongoing	Attendance at meetings/PD; Successful completion of meetings; parent understanding of key information for their child/family's needs.

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	9/28/17	570	Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	<input checked="" type="checkbox"/> EESAC	Monthly	18 or more	
	<input checked="" type="checkbox"/> Electronic Communication to Parents	Ongoing	806	
	<input type="checkbox"/> Mailout to Parents			
	<input checked="" type="checkbox"/> Title I Parent Newsletter	Ongoing	806	
	<input checked="" type="checkbox"/> Other: App - Community Events Information	Ongoing	1177 users	
Curriculum	<input checked="" type="checkbox"/> FSA Night	3/7 & 3/19/18	77	Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	<input checked="" type="checkbox"/> Title I Annual Parent Meeting	9/28/17	570	
	<input checked="" type="checkbox"/> Science Fair/Night	12/5/17	44	



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)	Reading Under the Stars			
	✓ Open House	9/28/17	570	
	✓ EESAC	Monthly	18 or more	
	✓ Student Backpack	Ongoing	806	
	✓ Website	Ongoing	806	
	✓ Other: APP	Ongoing	1177 users	
Assessment/Achievement Levels	✓ Title I Annual Parent Meeting	9/28/17	570	Number of parents who attended the meeting as evidenced through the sign-in sheet(s).
	✓ Open House Night	9/28/17	570	
	✓ EESAC	Monthly	18 or more	
	✓ Response to Intervention (RtI)	Ongoing	59	
	✓ Links to websites Containing Assessment/Data Information	District-Sponsor	806	
	✓ Other: STUDENT REPORTS	Ongoing	806	
Parent Concerns	✓ PTA/PTSA meeting	As Scheduled	35	Number of parents who attended the meeting as evidenced through the sign-in sheet(s). Parent Survey Compilation of Results.
	✓ EESAC meeting	Monthly	18 or more	
	✓ Parent Survey	11-12/2017	done	
	✓ Other: INDIVIDUAL MEETINGS AS NEEDED	Ongoing		
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	Ongoing	T 3 & ARC 10	
	✓ Meetings with School Social Worker	Ongoing	42	
	✓ Other: QUARTERLY NOTICES SENT HOME	8x year	806	

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				



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>Provide translation services as applicable to the various meetings/activities.</p>
<input checked="" type="checkbox"/> Disabilities	<p align="center">Disabilities</p> <p>Provide accommodations/support as necessary based upon communicated needs.</p>
<input checked="" type="checkbox"/> Transportation	<p align="center">Transportation</p> <p>Carpool whenever possible to meetings and events.</p>
<input checked="" type="checkbox"/> Child Care	<p align="center">Child Care</p> <p>Provide child care services during meetings/trainings; offer joint parent and student trainings.</p>
<input checked="" type="checkbox"/> Unfamiliar with School System	<p align="center">Unfamiliar with School System</p> <p>Conduct meetings and gatherings/tours to familiarize parents/guardians on our school system and available offerings; Magnet Fair for 5th grade parents/students.</p>
<input checked="" type="checkbox"/> Cultural Differences	<p align="center">Cultural Differences</p> <p>Provide opportunities throughout the year to celebrate cultural diversity, awareness of different cultures from around the world.</p>
<input checked="" type="checkbox"/> Economic Disadvantages	<p align="center">Economic Disadvantages</p> <p>Provide assistance in completing Federal forms; provide necessary supplies, uniforms, funds for fieldtrips, as well as any additional assistance/services deemed important for the student/family throughout the year.</p>
<input checked="" type="checkbox"/> Homelessness	<p align="center">Homelessness</p> <p>Provide necessary supplies, uniforms, funds for fieldtrips, as well as any additional assistance/services deemed important for the student/family throughout the year. Conduct awareness campaigns in support of the Homeless Trust and Project UpStart through the MDCPS Student Services Department.</p>

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