



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

**APPROVED**

School Name: Kinloch Park Middle School

Loc. #: 6331

I, Scott Weiner [Principal's Name], do hereby certify that all facts, figures, and representations made in this plan are true, correct, and consistent with the statement of assurances. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on the Parent and Family Engagement Program. All records necessary to substantiate these requirements will be available for review by appropriate District, State and Federal staff for a minimum of five (5) years. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project and will not be used for matching funds on this or any special project, where prohibited. This plan has been jointly developed and agreed upon by stakeholders (i.e., staff, families, community members, etc.) in compliance with Title I Federal funding regulations. The school will adhere to the plan of action for parent and family engagement activities throughout the academic year and will ensure its transparency of efforts by providing communication to parents and families in multiple languages, flexible meeting times, needs-based workshops, and accommodations to parents and families with special needs. Additionally, the school will disseminate this document in multiple languages and make it accessible by making it available on our school's website. The school will also ensure that its PFEP is aligned to the School Improvement Plan (SIP) for the current school year.

**PARENT AND FAMILY ENGAGEMENT PLAN ASSURANCES**

- The school will be governed by the statutory definition of parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101, ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1116(a)(3)(b)];
- Jointly develop/revise with parents the School-level PFEP, distribute it to parents of participating children, and make the plan available to the local community [Section 1116 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the School-level PFEP and the joint development of the schoolwide program plan under Section 1116(c)(3);
- Use the findings of the Parent and Family Engagement Plan review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's Parent and Family Engagement Plan [Section 1116(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the Local Educational Agency (LEA) [Section 1116(b)(4)];
- Provide each family with an individualized student report about the performance of their child on the State assessments [Section 1112(e)(1)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned [Section 1112(e)(1)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1112 (e)(1)(A)].

Signature of Principal or Designee

11/30/17

Date Signed



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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	October 2017
	✓ Conduct review meetings for parents and staff, before the end of the school year and prior to the final approval of the PFEP	November 2017
	Other (explain)	
Parents/families will assist in providing high quality instruction for all learners.	✓ School-Parent Compact	August 19, 2017
	✓ 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	August 19, 2017
	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	August 19, 2017
	✓ EESAC meetings	5-26-17 and Ongoing
	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.
Head Start		Parent meetings to address new programs, family and/or student needs, preparation for high school, magnet applications and academic progress monitoring. Provide Home Language Assistance, tutoring sessions after school and on Saturdays. The Student Services department partners with local agencies to provide students and parents resources as needed to help students meet social/behavioral needs and in turn improve student achievement. Through a grant, our Student Services Department provides tutoring to our English Language Learners in order to support their language acquisition and academic growth.
HIPPY		
VPK		
✓ Title III	Ongoing	
✓ Project Upstart	Ongoing	
Migrant		
✓ Alternative Outreach	Ongoing	
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)	<ul style="list-style-type: none"> <li>✓ Connect-Ed message(s)</li> <li>Apps</li> <li>Flyers sent via backpack</li> <li>Master Calendar</li> <li>✓ Website</li> <li>✓ School marquee</li> <li>✓ School calendar/Newsletter</li> <li>Other:</li> </ul>	Number of parents who attended the Title I Annual Meeting as evidenced by the sign-in sheet(s):  <p align="center"><b>156</b></p>
Delivery (During)	<ul style="list-style-type: none"> <li>✓ Title I PowerPoint (Program Overview, Budget Allocation, Curriculum)</li> <li>✓ Consultation &amp; Complaints</li> <li>✓ PFEP, School-Parent Compact, &amp; Parent Rights</li> </ul>	Parents assisted in the development of the School-Parent Compact and DAC/PAC Representatives were selected.
Documentation (During)	<ul style="list-style-type: none"> <li>✓ DAC/PAC Representative Form (FM-6996)</li> <li>✓ Agenda(s)</li> <li>✓ Sign-in sheets</li> <li>Parent Surveys</li> <li>Images, photos of meeting</li> </ul>	Copy of Agenda, Sign-in Sheets, and Minutes. DAC/PAC Representatives were selected.
Follow-Up (After)	<ul style="list-style-type: none"> <li>✓ Compilation of survey results</li> <li>✓ Meeting minutes</li> <li>✓ PFEP</li> <li>✓ DAC/PAC Representative Form (FM-6996)</li> <li>✓ Monthly Report – Title I Annual Parent Meeting Attendance</li> </ul>	Selected parents attended the Parental Advisory Council (PAC) Meeting on October 18, 2017. Parent Surveys were completed during Open House and survey results were compiled.

**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 1118].

Activity/Tasks	Person(s) Responsible	Meeting Time(s)	Description
<ul style="list-style-type: none"> <li>✓ Morning Meetings (8:00 a.m. – 12:00 p.m.)</li> <li>Afternoon Meetings (12:00 p.m. – 3:00 p.m.)</li> <li>✓ Evening Meetings (4:00 p.m. – 6:00 p.m.)</li> </ul>	Administration & Team Leaders	7:25 am. & 5:30 p.m.	Grade level parent meetings to address individual students needs, monitor students' academic progress and increase student achievement. Monthly Title I meetings to disseminate school information.
✓ Home Visits	Social Worker	Ongoing	Provide assistance to parents of students that have attendance issues.
Webinar			
Teleconference			
Video Conference			
✓ Face-to-Face Meeting/Workshop	Team Leaders & Administration	Ongoing	Biweekly Night Parent Meetings are held every semester. TEAM parent conferences are held weekly to review and monitor academic progress and to increase in parental involvement
<b>Services:</b> Child Care Transportation ✓ Other	FIU After School All-Stars Program Mr. Monje	Ongoing	Monthly Parent Meetings



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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			
✓ Agency Referrals	Student Services	Agency referral list	Parents are referred to various agencies based on their family needs.
✓ Community Partnership/Activities	Student Services	Tutoring/After school Care	Partnership with Big Brothers and Big Sisters Miami and the Miami Shores through their Sponsor Program to assist students in their academic, personal, social and career development.
✓ 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 & Mr. Gardner (EESAC Chair)	School-wide Incentives	Incentives are provided based on individual student improvement on assessments.
✓ Parent & Family Engagement Workshops	Mr. Sabillon Student Services Chair	Power Point/Handouts	Conduct monthly parenting workshops with flexible times to accommodate our parents.
✓ Parent & Family Engagement Survey	Ms. Hewitt Administrator	Parent Survey	Survey parents to assess their needs.
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	Student Services	Enhancing capacity to work with parents and families	Ongoing	Master Plan Points
✓ CIS/CLS Orientation Meeting	Ms. Hewitt	Implementing/Coordinating parent/family programs	Ongoing	Agenda, sign-in sheets, handout, PowerPoint and implementation of knowledge gained.
✓ CIS/CLS Training Sessions	Ms. Hewitt	Implementing/Coordinating parent/family programs	Ongoing	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	Administrators	Implementing/Coordinating parent/family programs	Ongoing	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"> <li>✓ Parent Resource Center/Area</li> <li>✓ The Parent Academy</li> <li>✓ DAC/PAC Meetings</li> <li>✓ ESSAC Meetings</li> <li>✓ Workshops</li> <li>✓ Community-based Partnerships</li> <li>Other:</li> </ul>	<ul style="list-style-type: none"> <li>Ms. Hewitt</li> <li>Mr. Gardner</li> <li>Mr. Sabillon</li> </ul>	<ul style="list-style-type: none"> <li>✓ Curriculum</li> <li>✓ Assessments</li> <li>✓ Technology</li> <li>✓ Social Media</li> <li>✓ Parenting</li> <li>✓ Data-Driven Instruction</li> <li>✓ Parent Portal</li> </ul>	<ul style="list-style-type: none"> <li>August 2017- June 2018</li> </ul>	<ul style="list-style-type: none"> <li>Increased use of the Parent Resource Center and parent portal.</li> <li>Ongoing assistance in increasing parental involvement &amp; improvement of student grades and assessments</li> </ul>

**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"> <li>✓ Translator</li> <li>✓ Translated Materials</li> <li>Other:</li> </ul>	Student Services	Ongoing	All correspondence to parents are provided in English, Spanish and Haitian-Creole, respectively to provide full opportunities for the participation of all parents.
Parents with Special Needs	<ul style="list-style-type: none"> <li>✓ Parking</li> <li>✓ Ramp</li> <li>✓ Sign Language Interpreter</li> <li>Other:</li> </ul>	Administration	Ongoing	Parents are provided with translation services and special accommodations as needed.

**COMMUNICATION**

Describe how the school will provide timely information about the Title I programs. Describe and explain the curriculum at the school, and the forms of assessment used to measure student progress; the achievement levels students are expected to obtain; and identify students who are at risk of not meeting state standards on performance standards assessments. Describe how the school, if requested by parents, will provide opportunities for regular meetings in order to formulate suggestions and to participate, as appropriate, in decision-making related to the education of their child(ren). Provide a description of how the school will submit parents/family's comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116].

Communication Focus Areas	Content and Type of Activity	Date	Attendance	Evidence of Effectiveness
Title I	✓ Title I Annual Parent Meeting	August 19, 2017	158	Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	✓ EESAC	Monthly	TBD	
	✓ Electronic Communication to Parents	Ongoing	TBD	
	Mailout to Parents			
	✓ Title I Parent Newsletter	September 2017	835	
	✓ Other: Monthly Calendar	Monthly	TBD	
Curriculum	✓ FSA Night	February 2018	TBD	Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	✓ Title I Annual Parent Meeting	August 19, 2017	158	
	✓ 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 meetings as evidenced through the sign-in sheet(s).
	✓ Open House	October 3, 2017	210	
	✓ EESAC	Monthly	TBD	
	✓ Student Backpack	Ongoing	TBD	
	✓ Website	Ongoing	TBD	
	✓ Other: <i>Literacy Night</i>	January 2018	TBD	
Assessment/Achievement Levels	✓ Title I Annual Parent Meeting	August 19, 2017	156	Number of parents who attended the meeting as evidenced through the sign-in sheet(s).
	✓ Open House Night	October 3, 2017	130	
	✓ EESAC	Monthly	TBD	
	✓ Response to Intervention (RtI)	Ongoing	TBD	
	Links to websites Containing Assessment/Data Information			
	Other:			
Parent Concerns	✓ PTA/PTSA meeting	Ongoing	TBD	Number of parents who attended the meeting as evidenced through the sign-in sheet(s).  Parent Survey Compilation of Results.
	✓ EESAC meeting	Ongoing	TBD	
	✓ Parent Survey	October 3, 2017	130	
	✓ Other: <i>Conference with Counselors or Administrators</i>	Ongoing	TBD	
Attendance	✓ Parent/Teacher Conference	Weekly	TBD	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	TBD	
	✓ Meetings with School Social Worker	Ongoing	TBD	
	✓ Other: <i>Conference with Counselors/Administrators</i>	Ongoing	TBD	

**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				



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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].

<b>Barrier(s): check all that apply (Including the Specific Subgroup)</b>	<b>Plan of Action (Steps)</b>
✓ Language	<p align="center"><b>Language</b></p> <p>Student Services will help parents in their native language to assist them in accessing resources pertaining to their child's education. All meetings and parent workshops are conducted in English and Spanish. Additional translation services are provided as needed.</p>
✓ Disabilities	<p align="center"><b>Disabilities</b></p> <p>Parents are provided with translation services and special services/accommodations as needed.</p>
Transportation	<p align="center"><b>Transportation</b></p>
Child Care	<p align="center"><b>Child Care</b></p>
✓ Unfamiliar with School System	<p align="center"><b>Unfamiliar with School System</b></p> <p>The Student Services Department will assist all parents and students that are new to MDCPS by providing academic counseling and refer them to local agencies to assist them with the transition. Flyers, Connected Ed Messages, Monthly Calendars and letters will be sent to parents to inform them of district and school-wide programs that are available, state assessment requirements, meetings and other relevant school information.</p>
Cultural Differences	<p align="center"><b>Cultural Differences</b></p>
Economic Disadvantages	<p align="center"><b>Economic Disadvantages</b></p>
✓ Homelessness	<p align="center"><b>Homelessness</b></p> <p>The Homeless Liaison will continue to participate in community organization meetings and task force as it relates to homeless children and youth. Project Upstart, Homeless Children &amp; Youth Program assists Kinloch Park Middle School with identification, enrollment, attendance, and transportation of homeless students and provide resources as needed.</p>

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