



MIAMI-DADE COUNTY PUBLIC SCHOOLS  
2019-2020 TITLE I SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN (PFEP)

REVIEWED  
NAME: JR  
DATE: 12-6-19  
TITLE I ADMINISTRATION

School Name: DOWNTOWN MIAMI CHARTER Loc. #: 3600

Principal's Name: Amanda Delgado

Hereby certifies 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;

Engage the parents and family 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 and family the School-level PFEP, distribute it to parents of participating children, and make the plan available to the local community [Section 1116 (b)(1)];

Engage parents and family, 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 and family 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 parent and 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 and family 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 and family 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



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*This plan is aligned with Section 1116 of the Every Student Succeeds Act*

**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.

The School-level PFEP is a shared responsibility, parents and family members will provide input in the update and review of the PFEP and assist in providing high quality instruction for all learners, as follows:

Focus Area	Evidence	Meeting Name	Meeting Date
The School-level PFEP is a shared responsibility.	The school will provide an overview of the PFEP and make it available to all parents for input and review, and ensure that it is jointly developed with, agreed upon and amended by all stakeholders.	Title I Annual Meeting	09/18/19
	The school will present the final approval of the PFEP for input and review from all stakeholders.	1st EESAC Meeting of the school Year	10/10/19
Focus Area	Evidence	Timeline	
Parents/families will assist in providing high quality instruction for all learners.	School-Parent Compact	8/19/19 - 6/05/20	
	Monitoring attendance	8/19/19 - 6/05/20	
	Monitoring homework completion	8/19/19 - 6/05/20	
	Participation in decisions relating to the child's education	8/19/19 - 6/05/20	

**INVOLVEMENT OF PARENTS**

The school will involve parents and family members in an organized, and timely manner in the planning, reviewing, and improvement of Title I School-wide Programs including involvement in decision-making of how funds for Title I will be used, as follows:

Focus Area	Evidence	Meeting Date
Parents and families' engagement in the planning, reviewing, and improvement of Title I programs.	Title I Annual Parent Meeting minutes and agenda	09/18/19
	<input type="checkbox"/> Other: (specify below):	
Parents and families' engagement in the decision-making process of how funds for Title I will be used.	Title I Annual Parent Meeting minutes and agenda	09/18/19
	EESAC meeting verified minutes	10/10/19
	<input type="checkbox"/> Other: (specify below):	

**COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS**

The school will coordinate and integrate parent and family engagement programs and activities to teach parents how to help their child(ren) at home, as follows:

Coordination with Other Programs	Activity	How Will Participation in the Activity Teach Parents to Help Their Children at Home
<input type="checkbox"/> Head Start		
<input type="checkbox"/> VPK		
<input checked="" type="checkbox"/> Title III (Tutoring for EL)	Support Services	Strategies provided to parents of EL students will help enhance their academic performance.
<input checked="" type="checkbox"/> Title IX (Project UP-START)	Support Services	Resources provided to families in transition will help students overcome barriers to learning.
<input type="checkbox"/> Title I, Part C (Education of Migratory Children)		
<input type="checkbox"/> Title I, Part D Local Programs for N & D (Alternative Outreach)		



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**TITLE I ANNUAL PARENT MEETING**

The school will conduct the Title I Annual Meeting to inform parents and families of the school's participation in the Title I Schoolwide Program. During the meeting, the school will provide a description of the Title I Schoolwide Program which will include an explanation about the forms of academic assessments, the school performance data, and the rights of parents. Additionally, the school will document that the communication has been provided to stakeholders, as follows:

Activity/Tasks	Description (check all that applies)		Evidence of Effectiveness	
<b>Notification (Before)</b>	<input type="checkbox"/> Electronic Messages	<input checked="" type="checkbox"/> Apps	Number of parents who attended the Title I Annual Meeting as evidenced by the sign-in sheet(s):	
	<input checked="" type="checkbox"/> School Calendar/ Newsletter	<input checked="" type="checkbox"/> Flyers		
	<input type="checkbox"/> School Marquee	<input type="checkbox"/> School Website	19	
<b>Documentation (During)</b>	<input checked="" type="checkbox"/> Title I School-level PFEP	<input checked="" type="checkbox"/> Sign-in Sheets	<input checked="" type="checkbox"/> PFEP reviewed/ discussed/updated with parents and families	<input checked="" type="checkbox"/> Sign-in sheets signed by meeting attendees
	<input checked="" type="checkbox"/> Meeting Agenda	<input checked="" type="checkbox"/> PowerPoint Presentation	<input checked="" type="checkbox"/> Meeting Agenda includes all required items, updated with school information	<input checked="" type="checkbox"/> PowerPoint Presentation personalized with school information
	<input type="checkbox"/> Meeting Minutes	<input checked="" type="checkbox"/> Parent Survey	<input checked="" type="checkbox"/> Meeting Minutes include record of dialogue with parents/families	<input checked="" type="checkbox"/> Parent Surveys discussed and available to parents and families
	<input checked="" type="checkbox"/> Title I Program Notification Letter	<input checked="" type="checkbox"/> DAC/PAC Representative Form	<input checked="" type="checkbox"/> Title I Program Notification Letter made available to parents and families	<input checked="" type="checkbox"/> DAC/PAC Representative Form reviewed, discussed and updated
	<input checked="" type="checkbox"/> Title District-level PFEP	<input checked="" type="checkbox"/> School-Parent Compact	<input checked="" type="checkbox"/> District-level PFEP made available to parents and families	<input checked="" type="checkbox"/> School-Parent Compact reviewed & updated with input from parents and families
<b>Follow-Up (After)</b>	<input checked="" type="checkbox"/> Title I School-level PFEP	<input checked="" type="checkbox"/> Sign-in Sheets	<input checked="" type="checkbox"/> Updated PFEP posted on the school's website	<input checked="" type="checkbox"/> Sign-in sheets filed in the Title I Filing System
	<input checked="" type="checkbox"/> Meeting Agenda	<input checked="" type="checkbox"/> PowerPoint Presentation	<input checked="" type="checkbox"/> Meeting Agenda filed in the Title I Filing System	<input checked="" type="checkbox"/> PowerPoint Presentation posted on the school's website
	<input checked="" type="checkbox"/> Meeting Minutes	<input checked="" type="checkbox"/> Parent Survey	<input checked="" type="checkbox"/> Meeting Minutes filed in Title I Filing System	<input checked="" type="checkbox"/> Compilation of Surveys Results completed and filed
	<input checked="" type="checkbox"/> Title I Program Notification Letter	<input checked="" type="checkbox"/> DAC/PAC Representative Form	<input checked="" type="checkbox"/> Title I Program Notification Letter available to parents and families	<input checked="" type="checkbox"/> DAC/PAC Representative Form submitted to Title I and filed
	<input checked="" type="checkbox"/> Social Media Post(s)	<input checked="" type="checkbox"/> School-Parent Compact	<input checked="" type="checkbox"/> Evidence of Social Media Post(s)	<input checked="" type="checkbox"/> Updated School-Parent Compact available to parents and families
	<input checked="" type="checkbox"/> Meeting Photos	<input checked="" type="checkbox"/> Meeting Data	<input checked="" type="checkbox"/> Meeting Photos posted on website	<input checked="" type="checkbox"/> Meeting data entered on Monthly Report



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**FLEXIBLE PARENT MEETINGS**

The school will offer a flexible number of meetings, such as meetings in the morning, afternoon, or evening. Additionally, the school will provide, with Title I funds, webinars, teleconferences, video conferences, or home visits, and services related to parent and family engagement, as follows:

Flexible Meetings	Meeting Time(s)	Documentation of Meeting/Activity		
<input checked="" type="checkbox"/> Morning Meetings	8:00 a.m. – 12:00 p.m.	<input checked="" type="checkbox"/> Meeting Flyers	<input checked="" type="checkbox"/> Electronic Messages	<input checked="" type="checkbox"/> School Calendar/ Marquees/Newsletters and/or Website
<input checked="" type="checkbox"/> Afternoon Meetings	12:00 p.m. – 4:00 p.m.	<input checked="" type="checkbox"/> Meeting Flyers	<input checked="" type="checkbox"/> Electronic Messages	<input checked="" type="checkbox"/> School Calendar/ Marquees/Newsletters and/or Website
<input checked="" type="checkbox"/> Evening Meetings	4:00 p.m. – 7:00 p.m.	<input checked="" type="checkbox"/> Meeting Flyers	<input checked="" type="checkbox"/> Electronic Messages	<input checked="" type="checkbox"/> School Calendar/ Marquees/Newsletters and/or Website
Flexible Meetings	Title of Person Responsible	Description of Meeting/Activity		
<input checked="" type="checkbox"/> Home Visits	CIS/Staff	CIS will go on home visit upon the request of administrator and teachers. In addition, CIS will staff on home visit for the Dolphin Dynamites home visits.		
<input type="checkbox"/> Webinars				
<input type="checkbox"/> Conference Calls				
<input type="checkbox"/> Video Conferences				
<input checked="" type="checkbox"/> Face-to-Face Meetings or Workshops	Staff	Middle School Night, State Testing, Online Programs, Fast Forward, Leader In Me Parent Night, Bullying Prevention, Menatl Health Matters		
<input type="checkbox"/> Workshops/Training				

**BUILDING CAPACITY**

The school will implement activities that will build the capacity for meaningful parent and family engagement. The activities implemented by the school will help to build relationships with the community in order to improve student achievement. Additionally, the school will provide resources and training to assist parents and families to work with their child(ren), and provide other reasonable support for parent and family engagement activities, as follows:

Activity/Tasks	Title of Person Responsible	Resources Provided	Description of Implementation
<input type="checkbox"/> The Parent Academy		<input type="checkbox"/> Brochures	
<input checked="" type="checkbox"/> Agency Referrals	CIS	<input checked="" type="checkbox"/> Flyers	CIS will referral parents base on their needs.
<input checked="" type="checkbox"/> Community-Based Partnerships	CIS	<input checked="" type="checkbox"/> Handouts	City Miami police department and Marriott will give students christmas gifts.
<input checked="" type="checkbox"/> EESAC and Title I Annual Parent Meeting	EESAC Chair/Principal	<input checked="" type="checkbox"/> PowerPoint Presentations	CIS will recruit parent to attend district meetings
<input checked="" type="checkbox"/> Parent & Family Engagement Workshops	Leadership Team	<input type="checkbox"/> School Supplies	Leader in Me Parent Night, Mental Health Matters, Bullying Prevention
<input checked="" type="checkbox"/> Official Title I School-level Parent and Family Engagement Surveys	CIS	<input type="checkbox"/> Referral Forms	Title 1 Meeting
<input type="checkbox"/> Family Support Services (FSS)		<input type="checkbox"/> Materials	Parent Resource Center



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**STAFF DEVELOPMENT**

The school will provide the following professional development opportunities to encourage and educate staff, which may include:

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

Activity	Title of Person Responsible	Parent/Family Engagement Focus Areas	Documentation
<input type="checkbox"/> Online PD to Build Relationships with Parents			
<input type="checkbox"/> M-DCPS Meetings/ Training/Workshops			
<input checked="" type="checkbox"/> District-sponsored Title I Facilitator Training Sessions or CIS/CLS Training Sessions	Activities Director	Implementing/ Coordinating parent/family programs	Agenda, handouts, PowerPoint presentation, implementation of knowledge gained, and Master Plan Points from MyLearningPlan Professional Development Management System.
<input checked="" type="checkbox"/> District-sponsored Title I Principal Training Sessions	Principal	Implementing/ Coordinating parent/family programs	Agendas, handouts, PowerPoint presentation, implementation of knowledge gained, and Master Plan Points from MyLearningPlan Professional Development Management System.
<input type="checkbox"/> PD activities conducted by outside agencies			
<input checked="" type="checkbox"/> Professional Learning Community/School-based Projects	Principal	Implementing/ Coordinating parent/family programs	Sign-in sheet, artifacts (photos, Twitter, etc.)

**OTHER ACTIVITIES**

The school will conduct other activities/events/meetings to encourage and support parents and families in more meaningful engagement in the education of their child(ren), as follows:

Content and Type of Activity	Title of Person Responsible	Parent/Family Engagement Focus Areas	Timeline	Evidence of Effectiveness
<input checked="" type="checkbox"/> Parent/Engagement Meetings/Training	CIS	<input checked="" type="checkbox"/> Curriculum	From: 08-19-2019	<input checked="" type="checkbox"/> Agenda  <input checked="" type="checkbox"/> Handouts  <input checked="" type="checkbox"/> Minutes <input checked="" type="checkbox"/> Sign-in Sheets <input type="checkbox"/> Photos <input type="checkbox"/> Other (Please specify)
<input type="checkbox"/> The Parent Academy Meetings/Training		<input checked="" type="checkbox"/> Assessments		
<input type="checkbox"/> Special Events for Families		<input checked="" type="checkbox"/> Technology		
<input checked="" type="checkbox"/> ESSAC Meetings	EESAC Chair	<input type="checkbox"/> Social Media	To: 06-04-2020	
<input checked="" type="checkbox"/> Workshops	CIS	<input checked="" type="checkbox"/> Parenting		
<input type="checkbox"/> Community-based Partnerships		<input checked="" type="checkbox"/> Data Driven Instruction		
<input type="checkbox"/> FSA Night		<input checked="" type="checkbox"/> Parent Portal		





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**ACCESSIBILITY**

The school will provide full opportunities for participation in parent and family engagement activities for all parents and family members. Additionally, the school will share information related to school and parent and family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents and families understand as well as provide accessibility accommodations for parents and family members with special needs, as follows:

Accessibility Focus Areas	Accommodations	Title of Person Responsible	Timeline	Evidence of Effectiveness
Language	<input checked="" type="checkbox"/> Translator/Interpreter	CIS	From: 08-19-2019	<input checked="" type="checkbox"/> Multi-language Materials/Flyers/Handouts
	<input checked="" type="checkbox"/> Translated Materials		To: 06-04-2020	<input checked="" type="checkbox"/> Accessibility accommodations and translation services statement
Parents with Special Needs	<input checked="" type="checkbox"/> Handicapped Parking	Admin	From: 08-19-2019	<input checked="" type="checkbox"/> Multi-language Materials/Flyers/Handouts
	<input checked="" type="checkbox"/> Wheelchair Ramp <input type="checkbox"/> Sign Language Interpreter <input checked="" type="checkbox"/> Other Support/Services		To: 06-04-2020	<input checked="" type="checkbox"/> Accessibility accommodations and translation services statement
Other(specify):				<input type="checkbox"/> Notification to parents/ families of availability of services
				<input type="checkbox"/> Documentation of support/services provided

**COMMUNICATION**

The school will provide timely information about the Title I Schoolwide programs, explanation about the curriculum at the school, the forms of assessment used to measure student progress, the achievement levels students are expected to obtain, identify students who are at risk of not meeting state standards on performance standards assessments and provide parents with information regarding their child(ren)'s attendance. If requested by parents, the school 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). Additionally, the schools will submit parent and family's comments if the schoolwide plan is not satisfactory to parents and families, as follows:

Communication Focus Areas	Content and Type of Activity	Timeline	Evidence of Effectiveness
Title I	<input checked="" type="checkbox"/> Title I Annual Parent Meeting	9/18/2019	<input checked="" type="checkbox"/> Agenda <input checked="" type="checkbox"/> Handouts <input checked="" type="checkbox"/> Sign-in Sheets <input checked="" type="checkbox"/> Flyers/Photos <input checked="" type="checkbox"/> Handouts/Meeting Materials
	<input type="checkbox"/> Other Parent Meeting		
	<input checked="" type="checkbox"/> 1st EESAC Meeting	10/10/2019	
	<input type="checkbox"/> Mailout of Title I Program Notification Letter		
	<input type="checkbox"/> School Website		
	<input checked="" type="checkbox"/> Open House	9/26/2019	
Curriculum	<input checked="" type="checkbox"/> Title I Annual Parent Meeting	9/18/2019	<input checked="" type="checkbox"/> Agenda <input checked="" type="checkbox"/> Handouts <input checked="" type="checkbox"/> Sign-in Sheets <input checked="" type="checkbox"/> Flyers/Photos <input checked="" type="checkbox"/> Handouts/Meeting Invite
	<input checked="" type="checkbox"/> FSA Night	01/22/20	
	<input checked="" type="checkbox"/> Science Fair	1/16/2019	
	<input type="checkbox"/> Curriculum Meeting		
	<input checked="" type="checkbox"/> Open House	10/26/2019	



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Communication Focus Areas	Content and Type of Activity	Timeline	Evidence of Effectiveness
Assessment/ Achievement Levels	<input checked="" type="checkbox"/> Response to Intervention	8/19/19 - 6/05/20	<input checked="" type="checkbox"/> Agenda <input checked="" type="checkbox"/> Handouts <input checked="" type="checkbox"/> Sign-in Sheets <input checked="" type="checkbox"/> Flyers/Photos <input checked="" type="checkbox"/> Handouts/Meeting Invite
	<input checked="" type="checkbox"/> FSA Night	1/22/2020	
	<input checked="" type="checkbox"/> Student Backpack	8/19/2019	
	<input checked="" type="checkbox"/> Parent Conference	8/19/19 - 6/05/20	
	<input checked="" type="checkbox"/> Links to Websites Containing Assessment Data	1/22/2020	
Parent Concerns	<input type="checkbox"/> PTA/PTSA Meeting		<input checked="" type="checkbox"/> Agenda <input checked="" type="checkbox"/> Handouts <input checked="" type="checkbox"/> Sign-in Sheets <input checked="" type="checkbox"/> Flyers/Photos <input checked="" type="checkbox"/> Handouts/Meeting Invite <input checked="" type="checkbox"/> Official Parent Survey Compilation of Results
	<input checked="" type="checkbox"/> EESAC	8/19/19 - 6/05/20	
	<input checked="" type="checkbox"/> Response to Intervention	8/19/19 - 6/05/20	
	<input checked="" type="checkbox"/> School-level Parent & Family Engagement Survey	8/19/19-6/05/20	
Attendance	<input checked="" type="checkbox"/> Parent Teacher Conference	8/19/19 - 6/05/20	<input type="checkbox"/> Agenda <input checked="" type="checkbox"/> Handouts <input checked="" type="checkbox"/> Sign-in Sheets <input type="checkbox"/> Flyers/Photos <input checked="" type="checkbox"/> Handouts/Meeting Invite
	<input type="checkbox"/> Meeting with School Social Worker		
	<input checked="" type="checkbox"/> Meeting with Truancy Child Study Team	8/19/19 - 6/05/20	
	<input type="checkbox"/> Other Activity/Meeting/Workshop for Parents and Families		

**DISCRETIONARY ACTIVITIES (OPTIONAL)**

The school will provide additional activities such as: transportation for parents and families to attend meetings/training, literacy training for parents, and/or other activities related to parent and family engagement, as follows:

Discretionary Activities Focus Areas	Content and Type of Activity	Title of Person Responsible	Timeline	Evidence of Effectiveness
<input type="checkbox"/> Transportation				<input type="checkbox"/> Agenda <input type="checkbox"/> Sign-in Sheets <input type="checkbox"/> Flyer/Meeting Invite
<input type="checkbox"/> Literacy Training				<input type="checkbox"/> Agenda <input type="checkbox"/> Sign-in Sheets <input type="checkbox"/> Flyer/Meeting Invite
<input type="checkbox"/> Community/Faith-based Organization Collaboration				<input type="checkbox"/> Agenda <input type="checkbox"/> Sign-in Sheets <input type="checkbox"/> Flyer/Meeting Invite
<input checked="" type="checkbox"/> Other (Specify below):	Parent Collaborative Activities	Principal	From: 09-01-2019	<input type="checkbox"/> Agenda <input checked="" type="checkbox"/> Sign-in Sheets <input checked="" type="checkbox"/> Flyer/Meeting Invite
			To: 05-28-2020	



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**BARRIERS**

The barriers identified below may have hindered participation by parents and families during the previous school year. The school will take the following steps during the current school year to overcome the identified barriers. The school will also ensure that special attention is given to parents and families who are disabled, have Limited English Proficiency, and are parents and families of migratory child(ren):

<b>Barrier(s)</b> Please select a minimum of three (3)	<b>Plan of Action (Steps)</b> <b>What is the school doing to overcome the identified barriers?</b>
<input checked="" type="checkbox"/> Language	Translation will be provided upon request. Translation materials will be provided.
<input checked="" type="checkbox"/> Disabilities	Handicap parking spaces and functioning elevator.
<input type="checkbox"/> Transportation	
<input type="checkbox"/> Child Care	
<input checked="" type="checkbox"/> Unfamiliar with School System	CIS will assist parents with PowerSchool, LiveSchool, Clever account daily as parents request assistance.
<input type="checkbox"/> Cultural Differences	
<input type="checkbox"/> Work Scheduling Conflict	
<input checked="" type="checkbox"/> Homelessness	CIS will complete referral and submit to Project Up Start.

**Deadline to submit the School-level Parental & Family Engagement Plan (PFEP) is Tuesday, October 8, 2019.**