

MIAMI-DADE COUNTY PUBLIC SCHOOLS

School Name:

JOSE MARTI MASTRO 6-12 ACADEMY 2018-2019 SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN (PFEP) Loc. #: 7291

Principal's Name:

Jose Enriquez, Jr.

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

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);

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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**

**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		Meeting Date
The School-level PFEP is a shared responsibility.	x	The PFEP is jointly developed with, agreed upon with and distributed to all parents	10/03/18
	x	Conduct review meetings for parents and staff, before the end of the school year and prior to the final approval of the PFEP	10/03/18
		Other (specify below): <hr style="border: 1px solid red;"/>	
Focus Area	Evidence		Timeline
Parents/families will assist in providing high quality instruction for all learners.	x	School-Parent Compact	August 2018 - June 2019
	x	Monitoring attendance	
	x	Monitoring homework completion	
	x	Participation in decisions relating to the child's education	
		Other (specify below): <hr style="border: 1px solid red;"/>	

**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		Meeting Date
Parents and families' engagement in the planning, reviewing, and improvement of Title I programs.	x	Title I Annual Parent Meeting	10/03/18
		Other (explain)	
Parents and families' engagement in the decision-making process of how funds for Title I will be used.	x	Title I Annual Parent Meeting	10/03/18
	x	EESAC meetings	
		Other (specify below): <hr style="border: 1px solid red;"/>	

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COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS**

**2018-2019 SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN (PFEP)**

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].

<b>Coordination with Other Programs</b>	<b>Activity</b>	<b>How Will Participation in the Activity Teach Parents to Help Their Children at Home</b>
Head Start		
VPK		
Title III (Tutoring for EL)		
Title IX (Project UP-START)		
Title I, Part C (Migrant)		
Title I, Part D (Alternative Outreach)		
Other (specify below):	Parent Academy Workshops	These workshops, which will be offered at varying times, will provide parents with guidance as to the gradebook and the extensive amount of resources provided by the district.

**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 Schoolwide Program. Include a description of the nature of the Title I Schoolwide Program that is shared with parents. 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.

<b>Activity/Tasks</b>	<b>Description</b>	<b>Evidence of Effectiveness</b>
<b>Advertise</b> (Before)	Connect-ED Messages School Calendar School Newsletter School Marquee Other (specify below):	Apps Flyers Website Number of parents who attended the Title I Annual Meeting as evidenced by the sign-in sheet(s):
<b>Delivery</b> (During)	Title I PowerPoint (Program Overview, Budget Allocation, Curriculum, FSSA Law, School Performance), Consultation & Complaints	Agenda Compilation of Parent Survey Results DAC/PAC Representative Form

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	Title I School-Level PFEP, School-Parent Compact & Parent Rights 2018-2019 SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN (PFEP)	Representative Form Minutes Monthly Report Attendance Data PFEP Template Photos of Meeting PowerPoint Presentation School-Parent Compact Sign-sheets Title I Program Notification Letter
<b>Documentation</b> (During)	DAC/PAC Representative Form (FM-6996) Agenda(s) Sign-in Sheets Official Title I School-level Parent and Family Engagement Surveys Images, Photos of Meeting Social Media	Agenda Compilation of Parent Survey Results DAC/PAC Representative Form Evidence of Social Media Posts Minutes Monthly Report Attendance Data PFEP Template Photos of Meeting PowerPoint Presentation School-Parent Compact Sign-sheets Title I Program Notification Letter
<b>Follow-Up</b> (After)	Compilation of official Title I School-level Survey results Meeting Minutes Title I School-level PFEP DAC/PAC Representative Form (FM-6996) Monthly Report - Title I Annual Parent Meeting Attendance	Agenda Compilation of Parent Survey Results DAC/PAC Representative Form Evidence of Social Media Posts Minutes Monthly Report Attendance Data Completed PFEP Template Photos of Meeting PowerPoint Presentation School-Parent Compact Sign-sheets Title I Program Notification Letter

**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].

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<b>Flexible Meetings</b>	<b>Meeting Time(s)</b>	<b>Description of Meeting/Activity</b>
Morning Meetings	8:00 a.m. – 12:00 p.m.	Parent Academy Workshops
Afternoon Meetings	12:00 p.m. – 4:00 p.m.	Parent Academy Workshops
Evening Meetings	4:00 p.m. – 7:00 p.m.	Parent Academy workshops
<b>Flexible Meetings</b>	<b>Person Responsible (Position[s])</b>	<b>Description of Meeting/Activity</b>
Home Visits	Maria Malik, CIS	as needed to ensure student wellbeing.
Webinars		
Conference Calls		
Video Conferences		
Face-to-Face Meetings/Workshops	Maria Malik, CIS	Coordinate parent meetings to ensure students academic success
Other (specify below):		

**BUILDING CAPACITY**

Describe how the school will implement activities that will build the capacity for meaningful parent/family engagement. 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].

<b>Activity/Tasks</b>	<b>Person Responsible (Position[s])</b>	<b>Resources/Materials Provided</b>	<b>Description of Implementation</b>
The Parent Academy	Maria Malik	Brochure Flyers Handouts Materials PowerPoints School Supplies Referral Forms Resources Other (list below)	Provide a variety of topics that are valid for our population
Agency Referrals			
Community-Based Partnerships	Aurora Pelaez		Coordinate additional support services for families to
EESAC, and Title I Annual Parent Meetings	Albina Cruz		Coordinates EESAC meetings
Parent & Family Engagement Workshops	Maria Malik		Provide a variety of topics that are valid for our population

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Official Title I School-level Parent and Family Engagement Surveys	<b>2018-2019 SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN (PFEP)</b>		
Other (specify below)			
Family Support Services (FSA)			

**STAFF DEVELOPMENT**

Describe the professional development activities that the school will provide or encourage to educate staff:

- 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;
- How to implement and coordinate parent/family programs; and
- How to build upon ties between parents/families and the school

Activity	Person Responsible (Position[s])	Parent/Family Engagement Focus Areas	Evidence of Effectiveness
Online PD to Build Relationships with Parents		Valuing and utilizing parent contributions	Master Plan Points from MyLearningPlan Professional Development Management System.
M-DCPS Meetings/Training/Workshops		Enhancing capacity to work with parents and families	Master Plan Points from MyLearningPlan Professional Development Management System.
District-sponsored Principal and Title I Facilitator Training Sessions		Implementing/ Coordinating parent/family programs	Agenda, handouts, PowerPoint presentation, implementation of knowledge gained, and Master Plan Points from MyLearningPlan Professional Development Management System
District-sponsored Title I CIS/CLS Training Sessions		Implementing/ Coordinating parent/family programs	Agendas, handouts, PowerPoint presentation, implementation of knowledge gained, and Master Plan Points from MyLearningPlan Professional Development Management System.
Coordinate PD activities conducted by outside agencies		Communicating with parents as equal partners	PowerPoint, follow-up activity and/or MPPs; sign-in sheets.
Professional Learning Community/School-based Project		Implementing/ Coordinating parent/family programs	Sign-in sheet, artifacts (photos, Twitter, etc.)
Other (specify below):			

**OTHER ACTIVITIES**

Describe other activities, such as the parent resource center, that the school will conduct in order to encourage and support parents and families in more meaningful engagement in the education of their child(ren) [ESEFA Section 11161]

Content and Type of Activity	Person Responsible (Position[s])	Parent/Family Engagement Focus Areas	Timeline	Evidence of Effectiveness
Parent Resource Center/Area		Curriculum Assessments	From: 08-22-2018	Agenda
The Parent Academy				Handouts

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DAC/PAC Meetings	2018-2019 SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN (PFEP) Maria Malik, Albina Cruz	Technology	To: 05-30-2019	Minutes
ESSAC Meetings		Social Media		Sign-in Sheets
Workshops		Parenting		Photos
Community-based Partnerships		Data-Driven Instruction		Other (Please specify)
Other (specify below)		Parent Portal		

**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 Responsible (Position(s)/Title(s))	Timeline	Evidence of Effectiveness
Language	Translator/Interpreter Translated Materials Other (specify below):	Maria Malik, Sofia Buttacavoli	From: 08-23-2018	Accessibility accommodations and translation services statement. Multi-language materials Sign-in Sheets
	Bilingual presentations		To: 05-31-2019	

Accessibility Focus Areas	Accommodations	Person Responsible (Position(s)/Title(s))	Timeline	Evidence of Effectiveness
Parents with Special Needs	Handicapped Parking Wheelchair Accessible Ramp Sign Language Interpreter Other (specify below):	Maria Malik, Sofia Buttacavoli	From: 08-23-2018	Accessibility accommodations and translation services statement. Images and Pictures Sign-in Sheets
			To: 05-31-2019	

**COMMUNICATION**

Describe how the school will provide timely information about the Title I Schoolwide 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	Number of Participants	Evidence of Effectiveness
	Title I Annual Parent Meeting	10/03/18	385	

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		<b>2018-2019 SCHOOL LEVEL PARENT AND FAMILY ENGAGEMENT PLAN (PFEP)</b>		
Title I	EESAC			Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	Electronic Communication to Parents			
	Mailout to Parents	09/12/18	933	
	Title I Parent Newsletter			
	Other (specify below):			
Curriculum	Title I Annual Parent Meeting			Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	FSA Night			
	Science Fair/Night			
	Reading Under the Stars			
	Open House	10/03/18	385	
	EESAC	09/17/18	12	
	Student Backpack	09/12/18	933	
	Website	08/20/18	933	
	Other (specify below):			

<b>Communication Focus Areas</b>	<b>Content and Type of Activity</b>	<b>Date</b>	<b>Number of Participants</b>	<b>Evidence of Effectiveness</b>
Assessment/ Achievement Levels	Title I Annual Parent Meeting	10/03/18	385	Number of parents who attended the meeting as evidenced through the sign-in sheet(s).
	EESAC	09/17/18	12	
	Open House Night	10/03/18	385	
	Response to Intervention (RtI)			
	Links to websites containing Assessment/Data Information	08/20/18	933	
	Other (specify below):			



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<b>2018-2019 SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN (PFEP)</b>				
Parent Concerns	PTA/PTSA meeting	10/03/18	385	Number of parents who attended the meeting as evidenced through the sign-in sheet(s).  Official Parent Survey Compilation of Results.
	EESAC meeting	09/05/18	16	
	Official Title I School-level Parent and Family Engagement Surveys		385	
	Other (specify below):			
Attendance	Parent/Teacher Conference	09/18/18	9	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	10/29/18	11	
	Meetings with School Social Worker	09/17/18		
	Other (specify below):			

**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 Responsible (Position(s)/Title(s))	Timeline	Evidence of Effectiveness
Transportation				
Home Visits				
Literacy Training				
Community/Faith-based Organization Collaboration				
Other (Specify below):				

**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].

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<b>Barrier(s)</b>	<b>Plan of Action (Steps)</b>
<b>Please select a minimum of three (3)</b>	<b>What is the school doing to overcome the identified barriers?</b>
Language	Provide materials in multiple languages. Staff present at meeting will be bilingual.
Disabilities	Provide access to the school elevator and provide additional reserved parking spaces for disabled guardians.
Transportation	
Child Care	
Unfamiliar with School System	
Cultural Differences	
Work Scheduling Conflict	Provide meetings at various times to ensure accessibility for working parents.

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Homelessness	<b>2018-2019 SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN (PFEP)</b>
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**Deadline to submit the School-level Parental & Family Engagement Plan (PFEP) is Tuesday, October 9, 2018.**