



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

School Name: Barbara Hawkins Elementary School

Loc. #: 3781

I, Rhonda Y. Williams [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

12/18/17

Date Signed



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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"> ✓ Connect-Ed message(s) ✓ Apps ✓ Flyers sent via backpack ✓ Master Calendar ✓ Website ✓ School marquee School calendar/Newsletter Other: 	Number of parents who attended the Title I Annual Meeting as evidenced by the sign-in sheet(s): <div style="text-align: center; border: 1px solid black; width: 100px; margin: 0 auto;">57</div>
Delivery (During)	<ul style="list-style-type: none"> ✓ Title I PowerPoint (Program Overview, Budget Allocation, Curriculum) Consultation & Complaints ✓ PFEP, School-Parent Compact, & Parent Rights 	Parent Letter, Agenda & Sign-in Sheets
Documentation (During)	<ul style="list-style-type: none"> DAC/PAC Representative Form (FM-6996) ✓ Agenda(s) ✓ Sign-in sheets ✓ Parent Surveys ✓ Images, photos of meeting 	Sign-in Sheets
Follow-Up (After)	<ul style="list-style-type: none"> Compilation of survey results Meeting minutes ✓ PFEP DAC/PAC Representative Form (FM-6996) Monthly Report – Title I Annual Parent Meeting Attendance 	Sign-in Sheets

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
<ul style="list-style-type: none"> ✓ Morning Meetings (8:00 a.m. – 12:00 p.m.) ✓ Afternoon Meetings (12:00 p.m. – 3:00 p.m.) ✓ Evening Meetings (4:00 p.m. – 6:00 p.m.) 	Principal, Assistant Principal, CIS, Instructional Coaches	On-going	Quarterly Awards Ceremony, Promotional Ceremony, End of the Year Awards Ceremony, Parents Meet and Greet, Literacy Night, Coffee Talk, Open House, Dads Take Your Child to School Day, Holiday Program, FSA Family Night, Science Fair Night, Family Science Night
<ul style="list-style-type: none"> ✓ Home Visits 	Principal and Social worker	On-going	Based on students attendance, academic, behavioral, social or emotional concern a home visit will be scheduled if we are unable to contact the parent or if it is required to assist the student.
Webinar			
Teleconference			
Video Conference			
<ul style="list-style-type: none"> ✓ Face-to-Face Meeting/Workshop 	Principal and Guidance Counselor	On-going	Parents have the opportunity to request a conference with administrators, teachers, instructional coaches and counselors in order to address academic, home, behavioral and or any other issues regarding their child's ability to function to the best of their ability.
Services: Child Care Transportation Other			



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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	10/17/2017
	✓ Conduct review meetings for parents and staff, before the end of the school year and prior to the final approval of the PFEP	10/17/2017
	Other (explain)	
Parents/families will assist in providing high quality instruction for all learners.	✓ School-Parent Compact	10/17/2017
	✓ 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	10/17/2017
	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	10/17/2017
	✓ EESAC meetings	On-going (Monthly)
	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		During the 2017 school year Barbara Hawkins Elementary will begin planning for parental involvement, by inviting parents to their annual Meet and Greet on August 18, 2017 before classes begin. At the "Meet and Greet" parents will be introduced to the Leadership Team, Teachers and the PTA President. At the October 2017-2018 Title One Parent Meeting, parents will be informed that Barbara Hawkins Elementary is a Title I school. Furthermore, parents will be informed about the policies and benefits of their child attending a Title I school, VPK and Project Upstart. Lastly, parent will be encouraged and informed on how to be active participants in their child's education. As the year progresses several different nights will be organized to inform parents about i-Ready, SAT-10, FCAT, FSA and curriculum strategies, resources and tips on how to improve student performance and increase parent involvement. These nights will be available throughout the year in addition to our CIS providing resources through the Parent Resources Center.
HIPPY		
✓ VPK	10/17/2017	
Title III		
✓ Project Upstart	10/17/2017	
✓ Migrant	10/17/2017	
Alternative Outreach		
Other:		



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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			
✓ Community Partnership/Activities	Principal and Assistant Principal	Sign-in Sheets, Agendas, Flyers	Our parents/families are provided with trainings on nutrition, parenting, cooking and educational resources/programs that will assist their children. Our families will have the opportunity to learn about literacy, Math, Science, FSA, FCAT, SAT-9, i-Ready etc.
✓ District Advisory Council (DAC) General and Executive Board, Parent Advisory Council (PAC), Educational Excellence School Advisory Council (EESAC), and Title I Annual Parent Meetings	Principal, Assistant Principal, EESAC Chair and CIS	Sign-in Sheets, Agendas, EESAC Minutes	The SAC schedules and conducts meetings to assist in the preparation and evaluation of the SIP. SAC will review all applicable student performance data, determine student needs and prioritize them and recommend strategies to improve areas of need. In order to ensure that all District and State timelines are met the implementation of the School Improvement Plan will be reviewed and monitored throughout the year by all stakeholders. SAC will also make decisions on funds, field trips, resources etc. with input from students, parents and additional stakeholders.
Parent & Family Engagement Workshops			
✓ Parent & Family Engagement Survey	CIS	Parent and Family Engagement Survey	The parents will complete surveys in order to identify their needs, concerns and other issues in regards to parent and family engagement at the school.
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	District	Enhancing capacity to work with parents and families	On-going	Master Plan Points
✓ CIS/CLS Orientation Meeting	District	Implementing/Coordinating parent/family programs	10/27/2017	Agenda, sign-in sheets, handout, PowerPoint and implementation of knowledge gained.
✓ CIS/CLS Training Sessions	District	Implementing/Coordinating parent/family programs	On-going	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		Implementing/Coordinating parent/family programs		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
<input checked="" type="checkbox"/> Parent Resource Center/Area <input checked="" type="checkbox"/> The Parent Academy DAC/PAC Meetings <input checked="" type="checkbox"/> ESSAC Meetings <input checked="" type="checkbox"/> Workshops <input checked="" type="checkbox"/> Community-based Partnerships Other:	Principal, Assistant Principal, CIS, EESAC Chair, Instructional Coaches	<input checked="" type="checkbox"/> Curriculum <input checked="" type="checkbox"/> Assessments <input checked="" type="checkbox"/> Technology <input checked="" type="checkbox"/> Social Media Parenting <input checked="" type="checkbox"/> Data-Driven Instruction <input checked="" type="checkbox"/> Parent Portal	May 2017	Powerpoint, Surveys, Parent Feedback, Student Performance, Parental Involvement, Sign-in Sheets

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 Other:	Assistant Principal and Principal's Secretary	On-going	Sign-in Sheets, Parent Feedback
Parents with Special Needs	<input checked="" type="checkbox"/> Parking Ramp Sign Language Interpreter Other:	District	On-going	Sign-in Sheets

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	10/17/2017	57	Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	<input checked="" type="checkbox"/> EESAC	Monthly	14	
	<input checked="" type="checkbox"/> Electronic Communication to Parents	On-going		
	<input checked="" type="checkbox"/> Mailout to Parents	On-going		
	Title I Parent Newsletter			
	Other:			
Curriculum	<input checked="" type="checkbox"/> FSA Night	TBA		Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	<input checked="" type="checkbox"/> Title I Annual Parent Meeting	10/17/2017	57	
	<input checked="" type="checkbox"/> Science Fair/Night	TBA		



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Communication Focus Areas	Content and Type of Activity	Date	Attendance	Evidence of Effectiveness
Curriculum (Continued)	✓ Reading Under the Stars	TBA		Sign-in Sheets
	✓ Open House	10/17/2017	57	
	✓ EESAC	Monthly	14	
	✓ Student Backpack	On-going	257	
	Website			
	Other:			
Assessment/Achievement Levels	✓ Title I Annual Parent Meeting	10/17/2017	57	Number of parents who attended the meeting as evidenced through the sign-in sheet(s).
	✓ Open House Night	10/17/2017	57	
	✓ EESAC	Monthly	14	
	Response to Intervention (RtI)			
	Links to websites Containing Assessment/Data Information			
	Other:			
Parent Concerns	✓ PTA/PTSA meeting			Number of parents who attended the meeting as evidenced through the sign-in sheet(s). Parent Survey Compilation of Results.
	✓ EESAC meeting	Monthly	14	
	✓ Parent Survey			
	Other:			
Attendance	✓ Parent/Teacher Conference	On-going		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	Monthly	5	
	✓ Meetings with School Social Worker	Monthly		
	Other:			

DISCRETIONARY ACTIVITIES (OPTIONAL)

Describe any activities that are not required, but will be paid for through Title I, Part A funding (for example, home visits, transportation for meetings, activities related to parent/family engagement, etc.)

Discretionary Activities Focus Areas	Content and Type of Activity	Person(s) Responsible	Timeline	Evidence of Effectiveness
Transportation				
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].

Barrier(s): <i>check all that apply</i> (Including the Specific Subgroup)	Plan of Action (Steps)
✓ Language	<p align="center">Language</p> <p>Our parents who have language barriers are provided with a written copy of each letter/document sent home in their home language. We also have several staff members that are fluent in Spanish and Haitian-Creole that are designated translators at our school. If parents request a conference our translators are present in order to provide an accurate line of communication.</p>
Disabilities	<p align="center">Disabilities</p>
Transportation	<p align="center">Transportation</p>
Child Care	<p align="center">Child Care</p>
Unfamiliar with School System	<p align="center">Unfamiliar with School System</p>
Cultural Differences	<p align="center">Cultural Differences</p>
✓ Economic Disadvantages	<p align="center">Economic Disadvantages</p> <p>In order to accommodate our economically disadvantaged students we provide access to our CIS, School Social Worker and our School Psychologist in order to inform our parents about resources that are available at our school and in the community. Through our partnerships we are able to provide economically disadvantaged families with gift cards, toys, meals, clothing, shelter and other necessities throughout the year and especially during the holiday season. Our CIS is able to identify those parents who are in economic need in order for us to provide support throughout the year.</p>
Homelessness	<p align="center">Homelessness</p>

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