



MIAMI-DADE COUNTY PUBLIC SCHOOLS
2018-2019 SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN (PFEP)

School Name: HOWARD D. MCMILLAN MIDDLE SCHOOL

Loc. #: 6441

Principal's Name: Hilca J. Thomas

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)];

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)].

[Handwritten signature]

Signature of Principal or Designee

10/8/18

Date Signed



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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.	<input checked="" type="checkbox"/> The PFEP is jointly developed with, agreed upon with and distributed to all parents	09/13/18
	<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	09/13/18
	<input type="checkbox"/> Other (specify below):	
Focus Area	Evidence	Timeline
Parents/families will assist in providing high quality instruction for all learners.	<input checked="" type="checkbox"/> School-Parent Compact	August 2018 - June 2019
	<input checked="" type="checkbox"/> Monitoring attendance	August 2018 - June 2019
	<input checked="" type="checkbox"/> Monitoring homework completion	August 2018 - June 2019
	<input checked="" type="checkbox"/> Participation in decisions relating to the child's education	August 2018 - June 2019
	<input checked="" type="checkbox"/> Other (specify below): Team conferences, individual conferences, access to Parent	August 2018 - June 2019

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.	<input checked="" type="checkbox"/> Title I Annual Parent Meeting	09/13/18
	<input checked="" type="checkbox"/> Other (explain)	02/20/19
Parents and families' engagement in the decision-making process of how funds for Title I will be used.	<input checked="" type="checkbox"/> Title I Annual Parent Meeting	09/13/18
	<input checked="" type="checkbox"/> EESAC meetings	10/10/18
	<input checked="" type="checkbox"/> Other (specify below): PFEP and Compact midyear review	02/20/19

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].

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)	Meetings and Workshops	Strategies provided to parents of EL students will help enhance their academic performance.
<input type="checkbox"/> Title IX (Project UP-START)		
<input type="checkbox"/> Title I, Part C (Migrant)		
<input type="checkbox"/> Title I, Part D (Alternative Outreach)		
<input type="checkbox"/> Other (specify below):		



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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 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.

Activity/Tasks	Description	Evidence of Effectiveness
Advertise (Before)	<input checked="" type="checkbox"/> Connect-ED Messages <input type="checkbox"/> Apps <input checked="" type="checkbox"/> School Calendar <input checked="" type="checkbox"/> Flyers <input type="checkbox"/> School Newsletter <input checked="" type="checkbox"/> Website <input checked="" type="checkbox"/> School Marquee <input type="checkbox"/> Other (specify below):	Number of parents who attended the Title I Annual Meeting as evidenced by the sign-in sheet(s): <p style="text-align: center;"><u>420</u></p>
Delivery (During)	<input checked="" type="checkbox"/> Title I PowerPoint (Program Overview, Budget Allocation, Curriculum, ESSA Law, School Performance) <input checked="" type="checkbox"/> Consultation & Complaints <input checked="" type="checkbox"/> Title I School-level PFEP, School-Parent Compact, & Parent Rights	<input checked="" type="checkbox"/> Agenda <input type="checkbox"/> Compilation of Parent Survey Results <input checked="" type="checkbox"/> DAC/PAC Representative Form <input type="checkbox"/> Evidence of Social Media Posts <input type="checkbox"/> Minutes <input type="checkbox"/> Monthly Report Attendance Data <input checked="" type="checkbox"/> PFEP Template <input checked="" type="checkbox"/> Photos of Meeting <input checked="" type="checkbox"/> PowerPoint Presentation <input checked="" type="checkbox"/> School-Parent Compact <input checked="" type="checkbox"/> Sign-sheets <input checked="" type="checkbox"/> Title I Program Notification Letter <input type="checkbox"/> Other (specify below):
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"/> Official Title I School-level Parent and Family Engagement Surveys <input checked="" type="checkbox"/> Images, Photos of Meeting Social Media	<input checked="" type="checkbox"/> Agenda <input type="checkbox"/> Compilation of Parent Survey Results <input checked="" type="checkbox"/> DAC/PAC Representative Form <input type="checkbox"/> Evidence of Social Media Posts <input type="checkbox"/> Minutes <input checked="" type="checkbox"/> Monthly Report Attendance Data <input checked="" type="checkbox"/> PFEP Template <input checked="" type="checkbox"/> Photos of Meeting <input checked="" type="checkbox"/> PowerPoint Presentation <input checked="" type="checkbox"/> School-Parent Compact <input checked="" type="checkbox"/> Sign-sheets <input checked="" type="checkbox"/> Title I Program Notification Letter <input type="checkbox"/> Other (specify below):
Follow-Up (After)	<input checked="" type="checkbox"/> Compilation of official Title I School-level Survey results <input checked="" type="checkbox"/> Meeting Minutes <input checked="" type="checkbox"/> Title I School-level PFEP <input checked="" type="checkbox"/> DAC/PAC Representative Form (FM-6996) <input checked="" type="checkbox"/> Monthly Report - Title I Annual Parent Meeting Attendance	<input checked="" type="checkbox"/> Agenda <input checked="" type="checkbox"/> Compilation of Parent Survey Results <input checked="" type="checkbox"/> DAC/PAC Representative Form <input type="checkbox"/> Evidence of Social Media Posts <input checked="" type="checkbox"/> Minutes <input checked="" type="checkbox"/> Monthly Report Attendance Data <input checked="" type="checkbox"/> Completed PFEP Template <input checked="" type="checkbox"/> Photos of Meeting <input checked="" type="checkbox"/> PowerPoint Presentation <input checked="" type="checkbox"/> School-Parent Compact <input checked="" type="checkbox"/> Sign-sheets <input checked="" type="checkbox"/> Title I Program Notification Letter <input type="checkbox"/> Other (specify below):



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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].

Flexible Meetings	Meeting Time(s)	Description of Meeting/Activity
<input checked="" type="checkbox"/> Morning Meetings	8:00 a.m. – 12:00 p.m.	PTSA Meetings, Honor Roll, EESAC Meetings
<input checked="" type="checkbox"/> Afternoon Meetings	12:00 p.m. – 4:00 p.m.	Parent Academy Meetings
<input checked="" type="checkbox"/> Evening Meetings	4:00 p.m. – 7:00 p.m.	Stem Night, Science Fair, Magnet Program
Flexible Meetings	Person Responsible (Position[s])	Description of Meeting/Activity
<input checked="" type="checkbox"/> Home Visits	CLS/School Personnel	The CLS will schedule and conduct home visits when deemed necessary or requested.
<input type="checkbox"/> Webinars		
<input type="checkbox"/> Conference Calls		
<input type="checkbox"/> Video Conferences		
<input checked="" type="checkbox"/> Face-to-Face Meetings/Workshops	CLS/School Personnel	Meeting and workshops will be scheduled at various times to accommodate parental needs.
<input type="checkbox"/> 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].

Activity/Tasks	Person Responsible (Position[s])	Resources/Materials Provided	Description of Implementation
<input checked="" type="checkbox"/> The Parent Academy	CLS	<input type="checkbox"/> Brochure <input checked="" type="checkbox"/> Flyers <input checked="" type="checkbox"/> Handouts <input checked="" type="checkbox"/> Materials <input checked="" type="checkbox"/> PowerPoints <input type="checkbox"/> School Supplies <input checked="" type="checkbox"/> Referral Forms <input type="checkbox"/> Resources <input type="checkbox"/> Other (list below)	Build parent engagement.
<input checked="" type="checkbox"/> Agency Referrals	CLS/Counselors		Assist parents with services.
<input checked="" type="checkbox"/> Community-Based Partnerships	CLS/School Personnel		Community partners and volunteers are invited to collaborate with school activities and provide
<input checked="" type="checkbox"/> EESAC, and Title I Annual Parent Meetings	Principal/CLS		Attend regularly scheduled EESAC Meetings, DAC/PAC Meetings and Annual Title 1 Meeting.
<input checked="" type="checkbox"/> Parent & Family Engagement Workshops	CLS		Build parent and family engagement.
<input checked="" type="checkbox"/> Official Title I School-level Parent and Family Engagement Surveys	CLS		Determines what support parents/families are requesting.
<input checked="" type="checkbox"/> Other (specify below)	CLS		Parents and family members are invited to review and make recommendations for the following year's Parent and Family Engagement Plan.
<input checked="" type="checkbox"/> Family Support Services (FSA)	School Personnel		
PFEP midyear review			



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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	Evidence of Effectiveness
<input type="checkbox"/> Online PD to Build Relationships with Parents		Valuing and utilizing parent contributions	Master Plan Points from MyLearningPlan Professional Development Management System.
<input checked="" type="checkbox"/> M-DCPS Meetings/Training/Workshops	Administrators, teachers, CLS	Enhancing capacity to work with parents and families	Master Plan Points from MyLearningPlan Professional Development Management System.
<input checked="" type="checkbox"/> District-sponsored Principal and Title I Facilitator Training Sessions	Administrators	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 CIS/CLS Training Sessions	CLS	Implementing/ Coordinating parent/family programs	Agendas, handouts, PowerPoint presentation, implementation of knowledge gained, and Master Plan Points from MyLearningPlan Professional Development Management System.
<input checked="" type="checkbox"/> Coordinate PD activities conducted by outside agencies	Ms. Abate, Ms. Torrens	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	Department Chairs, Team Leaders	Implementing/ Coordinating parent/family programs	Sign-in sheet, artifacts (photos, Twitter, etc.)
<input checked="" type="checkbox"/> Other (specify below): Data Chats	Administration	Using data to strength academic achievement	Review of Guiding Questions.

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 Responsible (Position[s])	Parent/Family Engagement Focus	Timeline	Evidence of Effectiveness
<input checked="" type="checkbox"/> Parent Resource Center/Area	CLS, Parent Academy, Administration, Teachers, District Personnel	<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	From: 8/20/2018	<input checked="" type="checkbox"/> Agenda <input checked="" type="checkbox"/> Handouts <input checked="" type="checkbox"/> Minutes <input checked="" type="checkbox"/> Sign-in Sheets <input checked="" type="checkbox"/> Photos <input type="checkbox"/> Other (Please specify)
<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 (specify below)				
			To: 06-07-2019	

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	<input checked="" type="checkbox"/> Translator/Interpreter <input checked="" type="checkbox"/> Translated Materials <input type="checkbox"/> Other (specify below):	CLS, School Personnel	From: 8/20/2018	<input type="checkbox"/> Accessibility accommodations and translation services statement. <input type="checkbox"/> Multi-language materials <input type="checkbox"/> Sign-in Sheets
			To: 06-07-2019	



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Accessibility Focus Areas	Accommodations	Person Responsible (Position(s)/Title(s))	Timeline	Evidence of Effectiveness
Parents with Special Needs	<input checked="" type="checkbox"/> Handicapped Parking <input checked="" type="checkbox"/> Wheelchair Accessible Ramp <input checked="" type="checkbox"/> Sign Language Interpreter <input type="checkbox"/> Other (specify below):	School Personnel	From: 8/20/2018	<input checked="" type="checkbox"/> Accessibility accommodations and translation services statement. <input checked="" type="checkbox"/> Images and Pictures <input type="checkbox"/> Sign-in Sheets
			To: 06-07-2019	

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	<input checked="" type="checkbox"/> Title I Annual Parent Meeting	09/13/18	420	Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	<input checked="" type="checkbox"/> EESAC	08/20/18	2	
	<input checked="" type="checkbox"/> Electronic Communication to Parents	08/20/18	1014	
	<input type="checkbox"/> Mailout to Parents			
	<input checked="" type="checkbox"/> Title I Parent Newsletter	11/15/18		
	<input type="checkbox"/> Other (specify below):			
Curriculum	<input checked="" type="checkbox"/> Title I Annual Parent Meeting	09/13/18	420	Number of parents who attended the meetings as evidenced through the sign-in sheet(s).
	<input type="checkbox"/> FSA Night			
	<input checked="" type="checkbox"/> Science Fair/Night	11/29/18		
	<input type="checkbox"/> Reading Under the Stars			
	<input checked="" type="checkbox"/> Open House	09/13/18	476	
	<input checked="" type="checkbox"/> EESAC	09/12/18	2	
	<input checked="" type="checkbox"/> Student Backpack	08/20/18	1014	
	<input checked="" type="checkbox"/> Website	08/20/18	1014	
	<input type="checkbox"/> Other (specify below):			



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Communication Focus Areas	Content and Type of Activity	Date	Number of Participants	Evidence of Effectiveness
Assessment/ Achievement Levels	<input checked="" type="checkbox"/> Title I Annual Parent Meeting	09/13/18	420	Number of parents who attended the meeting as evidenced through the sign-in sheet(s).
	<input checked="" type="checkbox"/> EESAC	09/12/18	2	
	<input checked="" type="checkbox"/> Open House Night	09/13/18	476	
	<input checked="" type="checkbox"/> Response to Intervention (RtI)	10/18/18		
	<input checked="" type="checkbox"/> Links to websites containing Assessment/Data Information	08/20/18		
	<input type="checkbox"/> Other (specify below):			
Parent Concerns	<input checked="" type="checkbox"/> PTA/PTSA meeting	09/25/18	6	Number of parents who attended the meeting as evidenced through the sign-in sheet(s). Official Parent Survey Compilation of Results.
	<input checked="" type="checkbox"/> EESAC meeting	09/12/18	2	
	<input checked="" type="checkbox"/> Official Title I School-level Parent and Family Engagement Surveys	09/13/18	447	
	<input checked="" type="checkbox"/> Other (specify below):		420	
	Title 1 Annual Meeting,	09/13/18	476	
Attendance	<input checked="" type="checkbox"/> Parent/Teacher Conference	09/28/18	4	Number of parents who participated in conference call(s) and/or attended the meetings, as evidenced through the sign-in sheet(s).
	<input type="checkbox"/> Truancy Child Study Team			
	<input checked="" type="checkbox"/> Meetings with School Social Worker	10/26/18		
	<input checked="" type="checkbox"/> Other (specify below):			
	Home visits where applicable			

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
<input type="checkbox"/> Transportation				
<input type="checkbox"/> Home Visits				
<input type="checkbox"/> Literacy Training				
<input type="checkbox"/> Community/Faith-based Organization Collaboration				
<input type="checkbox"/> Other (Specify below):				



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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)	Plan of Action (Steps) What is the school doing to overcome the identified barriers?
Please select a minimum of three (3)	
<input checked="" type="checkbox"/> Language	Written communication will be provided in multi-languages as needed by our demographics. Translation services are provided by bilingual staff when needed.
<input checked="" type="checkbox"/> Disabilities	Communications sent home to parents will inform parents requiring special services or accommodations to contact the school.
<input checked="" type="checkbox"/> Transportation	As requested.
<input checked="" type="checkbox"/> Child Care	Parents are informed that they may bring their children and when necessary, childcare assistance may be provided as needed.
<input checked="" type="checkbox"/> Unfamiliar with School System	The Parent Resource Center is available to all parents and family members. New student orientations will be provided for incoming parents and students.
<input checked="" type="checkbox"/> Cultural Differences	School personnel will be culturally sensitive to all visitors to the school.
<input checked="" type="checkbox"/> Work Scheduling Conflict	Meetings and activities are scheduled at flexible dates and times in order to provide parents and family members opportunities to be involved and participate in school activities.
<input type="checkbox"/> Homelessness	

Deadline to submit the School-level Parental & Family Engagement Plan (PFEP) is Tuesday, October 9, 2018.