



MIAMI-DADE COUNTY PUBLIC SCHOOLS
2023-2024 TITLE I SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN (PFEP)



Location #:	5061	School Name:	DR. CARLOS J. FINLAY ELEM.
Region:	SOUTH	Principal's Name:	MARIE ORTH-SANCHEZ

MISSION STATEMENT

To enhance meaningful engagement, by building access and advocacy in order to build parents' and families' capacity for school and community engagement, in support of measurable improvement in student achievement.

The Title I 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 evidenced by the school's Annual Parent Meeting About the Benefits of the Title I Schoolwide Program and Educational Excellence School Advisory Council (EESAC). The PFEP is presented during EESAC meetings and the Annual Meeting About the Benefits of the Title I Schoolwide Program by an administrator.

Focus Area	Activity/Tasks	Evidence/Timeline	
The School-level PFEP is a shared responsibility.	The school will present the Title I School-level PFEP for input, review, and approval by all stakeholders and document the discussion in the Annual Parent Meeting About the Benefits of the Title I Schoolwide Program minutes. The PFEP will be made available to all parents and families upon agreement by all stakeholders.	1. Annual Parent Meeting About the Benefits of the Title I Schoolwide Program minutes includes review and discussion of Title I School-level PFEP.	August-October 2023

Focus Area	Activity/Tasks	Evidence/Timeline	
Parents/families will assist in providing high quality instruction for all learners.	Jointly develop the Title I School-Parent Compact	2. Title I School-Parent Compact	August 2023-June 2024
	Monitor attendance		
	Monitor homework completion		
	Participate in decisions relating to the child's education	3. Title I Notification Flyer	

INVOLVEMENT OF PARENTS

In an organized, and timely manner, the school will involve parents and family members in the planning, review, and improvement of the Title I Schoolwide Program including involvement in decision-making of how supplemental funds for Title I will be used, as follows:

Focus Area	Activity/Tasks	Evidence/Timeline	
Parents and families' engagement in the decision-making process of how Title I Schoolwide Program supplemental funds will be used.	Parents and families will be given the opportunity to provide input in the decision making process of how Title I Schoolwide Program supplemental funds will be used as evidenced in the Annual Parent Meeting About the Benefits of the Title I Schoolwide Program meeting minutes.	4. Annual Parent Meeting About the Benefits of the Title I Schoolwide Program minutes with discussion of Title I Parent and Family Engagement Plan (PFEP) and Title I Budget Allocation	August-October 2023
Parents and families' engagement in the planning, review, and improvement of Title I Schoolwide Program and Title I School-level PFEP.	During the Annual Parent Meeting About the Benefits of the Title I Schoolwide Program, parents and families will be encouraged to provide input in the planning, review, and improvement of the Title I Schoolwide Program, including the Title I School-level PFEP, as evidenced by meeting minutes.		

COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS

The school will coordinate and integrate parent and family engagement programs and activities to guide parents on how to help their child at home.

Coordination with Other Programs	Activity/Tasks	How Will Participation in the Activity Teach Parents to Help Their Children at Home
<input checked="" type="checkbox"/> Title III (Tutoring for English Learners) <i>if applicable</i>	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.
Head Start	Meetings and Workshops	Strategies provided to parents of preschoolers will establish a strong academic foundation.



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ANNUAL PARENT MEETING ABOUT THE BENEFITS OF THE TITLE I SCHOOLWIDE PROGRAM		
<p>The school will conduct the Annual Parent Meeting About the Benefits of the Title I Schoolwide Program 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:</p>		
Activity/Tasks	Description of Meeting Notice/Invite	Evidence/Timeline
<p>Notification (Before)</p>	<input checked="" type="checkbox"/> Flyers <input checked="" type="checkbox"/> Electronic Messages	<p>5. Annual Parent Meeting About the Benefits of the Title I Schoolwide Program Flyer in Multiple Languages that include Accessibility/ Accommodations Disclaimer</p> <p align="center">August 2023-October 2023</p>
	<p align="center">School Calendar/Newsletter</p>	
Activity/Tasks	Description of Activity/Tasks Conducted During the Meeting	
<p>Documentation (During)</p>	<input checked="" type="checkbox"/> Title I School-level PFEP reviewed, discussed and updated with parents and families during the meeting	<input checked="" type="checkbox"/> Documentation verifying meeting attendees
	<input checked="" type="checkbox"/> Meeting agenda includes all required items and updated with school information	<input checked="" type="checkbox"/> 6. Annual Parent Meeting About the Benefits of the Title I Schoolwide Program PowerPoint Presentation (customized throughout) on school website
	<input checked="" type="checkbox"/> Meeting minutes include record of dialogue with parents/families	<input checked="" type="checkbox"/> Parent Surveys discussed and made available (in multiple languages) during the meeting
	<input checked="" type="checkbox"/> Title I Notification Letter made available to parents and families	<input checked="" type="checkbox"/> District Advisory Council (DAC)/Parent Advisory Council(PAC) Representative Form completed and maintained at the school
	<input checked="" type="checkbox"/> Title District-level PFEP made available during the meeting	<input checked="" type="checkbox"/> School-Parent Compact reviewed and updated during the meeting
Activity/Tasks	Description of Follow-Up Activity/Tasks	
<p>Follow-Up (After)</p>	<input checked="" type="checkbox"/> 7. Annual Parent Meeting About the Benefits of the Title I Schoolwide Program Attendance records.	
	<input checked="" type="checkbox"/> Meeting agenda uploaded to Title I Compliance collaboration site	<input checked="" type="checkbox"/> Meeting minutes uploaded to Title I Compliance collaboration site
	<input checked="" type="checkbox"/> DAC/PAC Representative Form collected and maintained at the school	<input checked="" type="checkbox"/> Compilation of Survey Results completed and uploaded to the Title I e-Filing System
	<input checked="" type="checkbox"/> Meeting data entered on Monthly Parent and Family Engagement Data Report	<input checked="" type="checkbox"/> Updated School-Parent Compact available to parents and families
	<input checked="" type="checkbox"/> 8. Link of school's website page that includes the following documents in multiple languages: -Title I Notification Flyer; -Title I District-level PFEP; -Title I School-level PFEP; -Title I Notification Letter; -Title I School-Parent Compact; -Title I School-level Parent and Family Engagement Survey; -Annual Parent Meeting About the Benefits of the Title I Schoolwide Program PowerPoint (customized throughout), -School Improvement Process (SIP); and -Additional resources to support student's at-home learning	
<p>Optional</p>	<input type="checkbox"/> Meeting photos posted on school website	<input type="checkbox"/> Evidence of social media post(s)



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FLEXIBLE PARENT MEETINGS

With Title I supplemental PFE funds, the school will provide activities such as, webinars, teleconferences, video conferences, conduct home visits, and other services related to parent and family engagement on a flexible schedule.

Flexible Meetings	Meeting/Activity
9. Minimum of two (2) flyers in multiple languages, of school based parental activities, with accessibility accommodations and translation services disclaimer (demonstrating flexible meetings at different times of the day)	Annual Parent Meeting About the Benefits of the Title I Schoolwide Program
	EESAC Meeting

BUILDING CAPACITY

The school will implement activities that 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 via the activities below.

Activity/Tasks	Title of Person Responsible	Resources Provided
Annual Parent Meeting About the Benefits of the Title I Schoolwide Program	Principal	PowerPoint Presentations
EESAC Meetings	EESAC Chairperson	Flyers
Parent & Family Engagement Workshops	Teacher	Flyers

STAFF DEVELOPMENT

Professional development opportunities will be provided 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 and Family Engagement Focus Area	Documentation
<input checked="" type="checkbox"/> District-sponsored Title I Facilitator/ School-site Administrator training sessions	Administrator	Implementing/ Coordinating parent/family programs	Agenda, handouts, PowerPoint presentation, implementation of knowledge gained, and Master Plan Points from MyLearningPlan Professional Development Management System
<input type="checkbox"/> Community Involvement/ Community Liaison Specialists (CIS/CLS) training sessions	CIS/CLS	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"/> Faculty/Staff training sessions	Assistant Principal	Implementing/ Coordinating parent/family programs	Agenda, handouts, PowerPoint presentation, implementation of knowledge gained, and Master Plan Points from MyLearningPlan Professional Development Management System

OTHER ACTIVITIES



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

Activity	Title of Person Responsible	Parent & Family Engagement Focus Areas	Evidence of Effectiveness
Annual Parent Meeting About the Benefits of the Title I Schoolwide Program	Principal	Parent Portal	Minutes
EESAC Meetings	EESAC Chairperson	Curriculum	Minutes

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 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.

Accessibility Focus Areas	Accommodations	Title of Person Responsible	Evidence of Effectiveness
Language	Translator	CIS/CLS	Multi-language Materials/Flyers/Handouts with disclaimer
Parents with Special Needs	Handicap Parking	Principal	Photos

COMMUNICATION

The school will provide timely information about the Title I Schoolwide Program, 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 school will submit comments provided by parents and/or families should the schoolwide plan not be satisfactory.

Communication Focus Areas	Content and Type of Activity		Title of Person Responsible	Evidence of Effectiveness
Title I Notification	Parent Correspondence		Principal	10. Title I Notification Letter in multiple languages on District or school letterhead 11. ESSA Four-Week Parent Notification letter in multiple languages or signed disclaimer
Curriculum	Meetings/Workshops/Events/Parent Correspondence		Assistant Principal	12. Evidence of meeting, workshop, event, and/or parent correspondence
Assessment/Achievement Levels	Parent Correspondence and Documentation of Additional Educational Assistance to students identified as not meeting State Standards Click here for more information: https://arda.dadeschools.net#!/fullWidth/3937		CIS/CLS	13. Evidence of parent correspondence and documentation of additional assistance for students not meeting state standards implemented at the school site
	Visit the Florida Statewide Assessments Portal:	https://ffast.org/fast.html		
	Additional Resource: Pop N'Prep On Demand Teacher Help:	https://popnprep.dadeschools.net	Assistant Principal	
Parent Concerns	Official School-level Title I Parent and Family Engagement Survey		CIS/CLS	14. Three (3) samples of the Official School-level Title I Parent and Family Engagement Survey (one sample for each language as applicable: English, Spanish, and Haitian-Creole)

BARRIERS



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Provide a description of any barriers that prevented parents from participating during the previous school year. Describe the steps the school will take for the coming school year to overcome these barriers (with attention to parents/families with disabilities, limited English speakers, students living in unstable housing situations, and parents/families of migrant children) [ESEA Section 1116].

Barriers Areas	Plan of Action (Steps)
Homelessness	All parents receive the Project UPSTART survey two times per year. Forms returned to us that indicate any form of homelessness are forwarded to the Project UPSTART office for referral and implementation of services.
Unfamiliar with School System	The school provides orientations for parents new to our school before the beginning of school. The presentation provides information and resources for parents on navigating the MDCPS website and school website.

PARENT AND FAMILY FEEDBACK

Each year, our school encourages parents and families to work in collaboration with the school to develop, review, and revise the Title I School-level Parent and Family Engagement Plan (PFEP). The PFEP is a tool that is used to determine how well our school is partnering with you and promoting your involvement in your child's education throughout the school. Your feedback is important in helping us in continually improving the PFEP and the parent and family engagement program at our school. We have provided contact information below so that you can learn about the different ways you can be a part of this home school connection. Thank you!

Title I Compliance Facilitator Name:	Elena Octala
Title I Compliance Facilitator Contact Information:	eoctala@dadeschools.net

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

Deadline to submit the Title I School-level Parental & Family Engagement Plan (PFEP) is Friday, October 27, 2023.