



**MIAMI-DADE COUNTY PUBLIC SCHOOLS**  
**2021-2022 TITLE I SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN (PFEP)**



<b>School Name:</b>	<b>KINLOCH PARK MIDDLE SCHOOL</b>	<b>Loc. #:</b>	<b>6331</b>
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<b>Principal's Name:</b>	<b>Sylvia Coto-Gonzalez</b>
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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 for the Parent and Family Engagement (PFE) 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 committed 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 Parent and Family Engagement Plan (PFEP) has been jointly developed and agreed upon by stakeholders (i.e., staff, families, community members, etc.) in compliance with Title I, Part A, 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 publishing it on our school's website. The school will also ensure that this PFEP is aligned to the School Improvement Process (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 families 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 families, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs, 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 families 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)].

**Upload completed School-level PFEP Documentation Checklist signed and dated by Principal or Designee Here**

**Signature of Principal or Designee**

10/07/21

**Date Signed**

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



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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.



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 Title I Annual Parent Meeting and Educational Excellence School Advisory Council. The PFEP is presented during the 1st EESAC meeting of the year and the Title I Annual Parent Meeting by an administrator.

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 present the Title I School-level PFEP for input, review, and approval by all stakeholders and document in the meeting minutes.	1st EESAC Meeting of the Year	09/22/21
	The school will provide an overview of the PFEP, make it available to all parents for input and review, ensure that it is jointly developed with and agreed upon by all stakeholders.	Title I Annual Parent Meeting	08/22/21
Focus Area	Evidence	Timeline	
Parents/families will assist in providing high quality instruction for all learners.	Titl I School-Parent Compact	 6985-Title I Parent Compact 2021-2022.pdf	August 2021-June 2022
	Monitoring		
	Monitoring homework completion		
	Participation in decisions relating to the child's education		

**INVOLVEMENT OF PARENTS**

The school will involve parents and family members in an organized, and timely manner 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	Evidence	Meeting Type	Meeting Date
Parents and families' engagement in the decision-making process of how Title I Schoolwide Program supplemental funds will be	During EESAC meetings, 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 pending/verified meeting minutes.	 EESAC Meeting Minutes 9-22-21.pdf	09/22/21
Parents and families' engagement in the planning, review, and improvement of Title I Schoolwide Program.	During the Title I Annual Parent Meeting, parents and families will be encouraged to provide input in the planning, review and improvement of the Title I Schoolwide Program, as evidenced by meeting minutes.	 Title I Annual Meeting Minutes 2021-2022 (8-21-	08/22/21

**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 at home, as follows:

Coordination with Other Programs	Activity	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, Homeless Project UP-START	Support Services	Resources provided to families in transition will help students overcome barriers to learning.
Title I, Part D Neglected & Delinquent Program	Support Services	Wrap-around services provided to families of referred students will support academic growth.



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TITLE I ANNUAL PARENT MEETING			
<p>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:</p>			
Activity/Tasks	Description of Meeting Notice/Invite		Evidence of Effectiveness
Notification (Before)	<input type="checkbox"/> Apps	<input checked="" type="checkbox"/> Electronic Messages	 <b>TITLE I ANNUAL MEETING FLYER 2021-2022</b>
	<input checked="" type="checkbox"/> School Calendar/ Newsletter	<input checked="" type="checkbox"/> Flyers	
	<input type="checkbox"/> School Marquee	<input checked="" type="checkbox"/> School Website	 <b>Title I-Parent Meeting Sign In Sheets 8-21-21.pdf</b>
Activity/Tasks	Description of Activity/Tasks Conducted During the Meeting		
Documentation (During)	<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"/> Upload Link to Customized Title I Annual Parent Meeting PowerPoint Presentation on school website <a href="https://komsc.hool.net/title-1/">https://komsc.hool.net/title-1/</a>
	<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 discussed and updated during the meeting
	<input checked="" type="checkbox"/> Title District-level PFEP made available during the meeting		<input checked="" type="checkbox"/> School-Parent Compact reviewed and updated the meeting
Activity/Tasks	Description of Follow-Up Activity/Tasks		
Follow-Up (After)	<input checked="" type="checkbox"/> Updated Title I School-level PFEP posted on school's website		<input checked="" type="checkbox"/> Attendance records filed in the Title I Filing System
	<input checked="" type="checkbox"/> Meeting Agenda filed in the Title I Compliance Filing System		<input checked="" type="checkbox"/> Title I Annual Parent Meeting PowerPoint Presentation posted to the school website
	<input checked="" type="checkbox"/> Meeting Minutes filed in the Title I Compliance Filing System		<input checked="" type="checkbox"/> Compilation of Survey Results completed and filed in the Title I Filing System
	<input checked="" type="checkbox"/> Title I Program Notification Letter Posted on the School's website		<input checked="" type="checkbox"/> Upload DAC/PAC Representative Form submitted to the Department of Title I Administration  Title I FM 6996 DAC-PAC 2021-2022.pdf
	<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
<b>Optional</b>	<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**

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

Flexible Meetings	Meeting Time(s)	Meeting/Activity	Documentation of Meeting/Activity		
<input checked="" type="checkbox"/> Morning Meetings	8:00 a.m. – 12:00 p.m.	Title I Annual Parent Meeting	 TITLE I ANNUAL MEETING FLYER 2021-2022	 Parent Conferences & Virtual Meeting	 Title I Open House Flyers-InPerson& Virtual.pdf
<input checked="" type="checkbox"/> Afternoon Meetings	12:00 p.m. – 4:00 p.m.	Face-to-Face Meeting/Workshop			
<input checked="" type="checkbox"/> Evening Meetings	4:00 p.m. – 7:00 p.m.	Face-to-Face Meeting/Workshop			

**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 activities, as follows:

Activity/Tasks	Title of Person Responsible	Resources Provided
Title I Annual Parent Meeting	Assistant Principal	PowerPoint Presentations
EESAC Meetings	EESAC Chairperson	Handouts





**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 checked="" type="checkbox"/> District-sponsored Title I Facilitator 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 checked="" type="checkbox"/> Community Involvement and 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.
District-sponsored Title I Principal Training Sessions	Principal	Implementing/ Coordinating parent/family programs.	Agenda, handouts, PowerPoint presentation, implementation of knowledge gained, and Master Plan Points from MyLearningPlan Professional Development Management System.
M-DCPS Meetings/Training/Workshops	CIS/CLS	Enhancing Capacity to work with parents and families	Master Plan Points from MyLearningPlan Professional Development Management System.




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	Evidence of Effectiveness
School-level Parent & Family Engagement Survey	CIS/CLS	Curriculum	Handouts
EESAC Meetings	EESAC Chairperson	Assessments	Handouts
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	Evidence of Effectiveness
Language	Translator	CIS/CLS	Multi-language Materials/Flyers/Handouts with disclaimer
Parents with Special Needs	Handicap Parking	Assistant 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 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	Title of Person Responsible	Evidence of Effectiveness
Title I	Parent Correspondence	Assistant Principal	 Title I Parent Notification Letter (2) 2021-2022.pdf
Curriculum	Meetings/Workshops/Events/Parent Correspondence	EESAC Chairperson	 EESAC Meeting Flyer 9-22-21.pdf
Assessment/Achievement Levels	Parent Correspondence and Documentation of Additional Educational Assistance to students identified as not meeting State Standards Click here for more information: <a href="https://arda.dadeschools.net/#!/fullWidth/3937">https://arda.dadeschools.net/#!/fullWidth/3937</a>	Assistant Principal	 Assessments-Achievement Levels.pdf
Parent Concerns	Official Title I Parent and Family Engagement Survey	CIS/CLS	 Title I-Parent & Family Engagement Survey 2021-



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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.					
Barriers Areas	Plan of Action (Steps)				
Homelessness	The Project Upstart Liaison will identify those students that are experiencing homelessness via the Student Eligibility Questionnaires. The liaison will continue to participate in community organization meetings as it relates to homeless children & youth. Project Upstart, Homeless Children & Youth program assists Kinloch Middle School with the identification, enrollment, attendance and transportation of homeless students and provide resources as needed.				
ADOPTION					
The Title I School-level Parent and Family Engagement Plan (PFEP) has been developed jointly and agreed upon with parents of children participating in Title I, Part A Schoolwide Programs as evidenced by the Educational Excellence School Advisory Council (EESAC) meeting minutes. This plan was adopted by the school during the first EESAC meeting of the 2021-2022 school year. The school will make this plan available in three languages on the school website, Main Office, and Parent Resource Center/Area to all parents and families of participating Title I schools.					
EESAC Chairperson Signature				Date:	10/7/2021
<b>Deadline to submit the School-level Parental &amp; Family Engagement Plan (PFEP) is Friday, October 8, 2021.</b>					