



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

School Name:

GRATIGNY ELEMENTARY SCHOOL

Loc. #: 2241

Principal's Name:

Bisleixis Tejeiro

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)].

Signature of Principal or Designee

9/24/18

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  | 11/14/18                |
|  | <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 | 01/09/19                |
|  | <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 type="checkbox"/> Other (specify below):  |                         |

**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 | 09/05/18     |
|  | <input type="checkbox"/> Other (explain)                          |              |
| 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 | 09/05/18     |
|  | <input checked="" type="checkbox"/> EESAC meetings                | 08/29/18     |
|  | <input type="checkbox"/> Other (specify below):                   |              |

**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 checked="" type="checkbox"/> VPK                         | Meetings and Workshops | Strategies provided to parents of VPK students will help build a strong academic foundation.   |
| <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 checked="" type="checkbox"/> Title IX (Project UP-START) | Support Services       | Resources provided to families in transition will help students overcome barriers to learning. |
| <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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**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.           | Provide training, information and supportive services that strengthen the student-school-family relationship |
| <input checked="" type="checkbox"/> Afternoon Meetings              | 12:00 p.m. – 4:00 p.m.           | Provide training, information and supportive services that strengthen the student-school-family relationship |
| <input checked="" type="checkbox"/> Evening Meetings                | 4:00 p.m. – 7:00 p.m.            | Provide training, information and supportive services that strengthen the student-school-family relationship |
| Flexible Meetings   | Person Responsible (Position[s]) | Description of Meeting/Activity  |
| <input checked="" type="checkbox"/> Home Visits                     | CIS/Social Worker                | Provides information to ensure and enhance student achievements.   |
| <input type="checkbox"/> Webinars                                   |                                  |  |
| <input type="checkbox"/> Conference Calls                           |                                  |  |
| <input type="checkbox"/> Video Conferences                          |                                  |  |
| <input checked="" type="checkbox"/> Face-to-Face Meetings/Workshops | CIS/Teacher/Admin                | Provides input to enhance student academic performance.  |
| <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 type="checkbox"/> The Parent Academy  |   | <input type="checkbox"/> Brochure<br><input checked="" type="checkbox"/> Flyers<br><input checked="" type="checkbox"/> Handouts<br><input type="checkbox"/> Materials<br><input type="checkbox"/> PowerPoints<br><input type="checkbox"/> School Supplies<br><input checked="" type="checkbox"/> Referral Forms<br><input type="checkbox"/> Resources<br><input type="checkbox"/> Other (list below) |  |
| <input checked="" type="checkbox"/> Agency Referrals   | CIS   |  | Provide help to child/parent through outside agencies.   |
| <input checked="" type="checkbox"/> Community-Based Partnerships                                       | CIS   |  | Connect parent to community resources.   |
| <input checked="" type="checkbox"/> EESAC, and Title I Annual Parent Meetings                          | District, Principal, CIS, EESAC Chairperson |  | Provide information and materials that strengthen the relationship between the school and home, to |
| <input checked="" type="checkbox"/> Parent & Family Engagement Workshops                               | CIS   |  | Promote parent and family engagement.  |
| <input checked="" type="checkbox"/> Official Title I School-level Parent and Family Engagement Surveys | CIS   |  | To engage performance in parent and family activities.   |
| <input type="checkbox"/> Other (specify below)   |   |  |  |
| <input type="checkbox"/> Family Support Services (FSA)   |   |  |  |



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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 checked="" 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                                     | Teacher                          | 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 | Principal, 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.  |
| <input checked="" type="checkbox"/> District-sponsored Title I CIS/CLS Training Sessions                   | CIS                              | 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                 | PTA/CIS                          | 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                   |                                  | Implementing/ Coordinating parent/family programs    | Sign-in sheet, artifacts (photos, Twitter, etc.)   |
| <input type="checkbox"/> 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) [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  | CIS; EESAC Chairperson; Assistant Principal; PD Liaison | <input checked="" type="checkbox"/> Curriculum              | From:<br>8/20/2018 | <input checked="" type="checkbox"/> Agenda         |
| <input checked="" type="checkbox"/> The Parent Academy           |   | <input checked="" type="checkbox"/> Assessments             |                    | <input checked="" type="checkbox"/> Handouts       |
| <input checked="" type="checkbox"/> DAC/PAC Meetings             |   | <input checked="" type="checkbox"/> Technology              | To: 05-31-2019     | <input checked="" type="checkbox"/> Minutes        |
| <input checked="" type="checkbox"/> ESSAC Meetings               |   | <input checked="" type="checkbox"/> Social Media            |                    | <input checked="" type="checkbox"/> Sign-in Sheets |
| <input checked="" type="checkbox"/> Workshops                    |   | <input checked="" type="checkbox"/> Parenting               |                    | <input checked="" type="checkbox"/> Photos         |
| <input checked="" type="checkbox"/> Community-based Partnerships |   | <input checked="" type="checkbox"/> Data-Driven Instruction |                    | <input type="checkbox"/> Other (Please specify)    |
| <input type="checkbox"/> Other (specify below)                   |   | <input checked="" type="checkbox"/> 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                  | <input checked="" type="checkbox"/> Translator/Interpreter | Assistant Principal; CIS                  | From:<br>8/20/2018 | <input type="checkbox"/> Accessibility accommodations and translation services statement. |
|                           | <input checked="" type="checkbox"/> Translated Materials   |   | To: 06-06-2019     | <input checked="" type="checkbox"/> Multi-language materials                              |
|                           | <input type="checkbox"/> Other (specify below):            |   |                    | <input checked="" type="checkbox"/> Sign-in Sheets  |



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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<br><input checked="" type="checkbox"/> Wheelchair Accessible Ramp<br><input type="checkbox"/> Sign Language Interpreter<br><input type="checkbox"/> Other (specify below): | Assistant Principal; School Staff         | From: 08-22-2018 | <input checked="" type="checkbox"/> Accessibility accommodations and translation services statement.<br><input checked="" type="checkbox"/> Images and Pictures<br><input checked="" type="checkbox"/> 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                   | <input checked="" type="checkbox"/> Title I Annual Parent Meeting                   | 09/05/18 | 64                     | Number of parents who attended the meetings as evidenced through the sign-in sheet(s). |
|                           | <input checked="" type="checkbox"/> EESAC   | 09/12/18 | 4                      |  |
|                           | <input checked="" type="checkbox"/> Electronic Communication to Parents             |          |                        |  |
|                           | <input checked="" type="checkbox"/> Mailout to Parents                              |          |                        |  |
|                           | <input type="checkbox"/> Title I Parent Newsletter                                  |          |                        |  |
|                           | <input checked="" type="checkbox"/> Other (specify below):<br>Monthly Calendar      | 08/20/18 |                        |  |
|                           |   |          |                        |  |
| Curriculum                | <input checked="" type="checkbox"/> Title I Annual Parent Meeting                   | 01/31/19 |                        | Number of parents who attended the meetings as evidenced through the sign-in sheet(s). |
|                           | <input checked="" type="checkbox"/> FSA Night                                       | 01/31/19 |                        |  |
|                           | <input checked="" type="checkbox"/> Science Fair/Night                              | 10/25/18 | 20                     |  |
|                           | <input checked="" type="checkbox"/> Reading Under the Stars                         | 10/14/18 |                        |  |
|                           | <input checked="" type="checkbox"/> Open House                                      | 09/05/18 | 113                    |  |
|                           | <input checked="" type="checkbox"/> EESAC   | 08/29/18 | 1                      |  |
|                           | <input type="checkbox"/> Student Backpack   |          |                        |  |
|                           | <input type="checkbox"/> Website<br><input type="checkbox"/> Other (specify below): |          |                        |  |



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

| Communication Focus Areas         | Content and Type of Activity   | Date     | Number of Participants | Evidence of Effectiveness   |
|-----------------------------------|--|----------|------------------------|---|
| Assessment/<br>Achievement Levels | <input checked="" type="checkbox"/> Title I Annual Parent Meeting                                      | 09/05/18 | 64                     | Number of parents who attended the meeting as evidenced through the sign-in sheet(s).   |
|                                   | <input checked="" type="checkbox"/> EESAC  | 09/12/18 | 4                      |   |
|                                   | <input checked="" type="checkbox"/> Open House Night   | 09/05/18 | 113                    |   |
|                                   | <input type="checkbox"/> Response to Intervention (RtI)  |          |                        |   |
|                                   | <input type="checkbox"/> Links to websites containing Assessment/Data Information                      |          |                        |   |
|                                   | <input type="checkbox"/> Other (specify below):  |          |                        |   |
| Parent Concerns                   | <input checked="" type="checkbox"/> PTA/PTSA meeting   | 10/25/18 | 20                     | Number of parents who attended the meeting as evidenced through the sign-in sheet(s).<br><br>Official Parent Survey Compilation of Results. |
|                                   | <input checked="" type="checkbox"/> EESAC meeting  | 08/29/18 | 1                      |   |
|                                   | <input checked="" type="checkbox"/> Official Title I School-level Parent and Family Engagement Surveys | 09/05/18 | 10                     |   |
|                                   | <input type="checkbox"/> Other (specify below):  |          |                        |   |
|                                   |  |          |                        |   |
| Attendance                        | <input checked="" type="checkbox"/> Parent/Teacher Conference  |          |                        | Number of parents who participated in conference call(s) and/or attended the meetings, as evidenced through the sign-in sheet(s).           |
|                                   | <input checked="" type="checkbox"/> Truancy Child Study Team   | 10/29/18 | 3                      |   |
|                                   | <input checked="" type="checkbox"/> Meetings with School Social Worker                                 | 09/20/18 | 2                      |   |
|                                   | <input type="checkbox"/> 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 |
|---|------------------------------|---|----------|---------------------------|
| <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)<br>Please select a minimum of three (3)                | Plan of Action (Steps)<br>What is the school doing to overcome the identified barriers?   |
|---|---|
| <input type="checkbox"/> Language                                 |   |
| <input type="checkbox"/> Disabilities                             |   |
| <input type="checkbox"/> Transportation                           |   |
| <input type="checkbox"/> Child Care                               |   |
| <input checked="" type="checkbox"/> Unfamiliar with School System | Gratigny's administrators, guidance counselor, Title ICIS, office staff, and teachers will assist parents and inform them about district and school procedures and expectations. Monthly parent empowerment sessions will be held. The CIS will assist parents with accessing the parent/student portal to monitor their students' progress. Regular parent/teacher conferences will occur to discuss students' progress in regards to the School-Parent Compact. |
| <input checked="" type="checkbox"/> Cultural Differences          | Gratigny's staff will be more culturally sensitive by understanding different backgrounds and parental needs. The school will provide more opportunities for cultural diversity activities such as Hispanic Heritage Celebration, Haitian Heritage Celebration, Black History Celebration and other cultural events to occur.   |
| <input checked="" type="checkbox"/> Work Scheduling Conflict      | Gratigny will host parent meetings at different time of the day and in the evening to facilitate parent attendance. Topics of discussion at various sessions will be conducted and developed based on the results of the feedback from the Parent & Family Engagement Survey and other needs.   |
| <input type="checkbox"/> Homelessness                             |   |

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