



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

School Name:

RICHMOND HEIGHTS MIDDLE SCHOOL

Loc. #: 6781

Principal's Name:

LaRhonda Donaldson

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

12/13/2018

Date Signed



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TITLE I ANNUAL PARENT MEETING

Describe the specific steps the school will take to conduct the Title I Annual Meeting to inform parents and families of participating children about the school's Title I 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 checked="" type="checkbox"/> School Calendar <input type="checkbox"/> School Newsletter <input type="checkbox"/> School Marquee <input type="checkbox"/> Other (specify below): <input type="checkbox"/> Apps <input checked="" type="checkbox"/> Flyers <input type="checkbox"/> Website	Number of parents who attended the Title I Annual Meeting as evidenced by the sign-in sheet(s): <p style="text-align: center;">5</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 checked="" type="checkbox"/> Compilation of Parent Survey Results <input type="checkbox"/> DAC/PAC Representative Form <input type="checkbox"/> Evidence of Social Media Posts <input checked="" type="checkbox"/> Minutes <input type="checkbox"/> Monthly Report Attendance Data <input 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 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 type="checkbox"/> Official Title I School-level Parent and Family Engagement <input checked="" type="checkbox"/> Surveys <input type="checkbox"/> Images, Photos of Meeting <input type="checkbox"/> Social Media	<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 type="checkbox"/> Monthly Report Attendance Data <input 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 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 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 type="checkbox"/> Minutes <input type="checkbox"/> Monthly Report Attendance Data <input 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 type="checkbox"/> Title I Program Notification Letter <input type="checkbox"/> Other (specify below):



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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		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		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		Implementing/ Coordinating parent/family programs	Agendas, handouts, PowerPoint presentation, implementation of knowledge gained, and Master Plan Points from MyLearningPlan Professional Development Management System.
<input type="checkbox"/> Coordinate PD activities conducted by outside agencies		Communicating with parents as equal partners	PowerPoint, follow-up activity and/or MPPs; sign-in sheets.
<input 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	<input checked="" type="checkbox"/> Curriculum	From: 09-12-2018	<input type="checkbox"/> Agenda
<input checked="" type="checkbox"/> The Parent Academy		<input checked="" type="checkbox"/> Assessments		<input type="checkbox"/> Handouts
<input checked="" type="checkbox"/> DAC/PAC Meetings		<input checked="" type="checkbox"/> Technology	To: 06-06-2019	<input 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 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	Administration	From: 09-12-2018	<input checked="" type="checkbox"/> Accessibility accommodations and translation services statement.
	<input type="checkbox"/> Translated Materials		To: 06-06-2019	<input type="checkbox"/> Multi-language materials
	<input type="checkbox"/> Other (specify below):			<input type="checkbox"/> Sign-in Sheets



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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	12/06/18	5	Number of parents who attended the meeting as evidenced through the sign-in sheet(s).
	<input checked="" type="checkbox"/> EESAC	12/12/18	9	
	<input checked="" type="checkbox"/> Open House Night	09/12/18	120	
	<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	12/06/18	5	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	12/12/18	9	
	<input type="checkbox"/> Official Title I School-level Parent and Family Engagement Surveys			
	<input type="checkbox"/> Other (specify below):			
Attendance	<input 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 type="checkbox"/> Truancy Child Study Team			
	<input type="checkbox"/> Meetings with School Social Worker			
	<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):				

PRATHER, CHARITY M

From: Nora, Javier G.
Sent: Tuesday, January 29, 2019 1:04 PM
To: PRATHER, CHARITY M
Subject: FW: Web Updates

Could you send him the docs he needs to put on the website?

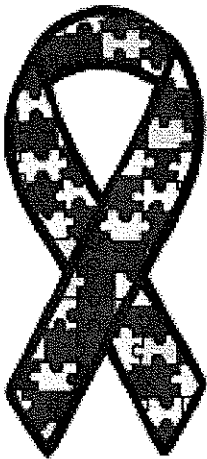
Sincerely,

Javier G. Nora, Assistant Principal

Richmond Heights Middle School

Home of the Mighty Raiders

"In the middle of difficulty lies opportunity." -Albert Einstein



From: Gerardo Viera <gviera007@gmail.com>
Sent: Sunday, January 27, 2019 1:41 PM
To: Donaldson, Larhonda M. <ldonaldson@dadeschools.net>; Nora, Javier G. <JavierNora@dadeschools.net>
Subject: Web Updates

I was reviewing your site to make sure it is up to date and noticed that we need to update:

- Title I Docs
 - 2018-2019 Title I Parent Notification Letter
 - 2018-2019 School-level PFEP
 - 2018-2019 School Parent Compact

- 2018-2019 Annual Parent Meeting PowerPoint Presentation
- 2018-2019 SIP (Phase I & II)

Send ASAP and I will update. Have a blessed day

Gerardo Viera
(305)968-5507

www.basicsolutionsgroup.com

M-DCPS Vendor #0006519495

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