



School Name:	BUNCHE PARK ELEMENTARY SCHOOL	Loc.#	0641
Principal's Name:	Jacqueline N. Lewis		
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 EESAC meetings and the Annual Parent Meeting About the Benefits of the Title I Schoolwide Program. by an administrator.			
Focus Area	Evidence	Meeting Name	
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 EESAC meeting minutes. The PFEP will be made available to all parents and families upon agreement by all stakeholders during EESAC.	1. EESAC Meeting minutes includes review and discussion of Title I School-level Parent and Family Engagement Plan (PFEP) from the Office of School Improvement (OSI)	
Focus Area	Evidence	Timeline	
Parents/families will assist in providing high quality instruction for all learners.	Titte I School-Parent Compact	2. Title I School-Parent Compact	August 2023-June 2024
	Monitoring attendance		
	Monitoring homework completion	3. Title I Notification Flyer	
Participation in decisions relating to the child's education			
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	Evidence	Meeting Type	
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 Title I Annual Parent 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 Annual Meeting about the Benefits of the Title 1 schoolwide Program - August 31, 2023 @ 5:30 pm	
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 how to help their child at home.			
Coordination with Other Programs	Activity	How Will Participation in the Activity Teach Parents to Help Their Children at Home	
<input type="checkbox"/> Title III (Tutoring for English Learners) <i>if applicable</i>	N/A	We will determine if we have enough students to participate, and solicit staff tutors.	
<input type="checkbox"/> Title IX, Project UP-START	Support Services	Resources provided to families in transition will help students overcome barriers to learning.	



VPK	Meetings and Workshops	Strategies provided to parents of VPK students will help build a strong academic foundation.
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ANNUAL PARENT MEETING ABOUT THE BENEFITS OF THE TITLE I SCHOOLWIDE PROGRAM

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:

Activity/Tasks	Description of Meeting Notice/Invite	Evidence of Effectiveness
Notification (Before)	<input type="checkbox"/> Flyers	5. Annual Parent Meeting About the Benefits of the Title I Schoolwide Program Flyer in Multiple Languages that Includes Accessibility/ Accommodations Disclaimer Note: Do not include Open House event on Title I Annual Parent Meeting flyer
	<input type="checkbox"/> Electronic Messages School Calendar/Newsletter	
Activity/Tasks	Description of Activity/Tasks Conducted During the Meeting	
Documentation (During)	<input type="checkbox"/> Title I School-level PFEP reviewed, discussed and updated with parents and families during the meeting	<input type="checkbox"/> Documentation verifying meeting attendees
	<input type="checkbox"/> Meeting agenda includes all required items and updated with school information	<input type="checkbox"/> 6. Annual Parent Meeting About the Benefits of the Title I Schoolwide Program PowerPoint Presentation (customized throughout) on school website
	<input type="checkbox"/> Meeting minutes include record of dialogue with parents/families	<input type="checkbox"/> Parent Surveys discussed and made available (in multiple languages) during the meeting
	<input type="checkbox"/> Title I Notification Letter made available to parents and families	<input type="checkbox"/> District Advisory Council (DAC)/Parent Advisory Council(PAC) Representative Form completed and maintained at the school
	<input type="checkbox"/> Title District-level PFEP made available during the meeting	<input type="checkbox"/> School-Parent Compact reviewed and updated during the meeting
Activity/Tasks	Description of Follow-Up Activity/Tasks	
Follow-Up (After)	<input type="checkbox"/> 7. Annual Parent Meeting About the Benefits of the Title I Schoolwide Program Attendance records (Separate sign-in sheet from Open House event). Virtual and/or in-person as applicable.	
	<input type="checkbox"/> Meeting agenda uploaded to Title I Compliance collaboration site	<input type="checkbox"/> Meeting minutes uploaded to Title I Compliance collaboration site
	<input type="checkbox"/> DAC/PAC Representative Form collected and maintained at the school	<input type="checkbox"/> Compilation of Survey Results completed and filed in the Title I Filing
	<input type="checkbox"/> Meeting data entered on Monthly Parent and Family Engagement Data Report	<input type="checkbox"/> Updated School-Parent Compact available to parents and families
	<input 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 School-level PFEP, -Title I Notification Letter, -Title I School-Parent Compact, -Title I School-level Parent and Family Engagement Survey -Title I Annual Parent Meeting PowerPoint (customized with school information throughout), -School Improvement Process (SIP), and -Additional resources to support student's at-home learning	
Optional	<input type="checkbox"/> Meeting photos posted on school website	<input type="checkbox"/> Evidence of social media post(s)



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	Assistant Principal	Handouts
EESAC Meetings	EESAC Chairperson	Handouts
Agency Referrals	Counselor	Referral Forms

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
☐ 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
☐ 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



Faculty/Staff 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
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OTHER ACTIVITIES

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).

Content and Type of Activity	Title of Person Responsible	Parent & Family Engagement Focus Areas	Evidence of Effectiveness
FAST Night	Curriculum Coach	Curriculum	Attendance Records
Meeting with Truancy Child Study Team	Counselor	Parenting	Attendance Records

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	Assistant Principal	Multi-language Materials/Flyers/Handouts with disclaimer
Parents with Special Needs	Handicap Parking	Principal	School Map

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 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	Assistant 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	Principal	12. Evidence of meeting/workshop/event/parent correspondence about the curriculum at the school site
Assessment/	Parent Correspondence and Documentation of Additional Educational Assistance to students identified as not meeting State Standards Click here for more information:		13. Evidence of parent correspondence and documentation of additional assistance for students not meeting



Achievement Levels	https://arda.dadeschools.net/#!/fullWidth/3937	Principal	state standards implemented at the school site
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

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, and parents/families of migrant children) [ESEA Section 1116].

Barriers Areas	Plan of Action (Steps)
Homelessness	Include Project Up-Start form in registration packets. Also, forms are redistributed during the second half of the school year. The Counselor follows up with families to ensure services are rendered.
Transportation	The teachers schedule parent conferences, before school, during their planning time, and after school. ZOOM meetings are also offered if parents cannot attend in person. In an effort to follow COVID 19 safety protocols, ZOOM meetings are being scheduled.

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:	Meisha Griffith
Title I Compliance Facilitator Contact Information:	meishajgriffith@dadeschools.net ; 305-621-1469

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