



SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2019-20

POINCIANA ELEMENTARY SCHOOL

Dr. Larry Schmiegel, Principal

1407 Kennedy Ave. Key West, FL 33040

I, Dr. Larry Schmiegel, do hereby certify that all facts, figures and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. 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.

Mission Statement (optional)

How the parent and family engagement plan is a shared responsibility?

Our mission statement: "Building Leaders- Every Day!"

How the parent and family engagement will assist in providing high quality instruction for all learners?

Increased parent and family engagement is linked to improved student achievement. Maximizing parental and family engagement and participation in their children's education by providing specific information and progress on curriculum mastery is provided including strategies to improve skills in targeted areas.

Engagement of Parents

How the school will involve parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used?

Poinciana families will be invited to attend School Advisory Council (SAC) meetings as well as our Title I meetings. In addition to the opportunity to provide input at meetings, information will be shared through our digital communication board, weekly newsletter, The Pelican Post, and our website. Families will have the opportunity to provide feedback via AdvancED Climate & Culture Parent Survey, email, writing or in person. Parents can access minutes from the SAC on the school website or in the office or on our school's website. All input gathered in regards to the development of the School Improvement Plan will be formally addressed at SAC meetings through discussion, reflection and shared decision making. Title I meetings are held at the start and end of the school year. The first meeting agenda includes information regarding the purpose and implementation of Title I in our school and what the program means to parents and students. The second meeting is designed to evaluate the program and to give parents the opportunity to provide input that will be used in next year's planning process.



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Barriers	
Describe barriers that hindered participation by parents during the previous school year and what steps the school will take during the current school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children).	
Barrier (including specific subgroup)	Steps the School will Take to Overcome
Limited language proficiency in English and their home language of both parents and students.	We have bilingual staff onsite for Spanish and Haitian Creole families as well as a parent educator. They are available to attend parent-teacher conferences, EL Parent Involvement Events, attendance, 504 and IEP meetings as well as conduct home/wellness visits as needed.
Limited translation services for all languages spoken in homes.	<p>We currently have 16 languages spoken at Poinciana which is an increase from the previous school year.</p> <p>Our website offers translation services for families; however, PDFs are currently only available in English. We will continue to work with our Monroe County School District Communication Coordinator on ways to use print or audio/visual materials to communicate with all families regardless of their home language.</p> <p>We have collaborated with the Key West Police Department who has offered translation services for our Russian families. In addition, our Parent Educator is available, when needed, to make Connect-Ed phone calls to translate pertinent information for our Haitian Creole families.</p>
Work schedule and family obligation	Hold events at different times of day to allow more participation.
Time to provide EL & SWD services	Professional staff development in these areas as well as streamlining our master schedule to meet students' individual needs. This is not limited to ESE and EL students. We strive to find ways to engage parents in their child's education. This year we will have an MFAS counselor and VPK/Headstart Social Worker available to assist families.
Parents' inability to assist students academically.	In order to level the playing field for all students we revised our homework policy to include 30 minutes of nightly reading. Parents are able to request extension opportunities that are tailored for their child. In addition, free Title I tutoring is available afterschool with one Saturday Academy being offered to students in grades 3-5. Lastly, an MFAS counselor and VPK/Headstart Social Worker available to assist families.

Flexible Parent Meetings
How will the school offer a flexible number of meetings, such as meeting in the morning or evening?



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How will the school provide, with Title I funds, transportation, child care or home visits, as such services relate parent and family engagement?

There are two formal meetings held in the evenings as a result of survey information that indicates that the majority of parents prefer after work hours. Opportunities for parent involvement through workshops, curriculum events and student activities occur at various times throughout the year including before school, during school and after school. Our School advisory Council (SAC) and our Parent Teacher Organization (PTO) meets monthly or a total of ten times throughout the year. We plan to offer a school wide parent curriculum activity quarterly to include Literacy Night, Science Fair, Food for Thought and Math Madness Night. Title I funds contribute to these events. We offer a parent resource library that includes materials available for parent check out. Our Academic Coaches are available to assist parents with at home strategies and our teachers promote a positive school-to-home connection through conferences, websites and class activities.

Building Capacity

Detail activities that will build capacity for meaningful parent/family engagement.
 Indicate activities that build relationships with the community to improve student achievement.
 Detail materials and trainings provided to assist parents/families to work with their child(ren).
 Indicate how the school will provide reasonable support for parent/family engagement activities.

Content and Type of Parent/Family Activity	Materials / Trainings	Anticipated Impact on Student Achievement
Title I Parent Meetings School Accountability Report	Poinciana Elementary School will host an annual Title I meeting to inform parents and families of children participating in Title I program at the beginning of the school year. We will host a single meeting to educate parents via the following methods: <ul style="list-style-type: none"> • Annual Yearly Progress (AYP) via Power Point Presentation and handouts • School Choice via district handouts and policies • The right of parents via brochure and other resources Parents and families are informed of the nature of the Title I Program by the following statement: Title I schools receive services from the largest federal aid to education program in existence. Title I has been in existence	At Poinciana Elementary School working as a team is essential and a priority to guarantee academic success of our students. We plan activities which help us build a positive and strong relationship with parents and the community.
Parent Resource Library	Our Title I Parent Resource Library includes computers which can be used for Parent Portal, Lunch Applications, Daycare Billing, etc. Additionally, we offer	Research proves that student achievement increases with an increase in parental involvement in education. The resources available in our Parent Resource Library help these efforts.



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	parenting brochures, local resource information as well as content specific reading/learning materials for parents to sign out on an as needed basis.	
Family Curriculum Events	Our Instructional Coaches and MCSD Curriculum Coordinators facilitated our Annual Curriculum Night. Parents and students are provided dinner and take home learning activities.	Through Family Curriculum Nights, school-parent evenings, and constant communication through the staff, parents are provided assistance, materials, and support to help their children in their studies.
Parent, Teacher Student Conferences	Report Cards, Progress Reports and Student Work Samples are used to guide Parent, Teacher Student Conferences.	Informing parents about student progression and strategies to help at home.
Tuesday Folder <ul style="list-style-type: none"> • Weekly Newsletters/Website 	Informing parent of student progress, class and school information.	These communications serve to inform our families and community of different engagement opportunities at our school. We also use these venues to celebrate student successes.
FOCUS Gradebook/Progress Reports/Report Cards	All parents have access to FOCUS Parent Portal which can be used to review their child's grades, behavior and attendance. Staff are available to assist families with the registration process. Quarterly Progress Reports and Report Cards are sent home via a student's Tuesday Folder. There is some conversation at the district level regarding these documents being emailed to parents for the 2019-20 school year.	Our FOCUS Parent Portal is available for parents to access student mastery and progression on specific benchmarks. This resource provides valuable data for parents to use when making educational decisions for their child. Instructional staff are available to assist parents in understanding of any educational document/assessment.
SAC Meetings—decision making and input into SIP	The school marquee, newsletter, Remind message and our communication board are used to notify parents of upcoming SAC meetings. The SAC minutes are posted on our school's website following each monthly meeting.	Parent knowledge of curriculum, goals, and expectations allow them to be active participants in the decision making process for their child's learning environment.
ELL Family Engagement Nights	During our EL Family Engagement Night includes a dinner that is served by staff. These opportunities provide information on school goals,	Our EL Family Engagement Night strengthens our home-school connection.



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	Title I implementation and curriculum. Haitian Creole and Spanish translators attend these events.	
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Staff Development	
Detail professional development activities the school will provide to educate the teachers, support personnel, school leaders, and other staff with assistance of parents/families on	
Value and utility of parents/families contributions	Building the capacity of all school staff is important at Poinciana Elementary School. On a monthly basis, professional development is provided to educate the teachers. Teachers are also encouraged to participate in professional developments outside our school. Our school is also doing a Leader in Me book study with the whole staff so we can all promote leadership opportunities with our students.
Communicating and working with parents/families as equal partners	
Parent/family programs that build ties between parents/families and school	
Professional Development Opportunities 2019-20: <ol style="list-style-type: none"> 1. Interweaving Family Partnerships 2. Strengthening School Family Relationships 3. Understanding How Poverty Effects Family-School Relationships 	

Parent Resource Center
<p>How will the school encourage and support parents and families in more meaningful engagement in the education of their child(ren) through the Parent Resource Center?</p> <p>Poinciana Elementary Schools hosts a Parent Resource Center within our main office. This room provides parents access to computers which have been used to complete lunch applications, check their child's grades and to pay their lunch or daycare bills online. We also maintain learning materials available for home use as well as brochures on a variety of topics. This center is maintained by our Title I representative and office staff. We encourage parental input with regards to helpful resources.</p> <p>Our Parent Educator assists students with learning materials which she provides to them and their families during Kindergarten Round-Up. It is our goal to find ways to promote a healthy and nurturing environment where all families feel welcomed in the school. Parents are invited to our school to utilize our library and Parent Resource Center for more resources. We operate summer library hours for students and their families and an extended EL Boost which is housed at our district's Summer School Site. Specific learning materials are purchased from CHIPS that provide students extended learning opportunities throughout the summer. These materials are available in Spanish, English and Haitian Creole.</p> <p>In addition to our Parent Resource Center, Poinciana Elementary School uses various school resources to assist parents and families with their needs. Our school guidance counselor, registrar and nurse provide guidance, food, and cloths to our students in need. In addition they help parents get counseling services when needed through the Guidance Care Center, Key Bridge. Our media center offers extended hours so students can use the computers and enjoy a comfortable place to read or do homework before and after school. We have a partnership with Keys To Be the Change which provides a peer mentoring service to students. This school year we will be prob</p>

Family and Community Engagement Coordinator
Detail how the School will rely and require assistance from the District Family and Community Engagement Coordinator.



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The Family Engagement Coordinator, Elizabeth serves as a liaison between the school administrators, faculty, staff, students' and parents. This key position has helped us improve communication between the school and the students' families; promote parent engagement in their children's education; and to encourage greater community involvement in the school. Our Family and Community Engagement Coordinator works with our school to coordinate family events/workshops during the evenings or weekends and participates in the schools PTO, School Advisory Council, School Improvement Team, School Committee meetings, and other appropriate committees. Our ultimate goal is to assist parents in becoming more involved with their children's' education and to promote a sense of community.