



SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2024-2025

Poinciana Elementary School

Tara L. Whitehead

1407 Kennedy Dr. Key West, Florida 33040

I, Tara L. Whitehead, 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.

Assurances:

- The school will be governed by the statutory definition of "parents and family engagement" as defined in ESSA Section 8101, and is expected to carry out programs, activities, and procedures in accordance with this definition.
- The school will conduct outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members in all of its Title I, Part A programs consistent with Section 1116 of Every Student Succeeds Act (ESSA). Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children. [ESSA Section 1118(a)]
- The school will work to ensure that the required school-level parent and family engagement policy is developed under subsection (b), each school served under this part will develop a Home-School Compact that outlines how parents, the entire staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. [ESSA Section 1116(d)]
- In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language parents understand. [ESSA Section 1116(e)(f)]
- The school will involve parents and family members of children receiving services under this part in the decisions regarding how funds reserved are allotted for parental involvement activities. [ESSA Section 1116(3)]
- The school will use funds reserved under this part to carry out activities and strategies consistent with the parent and family engagement policy as outlined in ESSA Section 1116(3).



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Parent and Family Engagement Mission Statement

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

How will this plan assist in providing high quality instruction for all learners?

Response:

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

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. Parents are informed of the resources available through their child's Classlink to support advancement in academic areas.

Involvement of Parents and Families

The school will involve parents in the planning, review and improvement of Title I programs including parental involvement and in the decisions process for how parent engagement funds will be used by:

Response:

The 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 the Title 1 Parent Survey, email, writing or in person. Parents can access agenda/minutes from the SAC meeting located on the school website or in the office. All input gathered regarding 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.

Coordination and Integration

The school will coordinate and integrate the following Parent & Family Engagement programs and activities with other Federal Programs, to the extent feasible and appropriate, in an effort to teach parent how to help their children with the home setting:



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	Program	Coordination
1	ELL Parent Meetings/Nights	At Poinciana Elementary School we host FAST Parent Meetings and workshops twice a year. These have special emphasis and resources targeted toward our EL community. However, there are more events that are shared to parents that will engage them in their child’s school career as well. The purpose of these events is to engage and empower ELL parents by providing them with important information and resources related to their child's education in a language-friendly and inclusive environment.
2	Early Childhood Education & VPK families	<p>Kindergarten roundup is an event organized to introduce incoming kindergarten students and their parents to the school environment. Its primary purpose is to provide information about the kindergarten program, school policies, and to facilitate the registration process for new students.</p> <p>During kindergarten roundup, we offer various materials and resources to help parents and students transition smoothly into the school system. These may include information packets about school policies, curriculum overviews, details about school activities, and important dates. Poinciana also uses this opportunity to conduct screenings or assessments to gauge the readiness of incoming students and identify any potential academic or developmental concerns.</p>
3	McKinney-Vento/CHIPS	<p>Poinciana Elementary School aims to aid and accommodation for homeless students and their families to ensure educational stability and support. Support and resources for homeless families at Poinciana Elementary school may include Homeless Liaisons, Immediate Enrollment, Free and Reduced-Price Meals, School Supplies.</p> <p>Regarding tutoring and other programs, the prioritization of homeless students, often referred to as "Children and Youth in Homeless Situations" (CHIPS), may vary. However, the McKinney-Vento Homeless Assistance Act, a federal law, requires that homeless students have equal access to all educational programs and services, including Title I services. The law aims to remove barriers to education for homeless children and youth.</p>



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Annual Parent Meeting (Title I Night)

The school will conduct an annual meeting designed to inform parents of participating students about the school’s Title I program, the nature of the Title I program (school-wide or targeted assistance) and the rights of parents through the following activities:

	Program	Person Responsible	Timeline	Evidence of Effectiveness
1	School will hold Annual Parent Meeting within the first two months of school and notify parents through Flyer, Parent Newsletter (Pelican Post), Blackboard Text, Teacher Contact	Tara Whitehead (Principal) Eric Stair (Assistant Principal) Sarah Garr (Title I Contact)	September 5, 2024	Send-home flyer and advertisement, sign in sheets, Title I Night Presentation, agenda
2	Development of agenda for Annual Parent Meeting.	Tara Whitehead (Principal)	August – September 2024	Completed Agenda.
3	Develop/plan materials (presentation, school/district handouts) for Annual Parent Meeting.	Tara Whitehead (Principal) BLPT	August – September 2024	Completed Title I Night checklist.
4	Advertise and notify parents two weeks in advance through social media, parent newsletters and Blackboard Connect messages.	Tara Whitehead (Principal)	August – September 2024	Facebook, Pelican Post (Parent Newsletter), Blackboard Text

Flexible Parent Meetings

How will the school offer flexible opportunities for parents and families to participate in organized and ongoing activities and meetings?

Response: There are two formal meetings held in the evenings. 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. In addition to the school wide night meetings, POI also offers two morning meetings for parents to attend after arrival that supports the academic growth of our students and empowers our parents to become more informed about the assessment and support for our students.

Our School Advisory Council (SAC) and our Parent Teacher Organization (PTO) meets monthly or a total of ten times throughout the year. Per SAC guidelines, the meetings are held face to face with a virtual option for parents who are unable to attend in person. A translator is also provided if needed for the SAC/PTO meetings. SAC minutes and agendas are posted to our Title I webpage on our Poinciana Elementary website for reference.



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We offer a school wide parent curriculum activity within the semester. The event is titled Pelican Palooza. The event brings together our EL Night, Art Show, STEM Night, Math Night, and ELA Night. In addition, community organizations are invited to share engaging, hands-on activities that promote their mission. Title, I funds contribute to these events. We offer a parent resource library that includes materials available for parent check out. Our Literacy Coach is available to assist parents with at home strategies and our teachers promote a positive school-to-home connection through conferences, websites and class activities.

We will notify parents of these meetings through a variety of approved communications, including parent newsletters, Facebook and Blackboard messages.

Building Capacity – Parent and Family Activities/Workshops

The school will implement the following activities to build the capacity for thriving parent and family engagement and to support an established partnership between school, families and the community. These activities will drive student success and academic achievement.

	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Title 1 Annual Parent Meeting	Tara Whitehead	At Poinciana Elementary School, working as a team is essential and a priority to guarantee academic success for all our students. We plan activities which help us build a positive and strong relationship with parents and the community to drive student achievement.	September 5, 2024	Title I Sign-In Sheets, agendas, Title I Night informational presentation, flyers



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2	Parent Resource Library	Sarah Garr (Title I Contact) Alex Dorisca (Parent Educator)	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.	Ongoing	FRL Lunch status, Parent Resource Center checklists, photos, advertisement of PRC
3	Tuesday Folders, Weekly Newsletters, Website	Diane Russell, Classroom Teacher, Admin	These communications serve to inform our families about events and different engagement opportunities. We also use these platforms to celebrate student successes. Increased opportunities for parent participation.	Weekly	Pelican Post newsletter School Website updates
4	FOCUS Gradebook (Progress Reports and Report Cards)	Classroom Teacher	All parents have access to FOCUS parent Portal to review grades, behavior, and attendance documentation. Progress Reports and Report Cards are printed and sent home in Tuesday Folders. Increased student achievement with more parent involvement and understanding.	Ongoing Quarterly	Report Cards/Progress Reports



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5	SAC	Admin SAC Board	Virtual links are shared with parents and families. Agenda and Minutes are posted on our website for Public Access. Translators are available. Increased Parent Engagement in effectively communicating with Stakeholders regarding important school decisions.	Monthly	Monthly SAC Invites, Sign-in sheets, completed agendas, minutes, flyers
6	Pelican Palooza		STEM, Literacy, EL and Math Night and Art Walk will increase student achievement and test scores by providing additional resources and project development that will help support at-home and at-school learning.	December 11, 2024	Sign-in sheets, send-home flyer, agenda, integration of skills and increase in learning gains from correlating areas of studies.
7	Parent Grade Level Meetings	Admin	Parents will have the opportunity to meet with admin during the school day. Topics discussed will be the FAST testing, Gradebooks, Parent Portal, Resources for parents.	October 2024 and February 2025	Sign in sheets, flyers, blackboard text messages, agendas, additional send-home materials, sample reports.
8	Parent/Teacher Conferences	Teacher Parent	Parent and Teachers can request to conference about their child's	Ongoing throughout the year	Focus student documentation, pelican post, report cards, sign in sheets



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			academic and behavior achievements and areas of improvement.		
9	Open Library	Teacher Parent Student	Poinciana offers parents and students the opportunity to visit the school library two Saturdays a month. Students can check out books, read books with their parents, and take an AR test. This offers students the opportunity to have equal access to books and computers during the weekend.	Two Saturdays a month throughout the 2024-25 school year.	Pictures of students and families that visit the library Sign in sheets

Staff Training

The school will provide the following professional development activities to educate and support teachers and school staff on how to reach out to, communicate with, and work with parents and families as equal partners.

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
PFE Training 1: Back to Basics – Effective Family Communication Techniques	District Parent and Family Engagement Coordinator	By improving the quality and consistency of communication between school staff and families, it will directly support an environment where families and schools work together productively to enhance student achievement.	October 2024	Agendas, evaluation/survey responses, attendance sheet, Presentation video



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PFE Training 2: Hosting Effective Parent-Teacher Conferences	District Parent and Family Engagement Coordinator	Effective parent-teacher conferences lead to stronger partnerships, timely support and clearer academic goals, all of which will contribute to better student outcomes.	January 2025	Agendas, evaluation/survey responses, attendance sheet, Presentation video
PFE Training 3: Empowering Families to Support Student Learning	District Parent and Family Engagement Coordinator	Empowering families to support learning creates a stronger home-school connection and ensures consistent academic reinforcement. This will help with student outcomes specifically with <i>Summer slides</i> in learning.	April 2025	Agendas, evaluation/survey responses, attendance sheet, Presentation video
Paraprofessional Training	Paraprofessionals	Paraprofessionals received professional learning on Structured Literacy Approach to help students and explain efforts to parents/family members.	August 14th	Increase student fluency
Paraprofessional Training: FINS Network	Paraprofessionals	Paraprofessionals received training on strategies to support students and families of students with diverse backgrounds.	November 1st	Paraprofessional support

Other Activities

The school will conduct activities, make resources available to families and provide encouragement and support to families so that they can more fully participate in the educational journey of their child by:

Response:

- Parent Resource Center offers open scheduling for families to access materials and resources related to the school and Title I program.
- Translation Services provided by Parent Resource Center available on demand.
- Pelican Post offers tips and strategies for families to be fully involved in their child’s educational journey.
- Computers are available in Parent Resource Center to offer families access to check student grades, complete lunch applications, and pay daycare bills.
- School Guidance Counselor, Registrar, and Nurse provide guidance and resources to our students and families in need.
- Outside Counseling Services and referrals are provided to families in need by School Counselor and Social Worker.
- Partnership with Keys to Be the Change provides peer mentoring and academic mentoring.



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Communication

The school will provide parents of participating children with TIMELY information about the Title I program and activities by:

Response:

Communication platforms including social media, newsletter, website, Blackboard Connect, Parent Educator, Arrival/Dismissal Billboards, SAC Meetings, Tuesday Folders, Remind, Class Dojo are used to share information about our Title I Annual Meeting, Parent and Family Engagement Activities, etc.

These meetings and events are held within the school, with access to translators available, and in conjunction with our Open House Event, Back to School Event, and Pelican Palooza. Title I Flyers are distributed at these events as well as in Tuesday Folders.

Title I Surveys are used to gather feedback from families regarding their child's education and Title I.

Poinciana Elementary requires all teachers to communicate with families and schedule a conference within the first quarter. All report cards and progress reports offer the opportunity to schedule a parent teacher conference.

Communication (cont.)

Descriptions and explanations of the academic curriculum, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet are shared through:

Response:

Academic Curriculum is vetted and approved by the state and district. Similarly, our students are assessed using approved testing platforms including FAST, STAR, Benchmark, Savvas, iStation. Student progress is monitored using these assessments and instructional delivery is tailored to meet student needs with additional approved Intervention Curriculums. Curriculum information is communicated to parents during SAC meetings. Parents could preview the approved curriculum teacher manuals and student close reading booklets. Parents may also request at any time to schedule a parent/teacher conference to review the information.

All Assessment progress is communicated to parents in Tuesday Folders. The assessments results with parent reports are also posted for parents in the FOCUS parent portal.

Curriculum and assessment information are also communicated to parents during our FAST Parent Meeting/Workshop series. Each grade level has its own focused meeting twice a year. During these meetings, we help parents understand testing standards, Progress Monitoring results and how to identify areas of need to help their student make improvements.



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Communication (cont.)

Opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children;

Response:

The front office display shows a QR Code for families to enter feedback/input and participate. All families also receive a link to the Title I Parent and Family Engagement Survey twice a year. Poinciana communicates details/information relating to parent involvement and their child's education in the Tuesday Folder, Weekly, Newsletter, and Social Media Platforms.

SAC and PTO meetings are also held monthly to gather parent input, suggestions and feedback.

Communication (cont.)

A means to document parent comments/concerns regarding the Schoolwide Improvement Plan/School Improvement Plan (SIP) and Parent and Family Engagement Plan (PFEP) when they are not satisfactory to the parents of participating children. The school will include documentation of parent comments/concerns/questions with the plan that will be made available to the local education agency (LEA) by:

Response:

Our Poinciana SAC meetings are used to solicit feedback/concerns about our schools SIP and PFEP. Evidence of parental input, including comments expressing dissatisfaction, will be noted and submitted to the Title I District office as part of the Parent and Family Engagement Plan process.

Accessibility

The school will provide full opportunities for participation in parent and family engagement activities for all families (including parents with limited English proficiency, disabilities, migratory, and homeless children) by:

Response:

Poinciana uses Blackboard, Remind, Dojo and other communication platforms which provide translation services of school to home communication in any of the languages spoken on our campus. Language Line Solutions provide translations services in print and speech for families to participate in family engagement activities. In-person staff translators are available on site to assist families at any time, including our Parent Educator.



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School documents, event advertisements, and surveys are sent home in Spanish, Creole and other requested languages when needed.

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).

Response:

Poinciana Elementary School, after reviewing the previous years' Parent and Family Engagement Plan and accompanying feedback, acknowledges the existence of the following barriers to parent and family engagement.

Barrier (including specific subgroup)	Steps the School will Take to Overcome
<p>One significant barrier in communication with parents of elementary students who speak a second language is language proficiency.</p>	<p>Poinciana Elementary School is addressing this barrier by:</p> <ol style="list-style-type: none"> 1. Providing a welcoming, inviting environment to all parents regardless of language. 2. Translation service through language line to translate documents. 3. Hiring bilingual staff 4. Utilizing Microsoft PowerPoint Subtitle Feature to translate live presentations. 5. Using a translation tool provided by the Social Worker. 6. Offering take home resources from our Parent Resource Center 7. Educating parents about school approved learning apps that are available for student access at home. 8. Using the text message parent communication tool with appropriate language translation to notify parents about lunch balances, important meetings, and other school meetings.