



SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2020-2021

POINCIANA ELEMENTARY SCHOOL

Dr. Larry C. Schmiegel, *Principal*

1407 Kennedy Ave. Key West, FL 33040

I, Dr. Larry C. 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 our virtual School Advisory Council (SAC) meetings and the time was changed to make it more accessible for families. Due to COVID-19, parents were afforded the opportunity to meet their child’s team virtually and face-to-face. Meet the teacher was held outside, following CDC guidelines. This was different than previous years and was well received by students, parents, and teachers. In addition to the opportunity to provide input at meetings, information will be shared through our marquee, weekly newsletter, The Pelican Post, and our website. Families will have the opportunity to provide feedback via phone, email, in writing or in person. Parents can access minutes from the SAC on the school website or in the office. All input gathered in regards to the



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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.

Due to the pandemic, we are consistently reassessing our PFEP to remain in constant communication with our families and to ensure the safety of our school community. We held four Virtual Town Hall meetings and will continue to do so as necessary.

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
Social emotional wellbeing of families	We understand that prior to students engaging in learning that their physical, emotional and belonging needs must be recognized and met. Through our teachers first-hand experience when visiting homes, either virtually or face-to-face, many families needed food. We are partnering with the City of Key West to provide meals on weekends and extended breaks. Staff shared resources concerning rental assistance in their Google classrooms. Our School Counselor maintains wellness activities and parent resources in her Google classroom and shared with all students. We will be conducting Universal Behavioral Screeners twice a year to gauge all K-5 students’ social emotional needs.
Ability to access learning virtually.	All students with an expressed need were provided a 1:1 device. Local internet providers offered free Wi-Fi connection to families. In situations where that was unsuccessful, hotspots were provided by the district.
Limited language proficiency in English and literacy in 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, 504 and IEP meetings as well as conduct home/wellness visits as needed.



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<p>Limited translation services for all languages spoken in homes.</p>	<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 which volunteered translation services for our Russian-speaking 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>
<p>Limited visitors to the school building due to the pandemic</p>	<p>The pandemic offered us the opportunity to think differently about connecting with parents. PTO/SAC meetings are held virtually in the evening providing us the largest attendance we have seen in recent memory.</p>
<p>Time to provide EL & SWD services</p>	<p>Due to the pandemic (i.e. social distancing requirements), some of our EL and ESE providers are supporting overflow classrooms.</p> <p>Professional staff development is available by our district in the area of “Boosting Achievement in English Learners” w/ Carol Salva. This is available for all district instructional staff as their PLC/PGP.</p>
<p>Parents’ inability to assist students academically.</p>	<p>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 MFLC counselor and VPK/Headstart Social Worker and K-5 Social Worker are available to assist families.</p>



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Flexible Parent Meetings

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

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

Due to the pandemic, many of our traditional face-to-face opportunities for families are being held virtually. In addition to aforementioned opportunities, our first EL Parent Involvement Night will occur virtually. Students, if needed, will bring their 1:1 device home to encourage their family's participation.

There will be two formal Title I meetings held in the evenings. We anticipate the first meeting to occur in a similar fashion as the EL Parent Involvement Night. 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) meet monthly for a total of ten times throughout the year. We plan to offer a variety of school-wide parent curriculum activities – some of which will be virtual. 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	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	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.



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	<p>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 since 1964.</p>	
<p>Parent Resource Library</p>	<p>Our Title I Parent Resource Library includes computers, which can be used for Parent Portal, Lunch Applications, Daycare Billing, etc. Additionally, we offer parenting brochures, local resource information as well as content specific reading/learning materials for parents to sign out on an as needed basis.</p>	<p>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.</p>
<p>Family Curriculum Events</p>	<p>Our Instructional Coaches and MCSD Curriculum Coordinators facilitate our Annual Curriculum Night. Parents and students are provided dinner and take home learning activities. <i>This is subject to the positivity rate in Monroe County.</i></p>	<p>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.</p>
<p>Parent, Teacher Student Conferences</p>	<p>Report cards, progress reports and student work samples are used to guide parent-teacher-student conferences which were held for all students. <i>Due to the pandemic, some occurred virtually or in an outdoor setting.</i></p>	<p>Informing parents about student progression and strategies to help at home.</p>
<p>Tuesday Folder and Weekly Newsletter</p>	<p>Informing parent of student progress, class and school information.</p>	<p>These communications serve to inform our families and community of different</p>



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		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.	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.
EL Family Engagement Nights	Due to the pandemic, our EL Parent Involvement Nights are being held virtually. These opportunities provide information on school goals, Title I implementation and curriculum. Haitian Creole and Spanish translators attend these events.	Our EL Family Engagement Night strengthens our home-school connection.



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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.
Communicating and working with parents/families as equal partners	
Parent/family programs that build ties between parents/families and school	
Professional Development Opportunities 2020-21: <ol style="list-style-type: none"> 1. A Closer Look at Poverty 2. Overcoming Barriers 3. Best Practices and Community Resources for Teachers and Students 	

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 that affords 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 operated a summer Boost which was held virtually as a result of the pandemic. 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. Additionally, they help parents get counseling services when needed through the Guidance Care Center, Key Bridge, and other providers. We have a partnership with Keys To Be the Change which provides a peer mentoring service to students.</p>



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Family and Community Engagement Coordinator

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

The Family Engagement Coordinator will serve as a liaison between the school administrators, faculty, staff, students' and parents. This key position will 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. It is our hope that our Family and Community Engagement Coordinator will work with our school to coordinate family events/workshops during the evenings or weekends and participating 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.