



# SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN

2022-2023

Poinciana Elementary School

Mrs. Tara L. Whitehead

1407 Kennedy Ave. Key West, FL 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 involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds are spent.
- Will describe how the school will carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA.
- The plan will be jointly developed/revised with parent and made available to the local community.
- How the parents and families are involved in planning, reviewing and improving the schoolwide program plan.
- How the plan uses the findings of the parent and family engagement plan review to parent and family engagement plan.
- How the school will provide each family with timely notice information regarding their right teachers and paraprofessionals.
- How the school will notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teachers who is out of field.
- How the school will provide each family with an individualized student report about the performance of their child(ren) on the State assessments.

### Mission Statement

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

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

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.



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## Involvement 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 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 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.

## Annual Parent Meeting

A description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating

A description of the nature of the Title I program that is shared with parents (schoolwide or targeted assistance)?

A description of how the meeting will cover adequate yearly progress (AYP), school choice, and the rights of parents are covered at the annual meeting?

Poinciana Elementary School will host an annual Title I meeting to inform parents and families of children participating in Title I programs at the beginning of the school year. We will host a single meeting to educate parents. The following topics will be included:

- 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.

## 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, childcare 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



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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. We plan to offer a school wide parent curriculum activity quarterly (i.e. Literacy Night, Science Fair, EL Night, STEM Night, 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**

How the school will implement activities that will build the capacity for meaningful parent/family involvement?

How will the school implement activities that will build relationships with the community to improve student achievement?

How the school will provide materials and trainings to assist parents/families to work with their child(ren)?

How the school will provide other reasonable support for parent/family engagement activities?

<b>Activity and Implementation Plan</b>	<b>Materials / Trainings</b>	<b>Anticipated Impact on Student Achievement</b>
<p>Title I Parent Meetings</p>	<p>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:</p> <ul style="list-style-type: none"> <li>• Annual Yearly Progress (AYP) via Power Point Presentation and handouts</li> <li>• School Choice via district handouts and policies</li> <li>• The right of parents via brochure and other resources</li> </ul> <p>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.</p>	<p>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.</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</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>



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	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 and enhance the school-home connection.
Tuesday Folder, Weekly Newsletters and 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.	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, Blackboard Connect and our communication board are used to notify parents of upcoming SAC meetings. Virtual meeting links are shared with parents/families the morning of each meeting to serve as an additional reminder. The SAC Agenda and Minutes are posted on our school's website for public access.	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	EL Family Engagement Night includes a dinner that is served by staff. 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

A description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in the **value and utility of contributions of parents/families?**

A description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, **in how to reach out to, communicate with, and work with parents/families as equal partners?**

A description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, **in implementing and coordinating parent/family programs, and in building ties between parents/families and the school?**

**Value and utility of parents/families contributions**

**Communicating and working with parents/families as equal partners**

**Parent/family programs that build ties between parents/families and school**

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. Elizabeth Hogan will provide training to POI Staff to share best practices to communicate and value parents/families. MCSD provides Professional Development tailored to meet the needs of our Title I populations. At Poinciana, our AVID Site Team will collaborate and plan to enhance and support the relationship between students, staff, families, and community. Our SAC committee and PTO recruit and encourage involvement from families and community members.

### Parent Resource Center

How other activities, such as the parent resource center, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren)?

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.

Our office staff, during the absence of a 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 offer a summer boost for our EL students. 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.

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 clothes 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.



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*\*\*Parent Educator position is vacant at this time. School Administration is actively recruiting and seeking alternative solutions.*

### Communication

How the school will provide timely information about the Title I programs?

How the school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?

How, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)?

How the school will submit parents/families comments if the schoolwide plan is not satisfactory to them?

Poinciana Elementary School will communicate with parents about the Title 1 programs during the September SAC meeting as well as an informational video that will be shared with parents and families through our school Facebook page. Parents will also be notified in advance when tutoring and other programs are available for academic enrichment and/or intervention support. Parents will be informed about the curriculum through Title 1 parent engagement nights that focus on ELA, Math and Science standards through activities and information. Poinciana Elementary recommends teachers reach out to all parents once the first quarter. Teachers will notate on the progress report or grade card if a parent teacher conference is needed. Parents that are interested in a conference can call or email the teacher to schedule a time either before, during or after school face to face, virtual, or phone conference. All conferencing platforms will be acceptable to meet the needs of the parents, however, face to face conferences are recommended. Parents can email the Office Manager, submit their concerns through the Title 1 Survey or contact the School based Title 1 Contact, Sarah Garr.

### Accessibility

A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?

A description of 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 can understand?

Poinciana Elementary School utilizes Remind, Blackboard, Peach Jar, and other electronic communication which have translation options to provide information to families in their home language. During meetings, we have translators available for Spanish and Haitian Creole speaking families. Teachers and staff also use google translate on electronic devices to communicate with other families. POI utilizes the bilingual staff to assist parents throughout the year when needed.

### Barriers



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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. 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. At this time, POI is actively recruiting a Parent Educator.
Limited translation services for all languages spoken in homes.	We currently have 16 languages spoken at Poinciana. Our website offers translation services for families. Our district currently translates documents in both Spanish and Creole languages. 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. In addition, our bilingual staff is available, when needed, to make Connect-Ed phone calls to translate pertinent information for our Spanish and Haitian Creole families. In addition, the district Blackboard Connect service provides translation for digital communication in 10 languages.
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 MFLC 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. Lastly, an MFLC counselor and VPK/Headstart Social Worker available to assist families.

### Family and Community Engagement Coordinator

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

List areas of need by the School the District Family and Community Engagement Coordinator will support.

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



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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.