

FY23 Title I Schoolwide Plan - Poinciana Elementary (0791) Parent Family Engagement Plan Summary

### Involvement of Stakeholders

Describe how the school will engage stakeholders (parents, families, school personnel, District staff and community) in the planning, development, review, implementation and improvement of the Title I Schoolwide Plan. Include decisions regarding how funding will support parent and family engagement. All SAC meetings should have Title I as a standing agenda item and discussion of such is reflected in the minutes to ensure compliance is met. (Note: Evidence of stakeholder input during the CNA process is available in the CNA Launcher.)

**1. List the name and title for each member/stakeholder responsible for the development and the implementation of the CNA, SWP, PFEF and School-Parent Compact.**

Name	Title
Mrs. Tanya McDowell	Principal
Dr. Pamela Camel	Assistant Principal
Gretchen Johnson	Guidance Counselor
Rachelle Carter	Reading Coach/Parent
Christina Chow	ESOL Teacher
Cassandre Jean-Francois	Behavior Health Professional/SWPB Chair
Djemps Edmond	3 - 5 STEM Teacher/Parent
Maggie McFarlane	Kindergarten Team Leader/Grade Chair
Rhonda Hill	1st Grade Team Leader/Grade Chair
Sarah Harmes	2nd Grade Team Leader/Grade Chair
Kathy Burstein	Parent
Michelle Alpaeti	5th Grade Team Leader/Grade Chair

**2. What are the procedures for selecting members representing all stakeholders? Describe the process for selecting members.**

The invitation was presented at the SAC meeting. Members are a part of the leadership team and are responsible for the organization and implementation of the Parent and Family Engagement plan and School-Parent Compact. Everyone who attending the SAC meeting was invited to participate in the process.

**3. How will stakeholders be involved in jointly developing the Schoolwide Plan (CNA/SWP/PFEF)? Include details of meeting dates and times.**

Input will be documented through notes during parent meetings for group members to analyze and plan next steps. Moreover, input from the CNA and PFEF will be documented. Meeting notes are kept throughout the year to document input. Stakeholders will be involved by providing ideas and feedback for items that will be on the School Wide Plan (SAC/CNA/SWP/PFEF). Stakeholders have an opportunity to provide input at SAC meetings. The meeting dates for the following plans are listed below. SAC - First Wednesday of every month PFEF - August 2022 at 5:30pm CNA - March 2022 at 5:30pm SWP - April 2022 at 5:30pm

**4. How did stakeholders provide input as to how Title I funding will support parent and family engagement? Include the outcome.**

Stakeholders will be invited to ongoing meetings in order to gather input and strategically plan. It will be presented in four steps: presentation, discussion, feedback, and decision making. During SAC meeting stakeholders are able to give input as to how Title 1 funding is spent. Staff members present requests.

**5. List the name and title for each member/stakeholder responsible for ongoing monitoring of the implementation of SWP and PFEF.**

Name	Title
Mrs. Tanya McDowell	Principal
Dr. Pamela Camel	Assistant Principal
Type in the name of member/stakeholder	Type in the title of member/stakeholder

## Annual Meeting

All parents and families are invited and encouraged to attend the Title I Annual Meeting, at a convenient time, to learn about the school's Title I programs, requirements and the rights of Title I parents.

Describe the steps the school will take to conduct an effective Annual Meeting. The meeting should inform parents about:

- What it means to be a Title I School;
- The school's Title I Schoolwide Plan;
- Parent and Family Engagement Plan, including the School-Parent Compact;
- Special programs such as Migrant Education and McKinney-Vento;
- Parent's Right-to-Know; and
- Other opportunities for parents.

### Brief Narrative

#### 1. What is the actual date, time and location of the Annual Meeting?

The Annual Meeting will be on September 14, 2022 at 5:00 p.m., in the Poinciana ES Planetarium.

#### 2. How will you notify parents, teachers and the community of the Annual Meeting? Be specific (school website, marquee, call-out, newsletter, invitations, etc.).

Parent, teachers, and the community will be notified through the school website, marquee posting, call-out, emails, Google Classroom alerts, Class Dojo and social media accounts (Facebook & Twitter).

#### 3. What resources will be prepared for the Annual Meeting? List materials or supplies needed to host the meeting.

Parents will receive an explanation of the Title One program. The resources that will be prepared for the Annual Meeting will consist of the PowerPoint presentation as well as a PowerPoint Presentation on the Title I Schoolwide Plan, Parent Family Engagement Plan, the School-Parent Compact, Migrant Education and McKinney-Vento as well as the Parent's Right-to-Know. The parent will complete a survey at the conclusion of the meeting.

### Staff Trainings

Describe the professional development trainings you will provide to build the capacity of teachers and other support personnel to understand the value and contribution of parents/families, build ties between parents and school staff, effectively reach out to, communicate with and work with families as equal partners in order to improve student achievement.

Staff Training for Parent and Family Engagement #1 (PFEPStep4)					
Name of Training	What specific strategy, skill or program will staff learn to implement with families?	What is the expected impact of this training on family engagement?	What will teachers submit as evidence of implementation?	Month of Training	Responsible Person(s)
Welcoming and Inclusive Schools	Teachers will learn about strategies to prevent stereotypes associated with immigration and how to make students and families comfortable about receiving education and services.	It is expected that families will welcome support from ESOL or ESE without fear of being reported to immigration. Parents will feel free to sign consent paperwork associated with services. It is expected staff will not ask questions pertaining to immigration status	Samples of training activity sheets, sign in sheets, evaluation sheet	September 19, 2022	Multicultural Department
Staff Training for Parent and Family Engagement #2 (PFEPStep4)					
Name of Training	What specific strategy, skill or program will staff learn to implement with families?	What is the expected impact of this training on family engagement?	What will teachers submit as evidence of implementation?	Month of Training	Responsible Person(s)
SEL Connection	Teachers will be able to share with parents Social Emotional Learning Activities such as listening and having thoughtful conversations around mental health, stress relief and services offered at Poinciana	Families will be better prepared to handle mental health matters such as stress and anxiety strategies, question stems, and conversational response stems.	Sign in sheets, agenda, video instructional tutorials for parents	February	Gretchen Johnson



### Parent Trainings

Describe the trainings you will offer parents and families that will build their capacity to support learning at home to improve student academic achievement. Trainings must focus on skills that parents and families can use to extend learning at home, support students in meeting challenging state standards and monitor their child's academic progress.

Parent and Family Capacity Building Training #1 (PFEPStep6)							
Name of Training	What specific strategy, skill or program will parents learn to implement with their children at home?	Describe the interactive hands-on component of the training.	What is the expected impact of this training on student achievement?	Date of Training	Responsible Person(s)	Resources and Materials	Will use funds for refreshments as noted in SWP: <input checked="" type="radio"/> Yes <input type="radio"/> No Amount 200.00
SEL Training Mindful Balancing	To support student learning at home parents will be able to extend conversation to determine their child's social and emotional state of mind	Parent social awareness survey, Parent emotional awareness survey, role play activities	Student achievement will be impacted as parents become aware of triggers that prevent academic success	September 2022	Gretchen Johnson	Surveys, Evaluations, Links, Presentation	
Parent and Family Capacity Building Training #2 (PFEPStep6)							
Name of Training	What specific strategy, skill or program will parents learn to implement with their children at home?	Describe the interactive hands-on component of the training.	What is the expected impact of this training on student achievement?	Date of Training	Responsible Person(s)	Resources and Materials	Will use funds for refreshments as noted in SWP: <input type="radio"/> Yes <input checked="" type="radio"/> No Amount \$0.00
Literacy Night	To support student learning at home parents will be able to understand the grade level expectations of B.E.S.T. standards and report cards	Parents will receive literacy games and practice literacy activities for home. Parents will participate in make and take word building and writing activities for home use.	Encourage and educate parents on how to best support and inspire their child to engage in literacy practices at school and at home. Parents will be able to do this by watching modeled classroom lessons online. Parents will ensure focused practice at home that promote greater student achievement. They will know the expected goals of each progress monitoring period based on the B.E.S.T standards.	October 19, 2022	Rachelle Carter	Presentations, hands on activities, sign in sheets, and evaluations	

Parent and Family Capacity Building Training #3 (PFEPStep6)							
Name of Training	What specific strategy, skill or program will parents learn to implement with their children at home?	Describe the interactive hands-on component of the training.	What is the expected impact of this training on student achievement?	Date of Training	Responsible Person(s)	Resources and Materials	Will use funds for refreshments as noted in SWP: <input type="radio"/> Yes <input checked="" type="radio"/> No Amount \$0.00
STEM Night	To support student learning at home parents will be able to demonstrate and participate within their child's STEM learning standards and incorporate them at home.	The STEM activities from the COX Science Center will emphasize math and science standards across grade levels to include DNA activities, laws and forces of motion and forms of energy through circuits.	Parents will be better prepared to support their child with STEM resources and engagement throughout the year. Parents will be able to watch recorded videos of these trainings in order to provide at home support.	January 25, 2023	STEM Resource Teachers and COX Science Center	COX Science Center's resources and activities along with student sample work	



### Evaluation of Parent Training

Using your parent and family training analysis or reflections, evaluations, and other input, evaluate how the parent and family trainings provided during the school year built the capacity of parent and families to help their children learn at home.

Reflection/Evaluation of Training #1 (PFEPStep7)						
Name of Training	Number of Participants	What were parents able to do as a result of the training?	Have you seen evidence that parents are implementing the strategy, skill or program they learned through this training?	What went well with the training?	What improvements would be made and what steps will you implement to make the training more effective?	
Pumpkin Spice Mindful Balancing	15	Parents were able to discover ways their child's way of receiving love in order to combat stressors that impede academic achievement	<input type="radio"/> Yes <input checked="" type="radio"/> No How do you know? NA	The collaboration among guidance staff and admin staff demonstrated evidence of unity. Technical difficulties with RSVP tool required commitment to double-down efforts to call outs and Dojo messages.	Developing a catchy theme without content in the title has proven to draw more in attendance. Next time content-related phrasing will be removed and more emphasis on a time with students at school will be used. The use of the exit ticket whereby parents held up a color coded strip of content related answered proved effective for all. The immediate feedback was awesome.	
Reflection/Evaluation of Training #2 (PFEPStep7)						
Name of Training	Number of Participants	What were parents able to do as a result of the training?	Have you seen evidence that parents are implementing the strategy, skill or program they learned through this training?	What went well with the training?	What improvements would be made and what steps will you implement to make the training more effective?	
NA	NA	NA	<input type="radio"/> Yes <input checked="" type="radio"/> No How do you know? NA	NA	NA	NA

**Reflection/Evaluation of Training #3 (PFEPStep7)**

Name of Training	Number of Participants	What were parents able to do as a result of the training?	Have you seen evidence that parents are implementing the strategy, skill or program they learned through this training?	What went well with the training?	What improvements would be made and what steps will you implement to make the training more effective?
N/A	N/A	N/A	<input type="radio"/> Yes <input checked="" type="radio"/> No How do you know? N/A	N/A	N/A

## Coordination and Integration

Describe how your school collaborates with other federal programs, District departments, the business community, library systems and other governmental and non-governmental organizations to provide integrated parent and family engagement opportunities. Identify the three (3) **most relevant agencies/organizations that support your school's parent and family engagement goal.**

Partnership #1		Partnership #2		Partnership #3	
Name of Agency	Describe how agency/organization supports families.	Name of Agency	Describe how agency/organization supports families.	Name of Agency	Describe how agency/organization supports families.
McKinney-Vento	This organization supports our families by collaborating on attendance, food and clothing needs, summer camp opportunities	Cox Science Aquarium	Cox provides Astronomy Night and STEM Night training for parents to enhance their understanding of how to incorporate Astronomy & STEM at home as well provide family field trip opportunities. Center & Aquarium	Boca Helping Hands	This organization supports our families by providing food on the weekends for those in need.
	Based on the description list the documentation you will provide to showcase this partnership.		Based on the description list the documentation you will provide to showcase this partnership.		Based on the description list the documentation you will provide to showcase this partnership.
	Pictures of donated items, flyers, applications, email communication		Pictures, invitation, agenda, sign in sheets, activity, evaluations and Dojo uploads, email communication		The documentation that will be provided will consist of photos of the distribution bags/boxes that go home to the families, email communications, contract
	Frequency		Frequency		Frequency
	As needed.		Fall & Winter		Weekly.



## Communication

After reflecting on the stakeholder input meeting, training evaluations and analysis of events, describe the process that your school will use to provide timely and easy to understand updates to parents and families on Title I programs, curriculum, assessments and student progress/proficiency level information.

<p><b>1. Describe how school will provide parents and families with timely information about the Title I programs, meetings and other activities in a format and language parents can understand. Consider Title I programs such as tutoring, mentoring, parent/family trainings.</b></p> <p>Parents and families will receive timely information about the Title I programs, meetings and other activities such as School-Parent Compact, PFEF summary, Parent's Right-to- Know, in a language they can understand.</p>	<p><b>List evidence that you will upload based on your description.</b></p> <p>Flyers, Class Dojo screenshot, signed receipts of compact</p>
<p><b>2. Describe how school will inform parents about the curriculum and proficiency levels students are expected to meet.</b></p> <p>Poinciana STEM will inform parents about the curriculum and proficiency levels students are expected to meet through detailed presentations at SAC Meetings, Curriculum Nights, Parent conferences and Parent Trainings.</p>	<p><b>List evidence that you will upload based on your description.</b></p> <p>PowerPoint presentation, sign in sheets, dojo announcements</p>
<p><b>3. Describe how school will inform parents about forms of academic assessments used to measure student progress and achievement levels of State academic standards.</b></p> <p>Poinciana STEM will inform parents about academic assessments used to measure student progress and achievement levels through detailed presentations at SAC Meetings, Curriculum Nights, Parent Trainings, and an FAST Family Night. This event will detail tips and strategies for parents to help their children prepare for the upcoming assessments. Teachers will review test item specifications and share sample questions.</p>	<p><b>List evidence that you will upload based on your description.</b></p> <p>Meeting Agenda, Flyers, Class Dojo screenshot,</p>
<p><b>4. Describe how school will inform parents about opportunities to participate in decision-making related to the education of their children.</b></p> <p>Poinciana STEM will inform parents about the opportunity to participate in decision-making related to the education of their children through advertising via call out, the school marquee posting, the school website, Class Dojo, and newsletters. They are invited to provide their input during monthly SAC and PTA meetings. Parents are invited to conferences to meet with teachers to make educational decisions for their children. Conferences are being held virtually as an option in order to allow parents more opportunity to attend. Parent input will also be obtained during our parent training and school events and parents will be provided surveys to share their input. In addition, the CNA process and the Title 1 annual meeting will be an open forum for parents to share ideas and ask questions.</p>	<p><b>List evidence that you will upload based on your description.</b></p> <p>Flyers, Class Dojo screenshot, call out logs</p>
<p><b>5. Describe how the school will offer flexible meeting dates and times or trainings, activities and events to remove barriers for attendance.</b></p> <p>Poinciana STEM will offer dates that do not conflict with middle and high school meeting dates. Poinciana STEM virtual meeting dates will also be offered to remove barriers for attendance. Poinciana STEM will also offer morning and evening parent activities.</p>	<p><b>List evidence that you will upload based on your description.</b></p> <p>Google Meet screenshot, Sign-in Sheets, Dojo announcements</p>

## Accessibility

It is important to address barriers that hinder families' participation in activities. After considering information gathered at your parent input meetings, describe how you ensure parents and families in the special categories below are able to fully participate in school meetings, trainings, activities and events.

Describe the accommodations the school will provide for each subgroup of parents listed below.

### 1. Parents and families with limited English proficiency

We will send notifications in the home languages of our families which is Haitian Creole, and Spanish. Also, to support our parents and families with limited English proficiency, we will have translators present.

List evidence that you will upload based on your description. **File Attachments**

Translated compact, PFEF summaries, Parent-teacher conference notes when translator attended

### 2. Parents and families with disabilities

To support families with disabilities Poinciana STEM will provide parents handicapped parking ramps, select seating and audio enhancement

List evidence that you will upload based on your description. **File Attachments**

Photos of handicapped parking, ramps, use of audio enhancement

### 3. Families engaged in migratory work

To support families engaged in migratory work, Poinciana STEM will provide parents the opportunity to participate in the meetings via Google Meet if they are not able to make it in person.

List evidence that you will upload based on your description. **File Attachments**

Google Meet screenshot, select parking, slide presentation handouts, Links to Training videos on dojo

### 4. Families experiencing homelessness

To support families experiencing homelessness, Poinciana STEM will work with the McKinney-Vento office and other donors to provide uniforms, school supplies, food, and share information about available services.

List evidence that you will upload based on your description. **File Attachments**

emails from the McKinney-Vento office pictures of the uniform closet and donated supplies, Science office hours

### Other Activities

List other activities, including additional parent and family trainings, which are planned to strengthen parent and family engagement at your school. Title I funds may not be used to purchase food for these activities.

Activity #1	Name of Activity	Brief Description
Choice Night		Area Middle Schools are invited to showcase their schools to outgoing 5th graders
Activity #2	Name of Activity	Brief Description
April Green Week / Earth Day – Gardening Harvest		Students and parents will be invited to harvest and break down the garden for summer
Activity #3	Name of Activity	Brief Description
September 2 - Cleaning & Planting in the Garden (potatoes, broccoli, herbs)		Students and parents will be invited to clean and prepare and plant vegetables and herbs for the season.

