



## 2019-2020 School Parental & Family Involvement Policy (PFEP)

School: Poinciana Elementary School

Each participating Title I public school must develop jointly with families a written school-level Parent & Family Engagement Policy/ Plan (PFEP) that describes how the school will build family capacity [ESEA Section 1116]. Please complete this form and upload in the ADNTITLE1SCHOOLS share drive.

### Assurances

Please check all the boxes

- ☒ Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds are spent?
- ☒ The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101 of ESEA
- ☒ Jointly develop/revise with families the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community
- ☒ Involve parents and families, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan
- ☒ Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy
- ☒ Provide each family timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals
- ☒ Provide each family with timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is out of field
- ☒ Provide to each family an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [ESEA Section 1116]

  
Principal Signature

9/15/19  
Date Signed



### 1. Involvement of Parents

Describe how your school will involve the 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?

The School Advisory Council, comprised mainly of parents, will be a driving force in decision-making regarding parental involvement at Poinciana Elementary School. The Council meets monthly. Our parents will be accessible to participate in the planning, review, and subsequent improvement of Title I programs. In addition, our school will invite parents to a variety of day and evening events on campus, providing refreshments and reading resources as an incentive to attend. Child care will be provided as needed (evening and morning). Quarterly surveys will be conducted for any parent to provide feedback and input.

### 2. Coordination and Integration with Other Federal Programs

Describe how your school will coordinate and integrate parent and family engagement programs and activities **with Other Federal Programs?**

PES will provide quarterly activities on various topics to meet the needs within each household.

Describe how your school will coordinate and integrate parent and family activities that **teach** parents how to help their child(ren) at home?

[ESEA Section 1116]

Each schoolwide event will be offered in conjunction with parent workshops to engage them in assisting their children at home. Each of these workshops will be conducted by experts in their field who will provide parents with resources and strategies that can be implemented at home.

### 3. Annual Parent Meeting

Describe the specific steps your school will take to conduct an annual meeting designed to inform parents and families of participating children about the school's Title I program

In conjunction with our Meet the Teacher Event, we will be hosting our families for the Annual Parent Meeting. Flyers are sent home to parents in multiple languages informing them of the Annual Meeting. Additionally, a caller is done in English and Spanish and information is posted on the marquee. The day of the meeting the Title I Information is presented by the Principal and handouts are distributed to all parents. Translations are available during meeting. Sign-in sheets are kept for documentation purposes.

Provide a description of the nature of the Title I Program that will be shared with parents and families (schoolwide or targeted assistance).

The items shared within the Annual Parent Meeting include a description of Title 1 schoolwide program, the Student Compact and the manner in which the Title 1 funds are used.

Provide a description of how the meeting will cover the rights of parents at the annual meeting?

During the Annual Title I Meeting the principal will explain to parents their right to request information regarding the qualifications of the teachers. The Parent's Right to Know letters & District PFEP booklet were sent home the first week of school to all parents.

### 4. Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening.

Parents will be surveyed regarding their preferred time for meetings and their specific needs.

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

Based on the response from parents and those attending, we will use Title 1 funds to provide child care, snacks and transportation, if necessary. If families are unable to attend, functions will



be provided at the nearest community clubhouse to ensure that support and information is shared.

## 5. Building Capacity

Please describe all activities that will address the following questions;

- 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?

Content and Type of Activity	Timeline
Provide family involvement programs relative to grade level expectations and curriculum, including attendance policies, homework and test prep information .	Ongoing during 2019-2020 School Year
ELA: Reading/Writing School-wide event with parent workshops to assist with providing support at home.	Ongoing during 2019-2020 School Year
Math/Science School-wide event with parent workshops to assist with providing support at home.	Ongoing during 2019-2020 School Year
Provide food, child care and transportation services as needed, as well as print materials on a range of topics in the school lobby.	Ongoing during 2019-2020 School Year
Employ the use of translation services in print materials, phone calls, conferences and parent programs in multiple languages.	Ongoing during 2019-2020 School Year

## 6. Staff Training

Describe 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 on:

- How to reach out, communicate, and work with parents/families as equal partners
- The value and utility of contributions of parents/families
- How to implement and coordinate parent/families programs, and build ties between parents and schools

Professional Development trainings will be provided for the staff to assist in developing their understanding of Cultural Sensitivity and Engaging Students of Poverty as well as increasing Parent Involvement within our School. This will provide the staff with an understanding and strategies to help students improve academically.

## 7. Other Activities

Describe 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)?

By providing parents with easily accessible resources and academic experiences, they will feel empowered to assist their children with their academics.

## 8. Communication

Describe how will your school provide timely information about the Title I programs?

A full description of the Title I program will be presented at the Annual Parent Meeting, in conjunction with Meet your Teacher.



How will your school 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?

Information regarding the curriculum, grade level expectations and the assessments used to measure student performance will be provided by individual grade level teachers at Curriculum Night.

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

Parent conferences, MTSS, LEP/ELL and IEP meetings will be scheduled by either the parent or the school to discuss individual student progress. Parents also have opportunities each month to provide input and participate in decisions relating to the education of their children during School Advisory Committee Meetings as well as PTO Meetings.

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

Quarterly surveys are provided to the parents for input and feedback in regards to the various school-wide plans and parent training topics they desire to have offered by the school.

## 9. Accessibility

Describe how your school parent/family engagement activities for all parents/families? *(including parents with limited English proficiency, disabilities, and migratory children).*

Information regarding parent meetings/programs and student conferences will be provided by flyer, notes in student binders or planner, parent calls (individual and/or school-wide, the use of the school marquee and school website. Parents with disabilities will have access to parental involvement activities and/or services through support staff, interpreters, materials sent home, or any other way requested by the parent.

Describe how your 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?

Interim and Student Based Progress Reports will be sent home in one of three languages. Print materials and phone calls will be translated and transportation services will be provided on an as needed basis.

## 10. Discretionary Activities

Describe if the school provides Any activities that are not required, but will be paid for through Title I, Part A funding (for example, home visits, transportation for meetings, activities related to parent/family engagement, etc.)

Transportation services will be provided on an as needed basis.

## 11. Barriers

Describe the barriers that hindered participation by parents during the previous school year. Include the steps the school will take during the upcoming 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 the Specific Subgroup)	Steps the School will Take to Overcome
Limited English or Overall Literacy	Provide translations in written and oral form
Limited Transportation	Provide additional opportunities at the nearby community clubhouse to encourage involvement and workshops



## 12. Upload Evidence of Input from Parents on the development of the PIP

- ☐ Upload a copy of SAC minutes that include statement that parents were given the opportunity to discuss and provide input on the **FY20 Parent & Family Engagement Policy(PFEP)** prior to approval. Please upload document in your school FY20 Planning folder (#11) in the ADNTITLE1SCHOOLS drive. [Link](#)
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## 13. Upload Parent-School Compact

- ☐ Upload an electronic version of the FY20 Parent-School Compact. Please upload document in your school FY20 Planning folder (#11) in the ADNTITLE1SCHOOLS drive. [Link](#)
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## 14. Upload Evidence of Parent Involvement in Development of Parent-School Compact

- ☐ Provide copy of SAC minutes that include statement that parents were given the opportunity to discuss and provide input on the **FY20 Parent –School Compact** prior to approval. Please upload document in your school FY20 Planning folder (#11) in the ADNTITLE1SCHOOLS drive. [Link](#)

### **Evaluation of the previous year's Parent and Family Engagement Plan**

**Review your FY19 School Parent and Family Engagement Policy (PFEP) and complete the sections below.**

#### **1. Building Capacity Summary**

Provide a summary of activities provided during the **2018-2019** school year that were designed to build the capacity of parents to help their children. Include participation data on the Title I annual meeting, Parent Institute workshops and any other parent workshops. **If activity was not completed, provide an explanation in the space below.**

Content and Type of Activity	Number of Activities	Number of Participants	How did this activity build parent and family capacity to improve student achievement? If not completed, provide rationale.
Annual Title I Meeting	1	491	This activity provided the parents and families with information on the inner workings of the school, expectations for success and the opportunity to meet their child's teacher.
Provide family involvement programs relative to grade level expectations and curriculum, including attendance policies, homework and test prep information.	4	The range varied between 40-200. (Average: 100)	These activities provided the parents and families with information specific to the academics of their children, ways to assist their children at home and support the learning occurring at school.
ELA: Reading/Writing School-wide event with parent workshops to assist with providing support at home.	1	115	These activities provided the parents and families with information on ways to assist their children at home and support the learning occurring at school.
Math/Science School-wide event with parent workshops to assist with providing support at home.	2	190	These activities provided the parents and families with information on ways to assist their children at home and support the learning occurring at school.
Provide food, child care and transportation services as needed, as well as print materials on a range of topics in the school lobby.	8	Varied	These activities provided the families an opportunity to participate in the school activities and be contributing members to the decision-making process to work collectively to improve the academic situation of their children.
Employ the use of translation services in print materials, phone calls, conferences and parent programs in multiple languages.	Ongoing throughout the year	Varied	These activities assisted in bridging the communication barrier and allowing the families to be able to communicate directly with us and personally present their needs, concerns and appreciation for programs implemented.



## 2. Staff Training Summary

Provide a summary of the professional development activities provided by the school during the **2018-2019** school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school.

Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
Professional Development trainings will be provided for the staff to assist in developing their understanding of Cultural Sensitivity and Engaging Students of Poverty as well as increasing Parent Involvement within our School. This will provide the staff with an understanding and strategies to help students improve academically.	2	All Instructional Staff	These activities provided the staff with an awareness to understand the needs and obstacles which are encountered by individuals of lower socio-economic groups as well as strategies to address the gaps in understanding and create a bridge of communication.

## 3. Review your FY19 School Parent and Family Engagement Policy (PFEP) Barriers Section.

To what extent did your site implement the steps described in your PFEP? How will Title I Parent and Family Engagement (PFE) funds be used to address the barriers that persist?

Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome	Implementation (Full, Partial, Not Yet)	How will Title I PFE funds be used to address the persistent barrier(s)?
Limited English or Overall Literacy	Continue to provide translations in written and oral form on all communication	Full	Title 1 funds will be used to allow staff to have specific time to support with translations to written communication and be available for translations when parents come to the school.
Limited Transportation	Provide additional opportunities at the nearby community clubhouse to encourage involvement and workshops	Full	Title 1 funds will continue to be used to provide transportation from our communities where families are less likely to have personal forms of transportation.