

Ponce de Leon Elementary School 2021-22

Parent and Family Engagement Plan

I, Antonio Smith, 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 and 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 parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parent and family engagement plan and distribute it to parents of participating children and make available the parent and family engagement plan to the local community [Section 1118 (b)(1)];
- Involve parents, 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 parent and family engagement plan and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parent and family engagement plan review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parent and family engagement plan [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(I)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

Signature of Principal or Designee

Date Signed

Ponce de Leon Elementary School 2021-22

Parent and Family Engagement Plan

Mission Statement

Parent and Family Engagement Mission Statement

Response: The _Ponce de Leon Elementary School _ community creates a quality educational setting that promotes critical thinking skills for college and careers by providing a relevant and rigorous curriculum and building positive relationships.

Engagement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parent and family engagement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response: __Ponce de Leon Elementary School believes in involving parents in all aspects of its Title I programs, therefore our school will encourage parents to become active members of our School Advisory Council (SAC). More than 50 percent of the members of the SAC are required to be parent (non-employee) representatives. The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the School Improvement Plan (SIP) and Parent and Family Engagement Plan (PFEP). Therefore, parents will be provided opportunities to give input in the development and decision-making process of all Title I activities related to the school. An annual evaluation will be conducted using surveys completed by stakeholders. The results will be analyzed to evaluate the effectiveness of the school's parent involvement program. Parents may request additional support either directly through their child's teacher or grade level administrator. A parent may also request support during regularly scheduled SAC or PTA meetings.

Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

count	Program	Coordination
1	Individuals with Disabilities Education Act (IDEA)	Supplemental instruction provided by the school will be discussed with parents during the development of the students' IEP.
2	VPK	Pre-School Instruction is provided at the school in preparation for kindergarten. The program is monitored by the VPK gold assessment and STAR assessment. Ponce de Leon Elementary and VPK will work together to coordinate transition programs for students entering the regular public school program. Activities may include coordinated meetings with parents, VPK

Ponce de Leon Elementary School 2021-22

Parent and Family Engagement Plan

3	Kindergarten Orientation	<p>teachers and the kindergarten teachers to discuss the specific learning needs of students, joint parent meetings to discuss transitioning, etc. Local VPK providers will also be invited to visit the school discuss readiness skills and strategies that will better prepare students to transition into kindergarten.</p> <p>Incoming Ponce de Leon Elementary School families are invited to discuss procedures, curriculum, school orientation and district policies. Families will also learn strategies to use at home to prepare their child for kindergarten.</p>
4	Transition to Middle School	<p>The school will provide important information to families to help their child(ren) transition to Middle School. Families will learn about special programs and courses offered at the middle school level.</p>
5	Title II	<p>Professional development modules will be provided to schools to support the professional development needs of staff related to parental involvement. LEA staff will provide support and monitor the implementation to ensure that training is provided as required.</p>

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Maintain documentation	Principal and Assistant Principal	September, 2021	Title I audit box housed in Principal's secretary office and documentation will be uploaded to electronic audit box
2	Stand Alone Annual Title I Parent Meeting	Principal	September, 2021	Agendas and sign-in sheets
3	Create sign-in sheets	Assistant Principal	August, 2021	Sign-in sheets for meeting and individual classrooms
4	Advertise/publicize event	Principal and Assistant Principal	August, 2021	School Messenger messages, school marquee, and posting on school website
5	Develop and disseminate invitations	Principal, teachers, and Assistant Principal	August, 2021	Flyer with date of dissemination and posting on school website

Ponce de Leon Elementary School 2021-22

Parent and Family Engagement Plan

6	Develop agenda, handouts, and/or presentation materials that address the required components	Principal and Assistant Principal	August, 2021	Copies of agendas, PowerPoint presentation, and handouts
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Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, childcare, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

Response: _Ponce de Leon Elementary School_ seeks to provide excellent customer service and availability for parents. The administrators make themselves available to parents to the largest degree possible when parents come to the school with questions or concerns. We offer evening events throughout the year. Meetings will be offered virtual and/or in-person. These events will engage families in understanding individual student progress, academic standards, curriculum resources, specific grade level expectations, as well as, skills/strategies and resources to support home learning through the use of academic games, computer-based learning programs, and interactive activities. Further, our bilingual assistants will be available to translate information to Spanish speaking families. For families who are unable to attend the Title I Annual Meeting, a missed meeting notification letter will be sent home to parents that details information shared during the meeting. The Title I Annual Meeting will be recorded for families who are unable to attend the meeting. The recording will be available for families to view at a convenient time. The recording will be posted on the school website. Families will also receive a school messenger parent call from the principal, notifying them of how to access the recorded version of the Title I Annual Meeting. Additionally, PTA & SAC meetings are held the 4th Thursday of each month during the evening.

Building Capacity

Describe how the school will implement activities that will build the capacity for strong parent and family activities, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child’s academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement What skill that reinforces learning at home will families gain during this event?	Timeline	Evidence of Effectiveness
1	Family & School Meet and Greet	Principal and Assistant Principal	Building relationships with parents from the onset. Assist parents and students with school-	August 2021	Sign-in sheets, handouts, agendas, and

Ponce de Leon Elementary School 2021-22

Parent and Family Engagement Plan

			wide and classroom expectations so that their child(ren) will be successful during and after school.		presentation materials
2	Title I Annual Meeting	Principal and Assistant Principal	Families will learn about Title I resources available to support their child's academic progress. Under academic state standards, testing, upcoming parental involvement opportunities and ways to partner with the school, Title I budget, input, and expenditures, as well as our Title I Parent Station located in the Front Office.	August 2021	Sign-in sheets, handouts, agendas, and presentation materials
3	Back to School Night – Open House	Principal and Assistant Principal	Understanding state standards, curriculum resources, classroom expectations, family engagement activities, and skills/strategies to support home learning. Understanding the new B.E.S.T standards to increase student mastery of the K-2 standards.	September 2021	Sign-in sheets, handouts, agendas, and presentation materials
4	Book Fair (Fall & Spring)	Principal and Assistant Principal/Media Specialist	A station will be setup by the check-out counter that contains various reading strategies (grade level specific) that parents can do at home to support their child.	October 2021 February 2022	Sign-in sheets, handouts

Ponce de Leon Elementary School 2021-22

Parent and Family Engagement Plan

4	Fall Festival	Principal and Assistant Principal	Parents and student will participate in activities to support reading achievement.	November 2022	Sign-in sheets and handouts
5	Parent-Principal Round Table Meeting	Principal	Parents will have the opportunity to meet with principal to discuss school issues and work towards improving school culture. Sessions topics will include highest student achievement, making learning gains in math, science and reading	September 2021 SAC meeting	Sign-in sheets and handouts
6	Ready, Set, Kindergarten	Principal and Assistant Principal	Families will learn about our school, programs, and kindergarten readiness skills.	January 2022	Sign-in sheets and handouts
7	For the Love of Literacy Night	Principal and Assistant Principal/Literacy Coach	Learn and talk about books to increase reading achievement.	October 2021	Sign-in sheets and handouts
8	STEM Night & Gaming	Principal and Assistant Principal/Instructional Coaches/STEM Coordinator	Engage in fun activities that center around the integration of science, technology, engineering, and mathematics.	January 2022	Sign-in sheets and handouts
9	I heart Music & Art	Principal and Assistant Principal/Music & Art Teachers	Appreciation for the Arts	October 2021	Sign-in sheets and handouts
10	Winter Music Concert	Principal and Assistant Principal/Music Teacher	Musical recital-Student Performance	December 2021	Sign-in sheets and handouts
11	Florida Standards Assessment (FSA) Family Night	Principal and Assistant	Understanding the Florida Standards Assessments, test	March 2022	Sign-in sheets, handouts, agendas, and

Ponce de Leon Elementary School 2021-22

Parent and Family Engagement Plan

		Principal/Grade 3-5 Teachers	specification, scheduling, expectations, using the data to support achievement across all subject areas.		presentation materials
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Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement How will this help staff build school/family relationships?	Timeline	Evidence of Effectiveness
1	Communicating with Parents	Principal, Assistant Principals	Improve the ability of staff to work/communicate effectively with parents.	August 2021- May 2022	Conference agenda and other appropriate documentation as required
2	Restorative Practice Training	Principal, Assistant Principals, RP Coordinator	Training in use restorative circles will be presented to increase the knowledge of classroom teachers in how to facilitate these meeting to engage student agency.	August 2021- October 2021	Sign-in sheets, handouts, agendas, and presentation materials
2	Equity Training	Principal, Assistant Principals, Team Leaders, teachers	Working from an equity-based lens/approach to improve student academic & behavioral outcomes.	August 2021 - May 2022	Sign-in sheets, handouts, agendas, and presentation materials
3	SAC	Principal	Provide background knowledge on	September 2021	Teacher/Parent/Administration observations and meeting

Ponce de Leon Elementary School 2021-22

Parent and Family Engagement Plan

			student population, collaborate on school wide routines and processes	- May 2022	
6	AVID Training	AVID Coordinator	Increase staff awareness of the importance of increasing parent involvement.	September 2021	Sign-in sheets, handouts, agendas, and presentation materials
7	Focus-101 (using the parent communication contact tab	Assistant Principal	Increase staff awareness how to access and document parent contacts in Focus.	August 2021	Sign-in sheets, handouts, agendas, and presentation materials
8	Customer Service Training	Principal	Increase staff awareness of how to appropriately interact with parents/visitors	August 2021	Sign-in sheets, handouts, agendas, and presentation materials
9	Effective Parent Conferencing	Principal/ Assistant Principal	Increase teachers understanding of how to conduct an effective parent conference as well as how to talk to parents.	August 2021	Sign-in sheets, handouts, agendas, and presentation materials
10	Team Facilitator Meetings	Principal	Data driven discussions to increase engagement and learning gains. Based on data/trends, brainstorm ways to create meaningful activities for parents to support learning at home. There will also be time built-in for us to discuss strategies to increase parent involvement. As a team facilitator, they seek input from	August 2021 - May 2022	Sign-in sheets, handouts, agendas, and presentation materials

Ponce de Leon Elementary School 2021-22

Parent and Family Engagement Plan

11	Teacher Induction Program	Principal	<p>their grade level teachers to discuss during the monthly meetings. The feedback is then connected to professional development.</p> <p>Acclimate new staff to the school.</p> <p>Discuss expectations, policies, programs, and supports to meet the needs of the individual teacher/staff</p>	September 2021 - May 2022	Sign-in sheets, handouts, agendas, and presentation materials
12	MTSS Training	Student Service/Assistant Principal	<p>Using a data driven systematic process for identifying students who need additional layers of support to meet grade level expectations</p>	September 2021 - January 2022	Sign-in sheets, handouts, agendas, and presentation materials

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

Response: __Ponce de Leon Elementary School will maintain a system to provide parent resources, as well as inform others of their availability. We are working together with parents to update email contacts in Focus and work with teachers to support teacher-parent communication via email. A Title I Parent Station will be located in the Front Office that has brochure information, fliers, and resources to support families. Resources will be translated/printed in both English and Spanish.

Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];

Ponce de Leon Elementary School 2021-22

Parent and Family Engagement Plan

- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children [Section 1118(c)(4)(C)]; and
- If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

Response: __Ponce de Leon Elementary School__ will provide information to parents regarding Title I programs in a timely manner using various methods of communication including meetings, letters home, the school messenger, email and the school website. At the Back-2-School night and **stand-alone Annual Title I Meeting**, information about Title I programs, curriculum, and academic assessments will be shared in general meetings. Teachers will maintain sign-in sheets and provide a copy to the Title I coordinator who will also maintain documentation on the dissemination of information, distribution methods, and timelines. Parents will be provided a response form to complete to provide input or to ask questions. The principal will respond by email to all questions left. If a parent is unsatisfied with the school-wide program plan under Section 1114 (b)(2), they will be asked to provide their comments to the Principal who will then provide the comments to the Title I office. Up-to-date information will also be kept at the "Parent Station" located in the front office for parent convenience.

Accessibility

Describe how the school will provide full opportunities for participation in parent and family engagement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

Response: _Ponce de Leon Elementary School ___ will make the Parent and Family Engagement Plan (PFEP) available to parents in all languages represented at school site on the school's website. A hard copy of the PFEP will be housed in the "Parent Station" located in the front office and will be copied upon parent request. Written communication may be requested to be translated in languages other than English. Upon parent request, a translator will be made available at parent meetings and in the school office to provide translation services to ensure that parents are able to fully participate in parent meetings. American Sign Language (ASL) translation services will also be made available upon parent request.

Discretionary Activities

School Level Parent and Family Engagement Plan Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

Ponce de Leon Elementary School 2021-22

Parent and Family Engagement Plan

Not Applicable

Upload Evidence of Input from Parents (into the Audit Box KIA Folder)

Upload evidence of parent input in the development of the plan

Upload Parent-School Compact (into the Audit Box KIA Folder)

Note: As a component of the school-level parent and family engagement plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload an electronic version of the Parent-School Compact in all languages represented at school site.

Upload Evidence of Parent Involvement in Development of Parent-School Compact (into the Audit Box KIA Folder)

Note: As a component of the school-level parent and family engagement plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload evidence of parent input in the development of the compact.

Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

Count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement What skill that reinforces learning at home did families gain during this event?
1	Title I Annual Meeting	1	43	Parents were informed regarding resources and programs available through Title I to increase student achievement. Families learned about the Title I budget and expenditures, curriculum used, resources, staff model, and parental involvement opportunities.
2	Back to School Night-Virtual	1	43	Parents and students had the opportunity to get to know the teachers and learn ways to support students at home. Parents were able to see work students completed in school and plan for improvement where needed. Translation was available.

Ponce de Leon Elementary School 2021-22

Parent and Family Engagement Plan

3	For the Love of Reading Night-Virtual	1	50	Reading and talking about books is a wonderful way to share thinking and develop a love of books. Families were engaged in discussion and activities about books
4	Ready, Set, Kindergarten	1	3	Learn more about the school, programs, and resources to support kindergarten readiness.
5	FSA Parent Night (Grades 3-5)	1	3	Informational session regarding FSA testing, scheduling, test specifications. Families had a chance to ask questions.
6	Parent Conferences	8	1	Parents were invited to participate in a virtual conference with teachers. Teachers also set phone/virtual conferences, to receive specific academic information on grade level standards, expectations, and their child's progress, as well as instructional strategies and activities that allow the parents to extend learning at home. Translation was available.
7	SAC Meetings	8	2	Parents were invited to the monthly SAC meetings to learn about the progress of the school, programs, and how to support learning at home.

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous 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 [Section 1118 (e)(3)].

Count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Ongoing Collaborative Planning & PLC's with Instructional Coaches	36	45	Teachers worked together to analyze data to plan for differentiated instruction, target students, lesson plan and problem solve behavior issues in the classroom. The information was used to have data led conferences with parents and students in which together goals were set for individual student needs. Teachers used the data to plan lessons.
2	Analysis of Student Work Samples	8	45	Led by principal and content-area coaches. Teachers analyzed student work to ensure tasks aligned to the standard, diagnosis strengths, areas

Ponce de Leon Elementary School 2021-22

Parent and Family Engagement Plan

				for growth, identify misconceptions, and to plan actionable steps to support the individual needs of each student.
3	Accessing Complex Text	8	45	Led by Literacy Coach. Teachers learned about how to improve teaching using complex grade level text, vocabulary, multisyllabic words, close reading processes, and effective questioning.

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parent and family engagement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

Count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Covid-19 Pandemic	District visitor restrictions were enforced to ensure the health and safety of all stakeholders. Meetings were held virtually to maintain effective communication between home and school to discuss student progress. We will communicate with families more often to keep them connected to the school.
2	Language	Spanish is the primary language for a large population of our families. We will continue to provide a Spanish translator at school events to support our families.
3	Childcare	Childcare will be offered for parent workshops and activities.

Best Practices (Optional)

Describe the parent and family engagement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

Count	Content/Purpose	Description of the Activity
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