CCPS
Collier County Public Schools
Federal, State and Competitive Grants

2026-2027 School Parental & Family Engagement Plan (PFEP)

School: Poinciana Elementary

Each participating Title I public school must develop jointly with families a written school-level Parent & Family Engagement Plan (PFEP) that describes how the school will build family capacity [ESEA Section1116]. Please complete this form and upload it in the **Title I Drive - Teams**.

Assurances

Please check all the boxes

√	The school will involve the parents of children served in Title I, Part A programs in decisions about how funds are spent.
√	The school will be governed by the statutory definition of parental involvement and will conduct programs, activities, and procedures in accordance with the definition outlined in Section 8101 of ESEA
√	Jointly develop/revise with families the school parental involvement plan and distribute it to parents of participating children and make available the parental involvement plan to the local community. **SAC minutes need to be submitted documenting the discussion and detailed feedback provided by parents on this plan**
√	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 plan and the joint development of the Title I Schoolwide Plan. **SAC minutes need to be uploaded documenting the discussion and detailed feedback provided by parents on this plan**
√	Use the findings of the parental involvement plan review to design strategies for more effective parental involvement, and to revise, if necessary, the school's Parent Engagement Plan. **The school will analyze the Title I Stakeholder survey data to develop this plan.**
√	Provide each family with timely notice of their right to request information about the professional qualifications of their child's 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 Section1116]
√	Publish the complete PFEP on the School website and share it on social media. The school must upload proof of distribution with Title I required documentation.

Principal Name Georgetta Elgin

Principal Signature Georgetta Elgin

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.**

We will share Title 1 Use of Funds with our SAC and ask for input on how we should spend the budget. SAC will base these decisions on School Improvement goals that have been established. Any adjustments to the budget will be discussed during the SAC meeting. Parents, students and all stakeholders will stay informed through home flyers, newsletters, school email, and monthly calendars. All communication will be translated in Spanish. All parents are asked to complete the Title I School Stakeholder Input Survey. This provides an opportunity for input and suggestions on the use of Title I funds.

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 such as Migrant, Head Start, ELL, etc.** Describe how your school will coordinate with other programs to integrate parent and family activities that teach parents how to help their children at home. [ESEA Section 1116]

We will provide Math, ELA/Literacy, Science/STEAM, and other informative parent engagement opportunities for families throughout the year to assist parents in working with their children at home and provide strategies for encouraging daily reading.

Parent and family engagement programs and activities are designed to meet the needs of Title 1 requirements, parents and Exceptional Student Education, Head Start, and English Language Learners, as well as the requirements of the school improvement grant personnel from each representative group are engaged in planning, implementation, and communication of engagement programs. Translation in Spanish are provided for every meeting, training, event, flyer, and school email.

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

An annual Parent Title 1 Meeting will be conducted during our Meet the Teacher event and sign-in sheets will be kept for documentation purpose. Parents will receive communication about this event via a variety of communication techniques (flyer, email, social media, electronic email). Translation will be provided to any family member who needs it. The annual Title 1 Meeting will be held in the cafeteria, which will also include a variety of other resources for families. An annual Title 1 meeting flyer will be available in the front office in two languages and the meeting will be advertised on the school marquee.

Provide a description of the nature of the Title, I Program that will be shared with parents and families (schoolwide or targeted assistance). Provide a description of how the meeting will cover the rights of parents at the annual meeting. **Schools should use the Annual Title I PPT template provided by FSCG during this meeting.**

The Title I Program presentation will be held to inform parents of the Title 1 funding expenditures, the opportunity to participate in school decision making through the School Advisory Committee, and the rights of parents. This information will be communicated to parents and families in a flyer and electronic newsletter which will be sent home in two languages.

4. **Flexible Parent Meetings**
Describe how the school will offer a **flexible number of meetings**, such as meetings in the morning or evening.

We will offer a variety of events at various times during the academic year, including both morning and evening meetings, to accommodate the schedules of parents/guardians and all stakeholders. A poll will be conducted at the School Advisory Council (SAC) to determine the most suitable times for their participation. The majority of parents said that they like to meet in the late afternoon. These other times, such as evening events, are scheduled to ensure our school is a welcoming and accommodating place for parent/guardian needs. Parents who are not able to attend are highly encouraged to reach out to schedule a time to meet.

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

We use our Title 1 funds to support family engagement events and trainings. During these events we supply materials and food for families.

5. **Building Capacity**

Please describe all activities that will address the following questions.

- How will the school implement activities to build the capacity for meaningful parent/family involvement?
- How will the school implement activities to build community relationships to improve student achievement?
- How will the school provide materials and training to assist parents/families to work with their child(ren)?
- How will the school provide other reasonable support for parent/family engagement activities?
- **How the school will coordinate and provide activities that support student transition (Kindergarten, Middle school, High school & College).** ***List at least one activity to support the transition.***

Activity Name	Activity Description and Content	Timeline
Annual Title I Meeting/Meet the Teacher	Welcome families on campus and open lines of communication between teachers and families with resources/assistance for filling out lunch applications, receiving/purchasing school supplies, determine student transportation, and signing up for school age programs. Finally, we communicate goals and expectations for students/families. Our Annual Title 1 Meeting will be partnered with our Meet the Teacher Night. The Title 1 PowerPoint and use of funds is shared.	**August 2026**
School Advisory Council Meetings (SAC)	Monthly meetings are held to allow for parent and community input in the overall functioning of the school. SAC assists in the development, implementation, monitoring and evaluation of the School Improvement Plan.	**September 2026-May 2027**
Curriculum Night	Parents and Families are invited to attend and learn about their child's curriculum and to be able to connect with their child's teacher to help ensure academic success.	**Fall 2026**
Title 1 Parent Academy	Various literacy, math, and science activities/strategies are shared with parents to use at home with students.	**Fall 2026**
Kinder Round Up/PreK Stars on Tour	Builds knowledge for parents on how to help their children succeed in school. This also helps to support the transition to kindergarten for all stakeholders.	**Spring 2027**
EOY Award Ceremonies	Families will be invited to participate in the EOY recognition events for students K -grade 5. The awards will include academic excellence, academic achievement, and most improved.	**May 2027**

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 collaborate with parents/families as equal partners
- The value and utility of contributions of parents/families
- How to implement and coordinate parent and family programs and build strong ties between parents and schools

Our staff members value parental input and receive training in involving parents in meaningful ways within the school community. The focus of the training is on how to empower families to become engaged in their child(s) education but also covers specific practices to support families. The training for faculty and staff takes place in August of 2026 at the start of each school year to encourage parent/family support, communication, and encouragement.

7. Communication

Describe how your school will provide timely information about the **Title I programs (PFEP Plan, SIP, and any programs funded with Title I)**

We communicate with our families by sending home information regarding the PFEP Plan, SIP, and any programs funded with Title I money with students via flyers, electronic newsletters, and school email. This information can also be found on our school website and made available at our front desk and will be translated into two languages.

How will your school **share with parents** the curriculum at the school, the forms of assessment used to measure student progress, and the achievement levels students are expected to obtain?

This will be shared through SAC meetings, parent nights and/or morning events, student-led conferences, and curriculum nights and/or mornings.

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)?

Poinciana hosts a Title I information night and Curriculum Night. The curriculum night allows families time to interact with the grade level teams to better understand the expectations for the grade level content, classroom, and homework expectations. Parents can request a meeting at any time to discuss any concerns or suggestions. Monthly SAC meetings also provide a forum for input and suggestions.

How will your parents/families submit comments if the Schoolwide/SIP and Parent and Family engagement plans are not satisfactory to them?

During SAC meetings, parent-involvement events, and leadership meetings, we will share and discuss strategies to improve student achievement and communication with parents relating to student progress. Adjustments are made accordingly based on feedback received.

***8.* Accessibility**

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

We provide translations in Spanish at all events and on all written communication. Our ESE department helps to support families with disabilities, and our school has access for families with physical disabilities.

Describe how your 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.**

We communicate consistently with families via flyers and school email system including a bi-weekly electronic newsletter translated in Spanish.

9. 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
Transportation	• Offer parent conferences via phone/Webex • Flexible scheduling for conferences/events
Communication	• provide translation at all school events • send communication in two languages via flyers, email, and newsletter

10. Upload Evidence of Input from Parents on the development of the PFEP

Upload a copy of SAC minutes that include a statement that parents were given the opportunity to discuss and provide input on the **FY27 Parent & Family Engagement Plan (PFEP)** prior to approval. Be specific about the feedback provided by parents. Please upload the document in your school folder in the **Title I Drive - Teams**.

11. Upload FY26 Parent-School Compact

Upload an electronic version of the FY27 Parent-School Compact. Please upload document in your school folder in the **Title I Drive - Teams**.

12. 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 **FY27 Parent –School Compact** prior to approval. Be specific with the feedback provided by parents. Please upload document in your school folder in the **Title I Drive - Teams**

Evaluation of the Previous Year's Parent and Family Engagement Plan

Review your FY26 School Parent and Family Engagement Plan (PFEP) and complete the sections below.

1. Building Capacity Summary

Provide a summary of activities provided during the 2025-2026 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.** Please make sure that the numbers match the Parent Event Tracking Sheet uploaded in your Title1Crate for FY26.

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 it was not completed, provide a rationale.
FY25 Annual Title I Meeting/Meet the Teacher	**2**	**404**	We shared information with parents on how we used funds, as well as shared ways on how to get involved in their child's education.
Curriculum Night	**1 time**	**344**	Parents gained a better understanding of their child's curriculum, their child's progress, classroom expectations, and how to support their child's learning at home.
Title 1 Parent Academy	**1 time**	**161**	Parents learned a variety of strategies to assist their child at home with homework, including reading and math.

School Advisory Council Meetings (SAC)	**8 times**	**Average 8**	Monthly meetings were held to allow for parent and community input in the overall functioning of the school. SAC assisted in the development, implementation, monitoring and evaluation of the School Improvement Plan.
Kinder Round Up/Pre-K Stars on Tour	**1 time**	**10**	Provided information on ways parents can help their child transition and succeed in Kindergarten.

2. **Staff Training Summary**
Provide a summary of the **professional development** activities provided by the school during the 2025-2026 school year to educate staff on the importance of Parent and family engagement. 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	How did this activity build parent and family capacity to improve student achievement? If it was not completed, provide a rationale.
Staff received professional development in August on how to increase parental communication and increase parent engagement.	1	51	Staff were trained at the beginning of the year on the importance of having parental involvement to increase students' academic success.

3. **Review your FY26 School Parent and Family Engagement Plan (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 took to Overcome	Implementation (Full, Partial, Not Yet)
Transportation	• We will continue to offer parent conferences via phone/Webex • We will provide opportunities to our families to have different times of the day for scheduling for conferences/events so parent participation was high.	Full
Communication	• We will provide translations at all school events to establish an inclusive environment for all stakeholders. • We will continue to send communication in two languages via flyers, email, and newsletter to keep all families informed and connected to our school community.	Full