



**PM Wells Charter Academy**  
 2426 Remington Blvd,  
 Kissimmee, FL 34744  
 Phone: (321) 697-1020

**2023-2024 Title I, Part A Parental and Family Engagement Plan**

**Assurances**

- 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 carry out the programs, activities, and procedures in accordance with the definitions in Section 80101 of Every Student Education Act (ESEA).
- The plan was jointly developed/revised with parents and made available to the local community.
- How the parents and families are involved in planning, reviewing and improving the school-wide program plan.
- The plan uses the findings of the parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan.
- The school will provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.
- The school will notify each family, in a timely manner, when their child has been assigned, or had been taught for four or more consecutive weeks, by a teacher who is out of the field.
- The school will provide each family with an individualized student report about the performance of their child(ren) on the State assessments.

*[Handwritten Signature]*

\_\_\_\_\_  
 Signature of Principal or Designee

*5/17/23*  
 \_\_\_\_\_  
 Date Signed

**School Name: PM Wells Charter Academy**

**Mission Statement (Optional)**

PM Wells provides world class educational solutions with an unwavering dedication to student success and an unyielding commitment to ethical and sound business practices. We provide a choice for our stakeholders that fosters and promotes educational excellence.

**Parental and Family Engagement Mission Statement (Optional)**

N/A

**How the parent and family engagement plan is a shared responsibility? (Optional)**

All stakeholders within the school, inclusive of administration, teachers, parents, students, and the Educational Service Provider's (ESP) personnel will participate in the implementation for the PFEP.

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

N/A



How the school will involve the parents and families in an organized, ongoing, and timely manner, in the planning, reviewing and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used? [Elementary Student Education Act 1116]

PM Wells Charter Academy strives to involve all parents in the planning, review, and improvement of Title I programs and our Parent & Family Engagement Plan. All parents are invited to attend meetings regarding the development of the required plan through flyers, emails, school marquee, and REMIND. Parents are asked for their input on activities and trainings provided by the school. The school uses the notes from the group discussion to guide writing the plan.

**Coordination and Integration with Other Federal Programs**

How the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home? [Elementary Student Education Act Section 1116]

We will coordinate at least two major events per year, one per semester. Each event will be dedicated to assist parents in how to help their students in all of assess areas. The Fall activity will target the baseline assessments thru I Station, FAST, STAR, Achieve 3000, and Mastery Connect. Parents will be given results of the assessments and the night o f the activity and explanation of the assessments and hints on how to help their students achieve success. The Spring Event will target the challenge areas.

Count	Program	Coordination
1.	IDEA (ESE)	Provide information to parents about the resources available upon development of the student's IEP.
2.	Title III (ESOL)	The school and district ELL rep will provide literature and resources to parents at various evening events, and parent events.
3.	Title IX (Families in Transitions)	The Families In Transition (FIT) parents are provided taxis for registrations and parent conferences. Also, health and social services.
4.	Title II (Staff Development)	The professional development activities are facilitated and monitored by the resource teacher and District Professional Development department in relation to parent involvement.
5.	Title IV	The Student Support and Academic Enrichment (SSAE) program is designed to help schools provide a well- rounded education, improve safe & healthy school conditions for student learning, and improve the use of technology.



A description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school's Title I Program.

- We create flyers and distribute throughout the school.
- We post events on our school social media platform
- We include it in our parent weekly bulletin information-Panther Bulletin
- We will provide the information three weeks before the event in both languages English and Spanish and we will send it on a weekly basis until the event.
- During dismissal on the car loop, distribute flyers and other print media
- Teachers give incentive to the students that show up with their parent

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1.	Create flyer, PowerPoint, agenda	Administration of the School and Title I Coordinator	August-December	Copies of agenda, minutes, sign-in sheets, flyer, PowerPoint presentation
2.	Advertise in school newsletter, on school marquee, utilize Iris out dial	Administration of the School and Title I Coordinator	August-December	Emails, newsletter
3.	Sign-in sheet for multiple sessions	Administration of the School and Title I Coordinator	August-December	Collection of sign-in sheets
4.	Compile documents	Administration of the School and Title I Coordinator	August-December	Scan documents upload to LEA monitoring site

**Flexible Parent Meetings**

How will the school offer a flexible number of meetings, such as meetings in the morning or evening?

Throughout the school year, we will offer various events and activities on a variety of weekly nights and mornings offered at different times. Our Annual Meeting will be offered on different days and two different times to accommodate different work schedules.

Parents meetings are held at various time throughout the school year

Usually, these meetings are held in the early evening. This is due to previous parents' feedback as to what is the most convenient time for theme to attend such meetings. Our annual meeting will be held during the first nine weeks with one session in the morning slot and another one in the afternoon/evening slot. Most activities are scheduled during the evening hours. Every 3rs Thursday of each month we have schedule SAC meetings and our PTO also meets once a month. Childcare is also provided during parent nights that require it.



How will the school provide, with Title I funds, transportations, child care or home visits, as such services relate to parents and family engagement? [Every Student Education Act Section 1116]

Our childcare will be provided by our staff. We invite our families to come to our school by scheduling parent teacher conferences as well as conferences with the administration of the school. These conferences give us a better idea of our students' needs and allow a venue for collaboration with families to ensure that we are united in our efforts to support each student.

**Building Capacity**

How the school will provide other reasonable support for parent/family engagement activities. [Every Student Education Act Section 1116]

The school will provide different activities throughout the year to support parents and students' engagement. These activities will help parents provide the support to their students and have a successful year.

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence or Effectiveness
1.	Parent- Teacher Individual Conferences	Classroom teachers and Guidance Counselor	Teachers will conduct individual parent conferences to discuss each child's assessment results, expectations, and goals for the current school year	Year Round	Parent Contact Log
2.	Parent Informational Night	Title I Coordinator and Instructional Coaches	Students and parents will be provided with information about their student baseline data and how to help them increase scores	October	Sign in Sheets, handouts
3.	School Open House	Teachers and Administration	Teachers will meet with parents to discuss academic performance and how they are addressing the state standards with the students	Year Round	Sign in Sheets,
4.	Curriculum Night	Teachers and Administration	Grade level specifics will be provided to parents describing new Florida State Standards and how they can help their students.	January	Sign in Sheets, handouts
5.	Literacy Night	ELA Teachers and Administration	Teachers will engage children and their families and have them develop their reading and writing skills in a setting aside from their normal classroom.	March	Sign in Sheets
6.	Science Fair	Science Teachers and Administration	To help develop various skills such as critical thinking, problem-solving, time management, and communication by applying the principles of the scientific method	February	Sign in Sheets



Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1.	Cultural Sensitivity	Administration	Provide framework for developing cultural awareness to help with the cultural gap	August-September	sign-in sheets, minutes, agenda, PowerPoint Presentation
2.	Parental Involvement	Administration and Title I Coordinator	Provide information about how to involve parents in their students education.	August-October	sign-in sheets, minutes, agenda, PowerPoint Presentation
3.	Classroom Management	Administration	Teachers and staff will learn ways to implement classroom management strategies in their classroom	August with monthly reviews	Positive interaction with students and a decrease in behavior
4.	BEST Standard Training	Administration and Instructional Coaches	Teachers will learn and apply new Florida Standards.	August	Lesson Plans, Assessments
5.					

**Other Activities**

How other activities the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren)? [Every Student Education Act Section 1116]

During the month of October, the Guidance Counselor will host a night for parents to find different ways to engage students to get them into the school and show them that school is a positive and safe place to be.

Instructional Coaches and Administration will host a curriculum night during the month of January. This will include an informational evening dedicated to explain the New State Standards(BEST).

At the beginning of the school year, Open House allows parents to visit the school and view its resources. Welcome Back Packets are provided to all students that includes a Title I booklet, District LEA Parent & Family Engagement Plan Summary and School Parent & Family Engagement Plan Summary. Every new student that is enrolled throughout the year is provided a copy of the packet upon registration. In addition, a Title I menu to access links to Title I is available through the school's website.

Open house provides an opportunity for parents to visit the school and become familiar with the resources available to the students: academics, electives, athletics, transportation, and clubs. Open house also presents an opportunity to make parents aware of the Title I packets that are coming home during the beginning of the school year. Parents are encouraged to contact teachers via email, phone, or writing. Teachers makes themselves available for face-to-face meetings to discuss academic performance, behavior, and expectations. Contact information is available to parents on our website. SAC meetings are composed of both parent volunteers and faculty members. The group works to review the SIP, PIP and the Title I Compact.



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## **Communication**

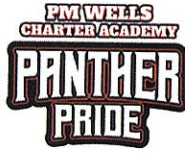
How the school will provide timely information about the Title I programs?

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Curriculum being used at the school is addressed at the school SAC and PTO meetings. At our Title I Annual Meeting, a PowerPoint is shared with the parents and families regarding information on the standards the child is expected to achieve, what the child is learning, how the children are being evaluated, and how to get in touch with the teacher.

The school will provide all written and oral communication in both English and Spanish. There will be a translator available at any meeting or school event. Upcoming events will be posted on our social media platforms, school website, weekly parent bulletin, and flyer. Parents who provide an email will also receive a notification electronically. Arrangements will be to accommodate parents, students, and family members with disabilities.

In the parent survey given to each family, we will ask if there is anything that prevents them from attending activities at PM Wells Charter Academy. We will ask about the convenient meetings times. This survey will impact all decisions about their volunteer interests and what types of workshops they would be interested in attending.



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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?

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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)?

Any parent is able to request a parent/teacher conference in person or telephone. Parents may contact teachers via email or REMINDI. All teacher email addresses are available on our school website.

How the school will submit parents/families comments if the school-wide plan is not satisfactory to them?  
[Every Student Education Act Section 1116]

An electronic version of our Title I survey is provided to parents in order to get feedback on curriculum, testing, barriers, etc. Data is collected and results from the surveys are provided in the Spring and shared with parents. All parents are invited to discuss the results and ways to improve our school for the upcoming year.



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

Our school has REMIND that is used to contact parents in regard to events happening at the school, as well as emergencies. Automated messages are provided in English and Spanish. Osceola County School District has a virtual backpack website that parents can visit in order to see the various community businesses that are involved with the district schools and areas.

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?

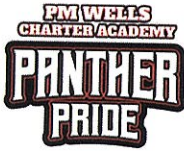
Our events, school information, and other activities will be shared through the PM Wells Charter Academy's weekly Parent Bulletin, REMIND, flyers sent home, the school's website, and emails to families.

**Discretionary (Optional)**

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.) **(Optional)**

Count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1.					
2.					
3.					
4.					
5.					





A description of the barriers that hindered participation by parents during the previous school year from the school end of year survey?

Time of the meetings  
Days of the week for the meetings  
(Both have been adjusted)

A description of 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?)

The time of the SAC and PTO meetings continued to be scheduled in the evenings and on the third Thursday of each month seems that is working for the parent and the staff.  
The parent teacher conferences we are taking in consideration to scheduling them during the evening as well as during the day. We are scheduling ZOOM/Google Meets, meetings for the convenience of the parent.

Count	Barrier (Including the Specific Subgroup)	Steps the school will take to overcome
1.	Transportation	Meetings are done face to face and using Google Meets and Zoom.
2.	Language Barrier	All of our meetings are done in both languages to meet the needs of our population.
3.	Child Care	We have our staff provide childcare for our events.
4.		
5.		