

School Improvement and Parent & Family Engagement Plan

2022-2023

Neil Armstrong ELEMENTARY

Approval Date:	Mid-Year Review Date:	End of Year Review Date:


----- TITLE I TEAM USE ONLY -----



INSTRUCTIONS


1. Complete the following sections of the Parent & Family Engagement Plan (PFEP).
2. To be considered *complete* each section needs to have all the components included.

DISSEMINATION OF PFEP AND SCHOOL/FAMILY COMPACT TO STAKEHOLDERS

 Create a document on your school letterhead that states HOW your school PFEP and Compact will be shared with families, staff, and community. Remember to include strategies for electronic sharing, hard copy sharing, and community notification for PFEP availability. Remember, a copy needs to be in both Title I binders (one found in the Front Office and the other in the Family Reading & Resource Center. **This documentation will be uploaded to Crate.**

INVOLVEMENT OF PARENTS

The 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.

 **Evidence** of involving parents and families in planning, reviewing and improvement of Title I programs, including involvement in *decision making* of how funds for Title I will be used **will be uploaded to Crate.** Evidence can be SAC and/or PTO meetings, emails sent to and received from parents. Remember to include dates, agenda, minutes, sign-in sheets, and notes for the documentation in Crate.

ANNUAL PARENT MEETING and COMMUNICATION

The school will provide timely information about the Title I programs.

- A. Describe 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.
- B. Description and explanation of
 - a. Curriculum used at the school
 - b. Forms of academic assessment used to measure student progress
 - c. Achievement levels of the Florida State Standards
- C. Description of the nature of the Title I program that is shared with parents.
- D. Description of how the meeting will cover school choice, and the rights of parents at the annual

meeting.

- E. If parents request, 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).
- F. The school will submit parents/families' comments if the schoolwide plan is not satisfactory to the parent/family. [ESEA Section 1116]

	Annual Title I Meeting(s) Activities/Tasks	Person(s) Responsible	Timeline	Evidence of Effectiveness
A	Title I Annual Parent Meeting - PowerPoint was shared at Open House with all parents	Angie Taillon	8.10.22	Sign in sheets available
B	Create sign-in sheets	Christina Harlan	8.10.22	Sign in sheets
C	School Messenger Calls	Administration	August	Copy of the Message
D	Flyer on NAES Website	Administration	August	Screenshot

FLEXIBLE PARENT MEETINGS

- How the school offers a flexible number of meetings, such as meetings in the morning or evening.
- How the school provides, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement. [ESEA Section 1116]
- Virtual participation and/or recorded meetings for later viewing with the opportunity to respond.

Neil Armstrong Elementary is holding our parent meetings in-person and virtually for the 22-23 school year. The hope is that the parents will find in-person and virtual meetings easier to attend due to transportation and childcare needs. The meeting flyers are posted on Facebook and the NAES website. Meetings are also announced on the weekly School Messenger call.

BUILDING PARENT AND FAMILY CAPACITY for 22-23

- The school will implement activities that will build the capacity for meaningful parent/family engagement.
- The school will implement activities that will build relationships with the community to improve

student achievement.

- The school will provide workshops and materials that empower parents/families to work with their child(ren).
- The school will provide other reasonable support for parent/family engagement activities.
- The school will support the Family Reading and Resource Center as a place of learning for families and strengthening parent advocacy skills.
- Identify the Type of Family Engagement your activity is and identify that as part of the 1st column.** This will help you be aware of the types of activities you are offering.
 1. Parenting
 2. Communication
 3. Volunteering
 4. Learning at Home
 5. Decision Making
 6. Collaborating with the Community

Family Capacity Building: Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness	Number of Attendees
Parenting STEM Night	Christina Harlan, Colin Becher, Jennifer English	Parents will be able to work with their children to make the best learning environment at home to increase achievement.	December 2022	Sign-in sheets and Exit Tickets	
Learning at Home 7 Habits for Families Virtual Event	Brianna Welsh and the Student Lighthouse Team	Families will be able to re-enforce the 7 Habits with their children.	March 2023	Sign-in sheets and Exit Tickets	
Collaborating with the Community Legacy Leadership Day	Adult and Student Lighthouse Teams	Increase family engagement for student achievement	April 21, 2023	Sign-in sheets and Exit Tickets	
Collaborating with the Community Winter Fest	NAE Staff and PTO Volunteers	Build capacity for family engagement that increases student achievement.	December 16, 2022	Sign-in sheets	
Collaborating with the Community Fall/Spring Bookfair	Celene Kipfinger	Increase family engagement for student achievement	December 2022 April 2023	Sign-in Sheets	

Parenting Workshop #1 Cultivating Successful Study Habits	Christina Harlan	Parents will be able to work with their children to make the best learning environment at home to increase achievement.	January 2023	Sign-in Sheets and Phone check-ins with attendees	
Parenting Parent Workshop #2 Everyone is a Math Person!	Christina Harlan	Parents will be able to work with their children to make the best learning environment at home to increase achievement.	March 2023	Sign-in Sheets and Phone check-ins with attendees	
Parenting Parent Workshop #3 Hands-on Learning in the Community	Christina Harlan	Parents will be able to work with their children to make the best learning environment at home to increase achievement.	May 2023	Sign-in Sheets and Phone check-ins with attendees	
Communication Social media, School Messenger calls, NAES website, newsletters, flyers, digital marquee, WNAE student news	Administration Teachers AFA	Increase family engagement for student achievement	July through June (daily, weekly, and/or monthly updates)	Survey Results	
Collaborating with Community Title I Annual Parent Meeting	Administration	Parent Awareness of School Expectations	August 10, 2022	Virtual Sign-in Sheets and Survey Feedback	1016
Collaborating with Community Neil's Nuggets of Learning	Brenda Latta	Parent Awareness of Community Resources	August 10, 2022	Sign-in Sheets	470
Learning at Home Family Center Book Checkout	AFA, Teachers	Increased Student Capacity in Reading Skills and Parent Knowledge of Student Reading Skills	Weekly	Sign-in Sheets and Student Book Checkout Forms	
Communication Student-Led Conferences	Teachers and Staff	Increase family engagement for student achievement	Twice a Year	Sign-in Sheets and Student Leadership Notebook	

Collaborating with the Community Performance, Proficiency, and Progress Parade	NAE Staff and Administration	Build capacity for family engagement that increases student achievement.	May 2023	Sign-in sheets	
Collaborating with Community PFEP Team Meeting	Title I PFEP Team and District Staff	Build capacity and increase family engagement for student achievement	November 11, 2022	Agenda, Minutes, Sign-in Sheets	37-Teachers 10-Parents 1-Grandparent 1-ESE Liaison 1-Speech 1-Principal 1-Asst.Prin

BARRIERS

- Describe the barriers that hindered participation by parents during the previous school year.
- Describe the steps the school will take during the upcoming school year to overcome these barriers (with particular attention paid to parents/families who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, or are parents /families of migratory children)

Barrier	Steps to Overcoming Barrier	Persons Responsible	Timeline
Family Schedules	Digitize meeting and learning information. Livestream workshops and meetings.	Administration, Teachers, AFA, District Title I Team	August-July
Language	We will translate school communication and flyers, use Spanish-Speaking interpreters when necessary	NAES Staff, ELL Paras	Ongoing
Transportation	We will offer transportation vouchers when available, will hold meetings and workshops in person and virtually	NAES Staff, Social Worker	Ongoing
Hurricane Ian	Communication, Check-ins Community resources Social Services sources for returning to school Empathy	Mental health staff Admin Core Team	Ongoing

BUILDING **STAFF CAPACITY** for PARENT & FAMILY ENGAGEMENT

- How is your school nurturing the staff’s skills with Family Engagement?
- Describe the STAFF development activities the school will provide to SUPPORT the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in the **value and utility of contributions of parents/families.** [ESEA Section 1116]
- Describe the STAFF development activities the school will provide to SUPPORT the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in **how to reach out to, communicate with, and work with parents/families as equal partners.** [ESEA Section 1116]
- Describe the STAFF 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 parent/families, in implementing and coordinating parent/family programs, and in building ties between parents/families and the school.** [ESEA Section 1116]

Building Staff Development for Family Engagement: Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Faculty Meetings	Administration, AFA	Build staff capacity for Family Engagement	August-May	Agenda, sign-in sheets

Professional Development	Staff	Increase teachers' ability to share stands-based practices and expectations with families.	August-May	Agenda, sign-in sheets
Data Days	Admin, Lead Teacher	Exploring data and using results to implement teacher strategies and interventions to increase student achievement. In addition, supporting teachers in understand to communicate more effectively to parents.	September, January, March	DATA and PowerPoint, conference forms, report card comments
Action Teams	Staff Members	Provide staff with time to communicate and plan events to increase family engagement and strategies to effectively implement such events.	Monthly	Sign in sheets, Completed Action Forms

FAMILY SURVEY

Using your school survey results, choose areas to address this coming school year.

TOPIC: Communication

QUESTION: My child's teachers let me know in a timely manner if my child is experiencing a positive or negative change I academics, behavior or social interactions. (Yes – 75, No – 10, N/A – 5)

ACTIONS and ACTIVITIES	Person(s) Responsible	What needs to be completed?	Timeline	Evidence of Effectiveness
Frequent communication between teachers and families	Classroom teachers, Special Area teachers	Weekly communication even if there is no problem. Parents like to hear from teachers often.	Weekly throughout the school year	Positive feedback from families, Positive Title I Survey results
Student-Led Conferences	Teachers and Staff	Increase family engagement for student achievement	Twice a Year	Sign-in Sheets and Student Leadership Notebook
Student Planners	Teachers and Staff	Increase family engagement for student achievement	Daily	Teacher/Parent communication in Planner
Teacher/Parent Conferences	Classroom Teachers	Increase family engagement for student achievement	Daily, weekly, etc. to communicate student achievement to parents.	Conference Form
Social media, School Messenger calls, NAES website, newsletters, flyers, digital marquee, WNAE student news	Administration Teachers AFA	Increase family engagement for student achievement	July through June (daily, weekly, and/or monthly updates	Survey Results

TOPIC: Family Reading and Resource Center

Question: Are you aware that there is a Family Reading and Resource Center on campus that is open to families? (Yes – 80, No – 10)

ACTIONS and ACTIVITIES	Person(s) Responsible	What needs to be completed?	Timeline	Evidence of Effectiveness
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Family Center Book Checkout	AFA, Teachers	Increased Student Capacity in Reading Skills and Parent Knowledge of Student Reading Skills	Weekly	Sign-in Sheets and Student Book Checkout Forms
Workshop #1 Cultivating Successful Study Habits	Christina Harlan	Parents will be able to work with their children to make the best learning environment at home to increase achievement.	January 2023	Sign-in Sheets and Phone check-ins with attendees
Parent Workshop #2 Everyone is a Math Person!	Christina Harlan	Parents will be able to work with their children to make the best learning environment at home to increase achievement.	March 2023	Sign-in Sheets and Phone check-ins with attendees
Parent Workshop #3 Hands-on Learning in the Community	Christina Harlan	Parents will be able to work with their children to make the best learning environment at home to increase achievement.	May 2023	Sign-in Sheets and Phone check-ins with attendees

COMMUNICATION

- The school will provide timely information about the Title I programs.
- 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.
- If parents request, 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).
- The school will submit parents/families' comments if the schoolwide plan is not satisfactory to

the parent/family. [ESEA Section 1116]

Describe how the school will provide regular, **two-way**, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

At Neil Armstrong, we provide multiple ways for our parents to communicate with the school. We use Remind to send messages to parents, and they have the ability to send back a message to us. In the student planners, there is a place for family/teacher communications. Using Facebook Messenger, parents are able to send administration messages. Our email addresses are posted on the NAES website for parents to email teachers or administration. Parents/Teachers also utilize phone calls to communicate regularly.

ACCESSIBILITY

- Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families.
- Describe 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.

“to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.” [ESEA Section 1116]

Neil Armstrong will use School Messenger, SAC meetings, Facebook, the school web page, the annual Title I meeting, flyers, school calendar/newsletter, planners, and Remind texts as ways to effectively communicate with families. Translators are available to families upon request.

PFEP & Parent/School Compact MID YEAR REVIEW 2022-2023

TO BE COMPLETED IN JANUARY MARK IT ON YOUR CALENDAR ;)

DATE:

ATTENDEES & ROLES

AGENDA

2022-2023 PFEP Mid-Year REVIEW

1. UPDATES
 - Successes
 -
 - Challenges
 -
 - Add data to PFEP tables

2. NEW IDEAS
 -

3. THOUGHTS FOR 2023-2024 PFEP
 -

COMPACT NOTES

4. UPDATES
 -

NEW IDEAS

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NOTES (remember to take notes and to label P for parent/family, T for teacher & staff, & A for Admin, C for community partner, S for student)

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ACTION ITEMS

- 1.