


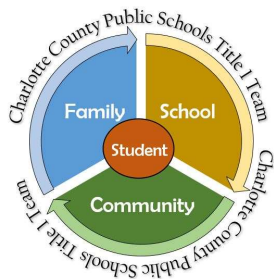
# SCHOOL IMPROVEMENT AND PARENT & FAMILY ENGAGEMENT PLAN

**2020-2021**

## **NEIL ARMSTRONG ELEMENTARY**

<b>APPROVAL DATE: 9-28-2020</b>	<b>MID YEAR REVIEW DATE:</b>	<b>END OF YEAR REVIEW DATE:</b>
		

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



## INSTRUCTIONS

Many Family Engagement plans will have to be adjusted during this school year due to COVID-19 procedures and social distancing. These changes will most likely rely heavily on virtual presentations. This will not eliminate the need for documentation (flyers, sign-in sheets, presentation evaluations, agenda and minutes). Please remember this when planning and implementing your meetings, presentations, and events.

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.
3. Upload to Google Doc .



## DISSEMINATION OF PFEP AND SCHOOL/FAMILY COMPACT TO STAKEHOLDERS

Explain how your school PFEP and Compact will be shared with families, staff, and community. Remember to include electronic sharing and hard copy sharing strategies.

At Neil Armstrong Elementary, we are committed to reaching out to families and engaging them in worthwhile activities that will increase each family's ability to actively support their children's education.

Prior to the start of school, the 20-21 School/Family Compact is shared with the teachers at Beginning-of-the-Year Staff meeting. At that time, the importance of sharing the Compact with families was discussed. The Compact is the first page of the NAES school planner. All students are given school planners, and teachers share the School/Family Compact with families when conferences are held. The Compact is signed by the principal, teacher, and families.

During the Virtual SAC meeting in October, the PFEP and School Compact will be shared with our families and community. It will also be shared virtually with the PFEP team.

## OUR SCHOOL DEFINITION OF FAMILY ENGAGEMENT

How does your school define Family Engagement?

At Neil Armstrong Elementary, we are committed to reaching out to families and

engaging them in worthwhile activities that will increase each family's ability to actively support their children's education.

## 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.

The PFEP team reviewed the effectiveness of our shortened 19-20 Parent and Family Engagement Plan during our virtual PFEP review meeting and gave their recommendations for the 20-21 PFEP plan. Neil Armstrong also involved parents in the planning and reviewing of Title I programs through the School Improvement Plan during our September 15, 2020 virtual SAC meeting.

## COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS

- A. The school will coordinate and integrate parent and family engagement programs and activities.
- B. The school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home. [ESEA Section 1116]

Program	Coordination
Head Start VPK	Head Start Program located on campus; families are invited to volunteer in class and learn home activities during home visits.
Title I, III, IX	The Family Reading and Resource Center funded through Title I provides family-friendly atmosphere where families come with their children to choose check-out and keeper books. Families increase knowledge and expand their portfolio of tools like reading strategies and vocabulary-building to increase ELA success. The Achievement and Family Associate offers parent workshops on a variety of topics to increase student achievement.
Title I, IX	Neil Armstrong held a "Kinder's First Day Drive-Through Drop-Off" as a staggered entry for kindergarten to replace our annual "Meet for Muffins" due

	to the pandemic. The families drove down the bus ramp to drop off kindergarteners and teachers took a “First Day” picture with the students.
Title I, III, I X	<p>Leadership Day Events - Community members and district leadership are invited in the Fall and Spring to tour and participate in Leader in Me programs. Community Partners support requested.</p> <p>All Pro Families - Free breakfast for families with a presentation and activities utilizing resources from iMoms, All Pro Dads to strengthen family-child connections and improve family communication. (Will begin All Pro Families activities if the pandemic restrictions are lifted.)</p>
Title III	ELL Parent Meetings - NAES will host virtual LEP meetings for bilingual conversation opportunities and information.
Title IX	Backpacks for Kidz -Supports the needs of families and students.

## ANNUAL PARENT MEETING (this is NO LONGER just Open House) 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]
- G. Could be grade level meetings, SIP meetings, SAC meetings

Annual Title I Meeting(s) Activities/Tasks	Person(s) Responsible	Timeline	Evidence of Effectiveness
A: Title I Annual Parent Meeting	Administration	August	Virtual Google Slide Presentation, Sign-in Sheet
B: Open House	Administration and Teachers	August	Virtual Google Slide Presentation, Sign-in Sheet
C: It is described in the Annual Title I Parent/Guardian Meeting.	Renee Wiley	Fall 2020	Virtual Google sign in sheet.
D: School Messenger Calls	Administration	August	Copy of the Message
E: Flyer on NAES Website	Administration	August	Screenshot
F: Flyer on NAES Facebook	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]

Neil Armstrong Elementary is holding our parent meetings virtually for the 20-21 school year. The hope is that the parents will find 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 2020-2021

- ☐ 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 materials and trainings to assist parents/families to work with their child(ren).
- ☐ The school will provide other reasonable support for parent/family engagement activities.
- ☐ 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
<b>Collaborating with Community</b> Virtual Title I Annual Parent Meeting	Administration	Parent Awareness of School Expectations	August	Virtual Sign-in Sheets and Survey Feedback	126
<b>Communication</b> Social media, School Messenger calls, NAES website, newsletters, flyers, digital marquee, WNAE student news	Administration Teachers AFA	Increased Scores	July through June (daily, weekly, and/or monthly updates)	Survey Results	
<b>Learning at Home</b> Virtual STEM Night	STEM Teacher Renee Wiley AFA	Increased Scores	October	Virtual Sign-in Sheets and Survey Feedback	
<b>Collaborating with Community</b> Destination Family Centers	AFA	Increased Student Capacity in Reading Skills and Parent Knowledge of Student Reading Skills	Monthly until the pandemic restrictions are lifted.	Sign-in Sheets and Evaluation	
<b>Parent Learning and Communication</b> “Can You Freckle?”	Lead Teacher Program Planners AFA	Increased Parent Knowledge of Freckle Reading, Math, Social Studies and Science Skills	November	Virtual Sign-in Sheets and Survey Feedback	
<b>Learning at Home</b>	AFA, Teachers	Increased Student	Weekly	Student Book	

Family Center Book Checkout		Capacity in Reading Skills and Parent Knowledge of Student Reading Skills		Checkout Forms	
<b>Parenting</b> All Pro Families	Kim and Rick Honore	Increased communication Between Parent/Guardian and Child	Will begin once pandemic restrictions are lifted.	Mini-evaluation	
<b>Communication</b> Student-Led Conferences	Teachers and Staff	Increase family engagement for student achievement	Will begin once pandemic restrictions are lifted.	Sign-in Sheets and Student Leadership Notebook	
<b>Collaborating with Community</b> PFEP Team Meeting	Title I PFEP Team and District Staff	Build capacity and increase family engagement for student achievement	August - June	Agenda, Minutes, Sign-in Sheets	
<b>Collaborating with Community</b> Hooked on Family Engagement Virtual Conference	Alliance for Family Engagement Administration, AFA, Teachers, Parents	Build capacity for family engagement that increases student achievement.	November	Agenda	
<b>Collaborating with Community</b> Check and Connect Dropout Prevention Program	Cassie Sotello-Peterson Brenda Latta Julianne Sterbutzel	Build capacity for family engagement that increases student achievement.	Weekly, Monthly, Quarterly	Check-off List	

## 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
Hooked on Family Engagement Conference (virtual)	Staff	Build capacity for family engagement that increases student achievement.	November	Agenda



## FAMILY SURVEY

Using your school survey results, choose a minimum of one (1) question from each topic listed below to address this coming school year.

### Family Efficacy

#### TOPIC: School Belonging

How motivating are the classroom lessons at your child's school?

ACTIONS and ACTIVITIES	Person(s) Responsible	What needs to be completed?	Timeline	Evidence of Effectiveness
Student-Led Conferences	Teachers and Staff	Agenda, Sign-in Sheets and Student Leadership Notebook	Spring 2021	Sign-in Sheets and Student Leadership Notebook
Big AR Book Bash	Administration, Staff, Students	The Literacy Committee needs to meet and plan the event.	Spring 2021	The number of books and words read that are accumulated by the students.

### Learning Behaviors

#### TOPIC: Learning Strategies

On average, how well does your child work independently on learning activities at home?

ACTIONS and ACTIVITIES	Person(s) Responsible	What needs to be completed?	Timeline	Evidence of Effectiveness
Virtual STEM Night	STEM Teacher Renee Wiley AFA	Agenda, Virtual Sign-up and Survey Feedback, Materials Distributed	October	Virtual Sign-in Sheets and Survey Feedback
“Can You Freckle?” Introduction to Renaissance Freckle Program	Lead Teacher Program Planners AFA	Agenda, Virtual Sign-up and Survey Feedback	November	Virtual Sign-in Sheets and Survey Feedback

OTHER TOPICS TO ADDRESS (optional)

<b>TOPIC:</b>
<b>Question:</b>

ACTIONS and ACTIVITIES	Person(s) Responsible	What needs to be completed?	Timeline	Evidence of Effectiveness

OTHER ACTIVITIES

- ☐ Other activities, such as the Family Resource Center, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren). [ESEA Section 1116]

Families can visit the Family Center Destination sites and Family Center Book Checkout Forms, attend virtual school events and virtual parent conferences, monitor their students' progress on EDIS, and support the academic learning in the classroom.

## 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]*

Communication via multimedia methods as described. Welcome Packets provided upon enrollment. Translators available to families. Parent Guide and Calendar is available digitally on our school website. The Annual Title I Family survey will be available in a wide variety of languages. Information from Family Workshops sent home upon request for those unable to attend. Documentation of title I in CRATE.

## 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
Internet Connection for Virtual Meetings	CCPS-Owned Mifi Devices	Brenda Latta	August - June
Computers for Virtual	CCPS Surplus Store	Brenda Latta	August - June

Meetings			
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2020-2021

## SCHOOL IMPROVEMENT PLAN GOALS

GOALS (anticipated in your 20-21 SIP)	How will this goal be communicated to families?	How will the skills necessary to support this goal be provided to Families?
Neil Armstrong will increase the percentage of students making learning gains in Math Lowest 25% from 36% in 18-19 to 56% in 20-21.	Virtual SAC Meetings, Monthly newsletter, NAES website, WIG Walls throughout the school.	Families can support these goals by visiting the Family Center Destination sites and Family Center Book Checkout Forms, attend virtual school events and virtual parent conferences, monitor their students' progress on EDIS, and support the academic learning in the classroom.
Neil Armstrong will increase the percentage of students making learning gains in Math Gains from 53% in 18-19 to 58% in 19-20.	SAC Meetings, Monthly newsletter, NAES website, WIG Walls throughout the school.	Families can support these goals by visiting the Family Center Destination sites, attend virtual school events and virtual parent conferences, monitor their students' progress on EDIS, and support the academic learning in the classroom.
Neil Armstrong will close the achievement gap in Math Achievement with a focus on the subgroup of Students with Disabilities (SWD) - Close the Gap between SWD compared to Students Without Disabilities (SWOutD) from 27% to 20%.	Virtual SAC Meetings, Monthly newsletter, NAES website, WIG Walls throughout the school.	Families can support these goals by visiting the Family Center Destination sites and Family Center Book Checkout Forms, attend virtual school events and virtual parent conferences, monitor their students' progress on EDIS, and support the academic learning in the classroom.

# PFEP & Parent/School Compact

## MID YEAR REVIEW 2020-2021

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TO BE COMPLETED IN DECEMBER or JANUARY [MARK IT ON YOUR CALENDAR ;\)](#)

**DATE:** January 13, 2021

### ATTENDEES & ROLES

TAMI TECH: TEACHER

PAPA PAUL: PARENT

ABBY ACTION: ADMIN

**AGENDA** (remember to take notes and to label P for parent/family, T for teacher, & A for Admin, C for community partner))

#### 2020-2021 PFEP REVIEW

##### 1. UPDATES

● Successes

○

● Challenges

○

● Add data to PFEP tables

##### 2. NEW IDEAS

##### 3. THOUGHTS FOR 2021-2022 PFEP



## COMPACT NOTES

### 4. UPDATES

● Successes



● Challenges



### 5. NEW IDEAS



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### 6. THOUGHTS FOR 2019-2020 PFEP



**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)



## ACTION ITEMS

1.