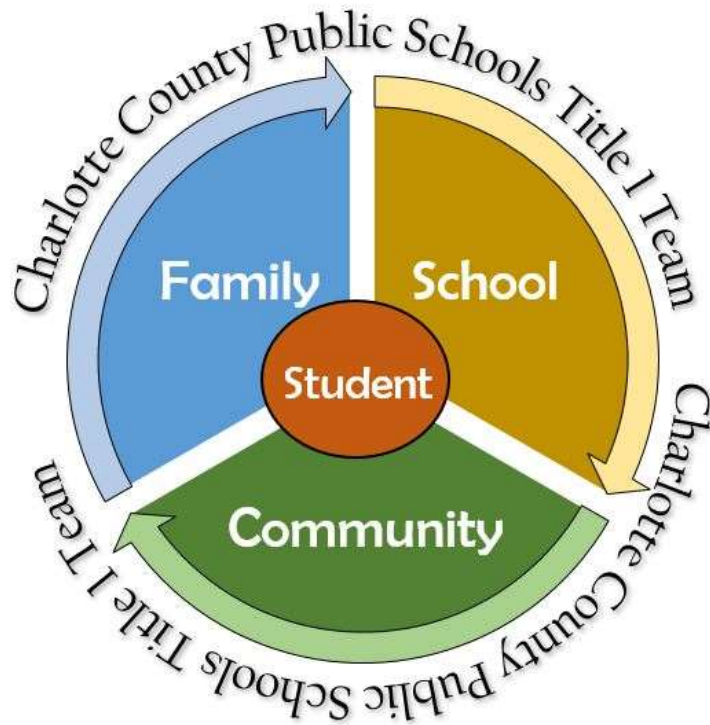


# Parent & Family Engagement Plan 2017-2018

*PFEP Formally know as PIP*



**NEIL ARMSTRONG ELEMENTARY SCHOOL**

2017-2018

## 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.
3. Upload to Google Doc **May 19th, 2017**.

# Evaluation of 2016-2017 PIP

## BUILDING CAPACITY

Content & Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
Parent Institute link on school & district websites	ongoing	No counter on link	increase effective parenting skills to support student success
Family Center	36	3432	Increased parent involvement and communication equals increased student achievement on FSA
Communication: Radio, ParentLink (email, texting, phone), Social Networking sites, Teacher Websites, Newsletter	Ongoing throughout the year (weekly updates, daily updates as needed)		Increased parent involvement and communication equals increased student achievement

Family Engagement and Empowerment Events: E.g. Science night, Neil's Nuggets of Knowledge, Wax Museum, Elf Shelf, Book Fair, Student Led Conferences, Positive Astro Assemblies, Leadership Day	21	3319	Student scores on district and state assessments will increase
Increasing Your Child's Critical Thinking Skills	0		Student Achievement
PIPT	2	9	Increase Parent Involvement for student achievement
Family Engagement: Relationship Building	0		
Helping My Child Become a Better Reader	1	13	Student Achievement
Florida Assessment Meeting	1	2	Student Achievement
Helping Prepare Your Pre-K Child for K Math	0		Student Achievement
Student led Conferences	2/class		Student Achievement
Family Engagement Conference	1	5	Increased parent involvement and communication equals increased student achievement

## STAFF TRAINING SUMMARY

Content & Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
Title I informational meeting for staff members	1	50	Improve the ability and knowledge of staff so that they can more effectively work with students.
Student-Led Conferences to be held at school	2/class		Students will conduct

			student-led conferences (with teachers available), which will identify the student's goals and raise expectations, thus raising achievement
Monthly Parent Involvement Team Meetings	2	6/meeting	Creating opportunities for parents to work with children will lead to increased motivation and FSA results
PIPT	1	10	Increase understanding of parent involvement
Faculty Meetings	1 each Tuesday	Staff members	Increase understanding of building relationships with parents
Professional Development Monthly Meetings	9	Staff members	Increase teachers ability to share standards based instructional practices and expectations with parents
Family Engagement Conference	1	3	Increased staff understanding of family engagement to increase student achievement

# PARENT & FAMILY ENGAGEMENT PLAN 2017-2018

## ASSURANCES

- ☐ The parents of Title I students are involved in decisions about how Title I funds are spent.
- ☐ A description of how your school will carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA.
- ☐ The plan was jointly developed/ revised with parent and made available to the local community.
- ☐ The parents and families are involved in planning, reviewing and improving the schoolwide program.
- ☐ How the plan uses the findings of the parent and family engagement plan to review 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 has been taught for four or more consecutive weeks, by a teacher who is assigned out of field.
- ☐ The school will provide each family with an individualized student report about the performance of their child(ren) on State assessments. [ESEA section 1116]



Principal's Signature

8/3017

Date Signed

## MISSION STATEMENT

(OPTIONAL)

- ☐ The parent and family engagement plan is a shared responsibility.
- ☐ The parent and family engagement will assist in providing high quality instruction for all learners.

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## INVOLVEMENT OF PARENTS

- ☐ The school will involve the parents and families in 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.

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## COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS

- ☐ The school will coordinate and integrate parent and family engagement programs and activities.
- ☐ 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 invited to volunteer in class and learn home activities during home visits.
Title I, III, X	Family Reading & Resource Center uses Title I funding to provide a

	family friendly atmosphere where families can come with their child(ren), check out books, choose a book to keep. The Achievement & Family Associate of the center offers class for families.
Title I, X	Meet Me For Muffins - families are invited to learn about NAE staff, teachers, administration and tour the school
Title I	Family Curriculum nights - Families experience hands-on activities involving their child's Florida Standards and curriculum
Title I Workshops	To Be Determined
Title I, III, X	NAE Nuggets of Knowledge - Coordinate with community partners for representation and donation. Invite families via marquee, phone call, social media, and school website. Leadership Day Events - Spring and Fall - Community partner support requested; district leadership, community members & families invited to tour and participate in Leader In Me program iMom/All-Pro Dad - improves parent-child communication. Free breakfast available.
Title III	EL family bilingual conversation opportunities
Title X	Backpacks for Kids - Supports needs of families and students

## ANNUAL PARENT MEETING

- ☐ 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.
- ☐ Description of the nature of the Title I program that is shared with parents (schoolwide or targeted assistance)
- ☐ Description of how the meeting will cover (AYP), school choice, and the rights of parents are covered at the annual meeting.

Activity/Tasks	Person(s) Responsible	Timeline	Evidence of Effectiveness
Title I meeting held in conjunction with Open House	Administration	August	Agenda, sign-in sheets, Title I survey
Marquee posting to inform families of the Annual Title I meeting	Custodial team	August	Picture of marquee
Parent Connect Phone message	Administration	August	Copy of the message
Message of web page	Administration	August	Screen shot
Facebook message	Administration	August	Screen shot

## FLEXIBLE PARENT MEETINGS

- ☐ How the school offer 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]

According to our needs assessment, parents prefer evening meetings. PTO and SAC meetings are held monthly on Tuesday evenings at 6PM. Family curriculum nights are held quarterly. Family workshops are held at flexible times. Parents can visit the Family Reading & Resource Center (FR&RC) before and after school. Positive Astro Assemblies are held quarterly in the mornings.

## BUILDING CAPACITY

- ☐ The school will implement activities that will build the capacity for meaningful



parent/family involvement.

- ☐ 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.

<b>Content and Type of Activity</b>	<b>Person(s) Responsible</b>	<b>Anticipated Impact on Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Family Reading & Resource Center	AFA	Increased scores	Open 4 times/week	Increased scores Sign in Sheets FR&RC data
Parent Institute link	Administration	Increased scores	Available throughout the year	Parent response
Communication (social media, Parent Connect, school website, teacher websites, newsletters, flyers, marquee, Student News)	Administration Teachers AFA Custodial Team	Increased scores	July-June	Survey results
Family Engagement Activities	Administration Teachers AFA Custodial Team PTO Volunteers	Increased scores	August-May	Sign-in sheets
Parent & Family Engagement Planning (PFEP)	Title I Team and District Staff	Increase family engagement for student achievement	August-May	Agendas, minutes sign-in sheets

Student Led Conferences	Teachers	Increase family engagement for student achievement	Quarterly	Sign-in sheets, student data notebooks
Hooked on Family Engagement Conference	Alliance for Family Engagement AFA Administration	Increase family engagement for student achievement	November	Agenda

## STAFF DEVELOPMENT

- ☐ 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 parent/families, in the value and utility of contributions of parents/families.
- ☐ 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 parent/families, in how to reach out to, communicate with, and work with parents/families as equal partners.
- ☐ 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 parent/families, in implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116]

Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Title I informational meeting	District Title I Team	Increased understanding of family	Fall	Agenda Sign-in sheets Increased

		engagement's impact on student achievement		student achievement scores
Faculty Meetings	Administration AFA	Increase staff understanding of positive impact of family engagement on student achievement	August-May	Agenda Sign-in sheets
Professional Development	Staff	Increase teachers' ability to share standards based practices and expectations with families	August-May	Agenda Sign-in sheets
Hooked on Family Engagement Conference	Staff	Increase teachers' ability to share standards based practices and expectations with families	nOVEMBER	Agenda

## OTHER ACTIVITIES

- ☐ Other activities, such as the parent 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]

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## 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 116]

Social media, Parent Connect, school website, teacher websites, newsletters, flyers, marquee, Student News, review of student data and school performance/district performance presented at PTO & SAC meetings, Family Engagement Documentation Binder (Title I school binder) located in the office and the FR&RC. Parent input and suggestions accepted via various methods. Title I documentation is kept in CRATE.
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## 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.

Social media, Parent Connect, school website, teacher websites, newsletters, flyers, marquee, and Student News are used. Translators will be available to families, Parent Guide & Calendar provided in English and Spanish, and available on the district web site, Parent Institute available in English & Spanish, Welcome PAcKets are provided to students as they enroll. Information from Family Workshops will be sent home to those unable to attend upon request. Documentation of Title I is maintained in CRATE.

## DISCRETIONARY ACTIVITIES (optional)

- ☐ Any activities that are not required, but will be paid through Title I, Part A Funding (for example, home visits, transportation for meetings, activities related to parent/family engagement. etc.)

Activity	Description of Implementation Strategy	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline
Underground Socializing Family Network	Parents/families share community & school events with one another, encouraging attendance	Families AFA	Stronger networking among families builds capacity in adults in the family leading to improved student achievement	August-July
Adopting and implementing model approaches to improving parental engagement	Email messages to staff about Family Engagement	AFA	Increase staff awareness of the importance of Family Engagement and its impact on student achievement.	Monthly


## 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 disabled, have limited English proficiency, and parents /families of migratory children).

Barrier	Steps to Overcoming Barrier	Persons Responsible	Timeline
Family Schedule	Digitize - make workshops and meeting available digitally (e.g. Facetime, podcast, FaceBook live etc.) Livestream PTO and SAC meeting, workshops etc.	AFA Teachers Administration District Title I Team	August-July

## PARENT-SCHOOL COMPACT

- ☐ Evidence of parent involvement in development, participation, and review of parent-school compact
- ☐ Compact outlines how parents, the school staff and students will share in the responsibility for improved academic achievement.

## SCHOOL BROCHURE

- ☐ Update all dates
- ☐ Update staff names (must have Principal and AFA names)
- ☐ Review & update information
- ☐ Remember to include:
  - ☐ School web site
  - ☐ School address
  - ☐ School phone number
  - ☐ Family Center days and times
  - ☐ Patents Right to Know
  - ☐ Parent/Family Engagement information
  - ☐ Title I Information (overview)
  - ☐ Student Success Plan information
- ☐ **Must be reviewed by Renee BEFORE being sent to Print Shop.**