

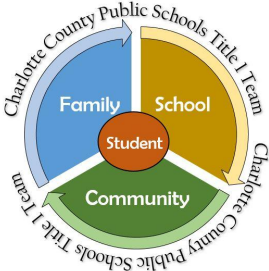
School Improvement and Parent & Family Engagement Plan

2021-2022

Kingsway 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/BEST 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 to Ashley Monier. [ESEA Section 1116]

	Annual Title I Meeting(s) Activities/Tasks	Person(s) Responsible	Timeline	Evidence of Effectiveness
A	In person OPEN HOUSE	Admin, tech staff, AFA, Teachers, Office Staff	Fall 2021	Sign- in sheets
B	Annual Title I Presentation- in every classroom and in the Cougar Community Expo (Title I program will be described in the Annual Title 1 Parent powerpoint presentation)	Admin, Media, Teachers, Tech	Fall 2021	Sign-in Sheets and pictures
C	Kingsway Elementary School's Social Media: purpose is to inform, increase family involvement and promote student success	Admin AFA Core Team Members Tech People	2021-2 2 SY	Facebook, Twitter, and Website- tracking views of each- constantly update
D	School Messenger Phone Calls and School Newsletter will include parent communication on curriculum resources, common assessments and other important information	Admin, AFA, Newsletter Coordinator	2021-2 2 SY	Scripts, email evidence, log of accepted calls
E.	Title I website channel	AFA, Tech People, Website Master	2021-2 2 SY	Evidence is the updated channel on the website
F.	Title I parent workshops	AFA	2021-2	Sign-in sheets

			2 SY Quarte rly	

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.

- Family Reading Center will be open to families in AM and PM
- Quarter Workshops including FSA Parent Workshop informational meeting will be held annually with the coordination of FRE, PTO, and SAC
- Student recognition awards program (flexible schedule to start in 2nd Quarter)
- PTO and SAC will be held in person and virtual to provide flexible options.
- Conferences will be held by teachers in person, by phone, or virtual and will be flexible to the parent schedule

BUILDING PARENT AND FAMILY CAPACITY for 21-22

- 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	Person(s) Responsible	Anticipated Impact on	Timeline	Evidence of Effectiveness	Number of Attendees
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Activity		Student Achievement			
(4, 6) STEM Night(3-5) STEM Night (K-2)	AFA, Core Team, STEM Teacher	Increase Science Scores, Family Engagement opportunities, and community collaboration.	Quarter 3 or 4	Flyer Phone Calls Pictures	TBA
(2, 6) Spirit Nights- Chick-fil-A,Dairy Queen, Culver's, Tijuana Flats, Tropical Smoothie, and other Community Cougar Partners	Admin, Staff Volunteers, PTO	Increase Family Engagement	SY 2021-22	Flyers, Phone Calls, Pictures, incentives	
(1, 2) Publix Math Night Winn- Dixie	Math Committee, Staff Volunteer, Core Team, AFA	Real world math connected to standards based curriculum	2nd Semester	Parent Surveys Sign in Forms Parent Evaluations	
(1, 2, 4,) Instructional Environment Improvement Workshops Creating a learning environment at home, Assessments, AR, Tech Night	AFA, Increase parent awareness and student success	Increase success in the instructional environment, parent awareness and student success	SY 2021-22	Sign in Forms pictures	SAC, FRE sign in sheets- will update with number of participants 1st workshop- SAC 10, 3 at FRE
(1, 2, 4, 6) FRE	AFA	Increase literacy skills, build home library, strengthen home school partnership	SY 2021-22	4 Openings per Week	Attendance so far has been good numbers will be put in for Mid-year.
(2, 3, 6) Fall Festival Trunk and Treat	KES Staff Volunteers, AFA, PTO Volunteers	Increase Family Engagement	Fall 2021 Nov. 5th	Flyers and Sign-in forms Pictures	
(2, 3, 6) Winter Palooza	KES Staff Volunteers, AFA, PTO Volunteers	Increase Family Engagement	Winter 2021	Flyers and Sign-in Forms	
(2, 6) Fun Run Family Event	Administrati	Parent engagement to	Spring	Flyer and Sign In Sheets	

	on PTO	increase involvement	2022		
(2, 6) Themed Book Fairs	Librarian, Literacy Action Team, AFA, Admin	Increase Family Engagement, Build Student Libraries	Fall 2021-September: Grade level nights Spring 2022 TBA	Flyers and Sign in Sheets	First book fair was very successful resulting in a lot of family visiting and money for our library.
(2, 4, 6) Celebrate Literacy Week	Literacy Action team, Lead Teacher	Provide students and families with a variety of reading activities.	January 2022	Flyers, School Website, Facebook/Remind Text	
(2, 4, 5, 6) Read Across America	Literacy Action Team, Lead Teacher, Admin	Provide students and families with a variety of reading activities.	March 2022	Flyers, School Website, Facebook/Remind Text	
(1-6) PFEP	AP, AFA, PFEP committee	Increase Home-School collaboration and communication.	Quarterly 2021-2022	Sign in Sheets, agenda	
(1, 2, 3, 5, 6) SAC/PTO meetings	PTO president, SAC chair, Admin	Provide opportunities to review student achievement data and school activities for student success Link sent out via remind	August - May SY 2021-2022	Flyers, sign in sheets, school website, Facebook/Remind/Texts	
(2, 4) Live School	PBIS Action Team	Promote Positive Behavior at school and at home. Communicate expectations to parents. Always	SY 2021-2022	Posters Incentives BOY Presentation	

		be proud to LEAD			
(2, 1, 4, 5) Parent and Family Engagement Website Page	Webmaster, AFA, Admin	Increase Family Engagement, Communication, and Dissemination of Information	SY 2021-22	Website page, Pictures, Information	
(1, 2, 4, 5) Bully Prevention Week	Administration	Increase family communication and dissemination of information about bully and preventing it at school and at home.	October 2021	Flyer, school connect calls	Successful prevention month with fun activities and discussion topics for home.
((1, 2, 4, 5) Red Ribbon Week	Empowering Instruction through Social and Emotional Action Teams	Increase family communication and dissemination of information about being drug free!	October 25-29, 2021	Flyer, dress up days, school connect call	Red Ribbon week was successful and many students participated.

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 Engagement during COVID-19 Pandemic	Creative and virtual methods to stay connected	Administration	SY 2021-22

Balancing the re-opening the building and events to families while maintaining safety for all stakeholders	Planning events with smaller groups- spreading out event for many nights (grade levels) FRE- more open mornings to reduce the amount of people in the FRE at one time to ensure socially distancing	Admin AFA Action Team Leaders	SY 2021-22
Mental Health of ALL stakeholders	Counselor will be in classrooms teaching with SE curriculum Mental health staff members will be available for “check-ins” with students Admin will provide monthly morale boosters to increase positive interactions MMM will provide helpful information for overcoming challenges such as anxiety, overwhelmingness, and/or stress Mental health staff members will provide resources for families	Mental health staff Admin	SY 2021-22
Communication	More communication from the Teacher to the parent- not just remind, but conferences held in person, virtually, or on the phone. Conference each quarter. Mentioning FRE, and other resources to improve the learning environment and communication with families.	Teachers, AFA, Admin, Action team leaders	SY 2021-22

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 Learning Meetings- LiveSchool IXL DRA MORE to come at MOY	Administration, Lead Teacher	Providing information and strategies to increase student achievement and monitor family involvement.	SY 2021 - 2022	Sign In Sheets
Data Team Meetings	Admin, Lead teacher, Grade Level Teams	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.	SY 2021 - 2022	Fall- DATA and Powerpoint, conference forms, report card commnets
Child Talk	Counselor, Reading Coach/Interventionist, Core Team, Grade Level Teams	Providing information and strategies to increase student achievement and communicate with	SY 2021 - 2022	Notes in Google Drive EDIS MTSS Process

		parents the needs to the students during conferences and TST meetings		
Action Teams	Staff Members	Provide staff with time to communicate and plan events to increase family engagement and strategies to effectively implement such events.	SY 2021- 2022	Sign in sheets, Completed Action Forms
FRE Student and Staff Informational Visit	Admin, AFA, Librarian	Provide staff with an informational visit to the FRE. This will help teachers know the resources and information provided in the FRE and be able to communicate that information to teachers.		

FAMILY SURVEY

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

TOPIC: Welcoming Environment

QUESTION: When I walk into this school, I feel welcome.

ACTIONS and ACTIVITIES	Person(s) Responsible	What needs to be completed?	Timeline	Evidence of Effectiveness
Front Staff are Welcoming	Front Staff	*The Ten Second Rule idea for front staff *Extra staff help on event days and FRE to greet and Raptor people in... *Get another Raptor	SY 2021-22	
Look of the Lobby	Admin, Action Teams leaders, Head Custodian	*Beautify the lobby *Cleaning-leaves, windows, etc. *Involve the leadership team in landscaping *Recycling team involved *outside brick, fence, and walkway in- jazz up!	SY 2021-22	
Volunteers/ Door Greeter	Admin, AFA	*seek volunteers to work front desk in mornings to greet students and families	SY 2021-22	

		*AM duty schedule for staff members *Volunteers to help out in the later morning hours and early afternoon		
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TOPIC: Communication

Question: If my child is having a problem with fitting in with others.

ACTIONS and ACTIVITIES	Person(s) Responsible	What needs to be completed?	Timeline	Evidence of Effectiveness
Providing time in the day for teachers to conduct conferences quarterly	Admin, teachers	*speaking about academics, social, and behavior	SY 2021-22 Quarterly	
Continue to communicate with Remind	Teachers, Admin, tech people	*remind accounts *create class accounts *create schedule for consistent communication time	SY 2021-22	
Social and Emotional Learning Opportunities	Mental health staff, admin	*class meetings *Sanford Harmony *Clubs *Buddy Reading	SY 2021-22	

TOPIC: Student Progress

Question: I use Focus to follow my child's grades

ACTIONS and ACTIVITIES	Person(s) Responsible	What needs to be completed?	Timeline	Evidence of Effectiveness
Communicate the use of Focus for student progress	Admin, Data Tech, Teachers	*staff development on Focus and how parents can use Focus to monitor grades and student progress *communicate to parents- letter, conferences	SY 2021-22	
Put "Focus" form in newsletter and on FRE website channel	Admin, Lead Teacher, AFA, Tech People	*edit form from other elementary school *Send form to Lead Teacher and AFA *Post form in appropriate areas	SY 2021-22	
Continue to inform parents of Focus access in conferences	Admin, Teachers	*Monitor conference forms to determine if teachers are reminding parents of Focus	SY 2021-22	

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.

- FRE Parent Workshops
- School website: Webmaster email provided
- Social Media- Facebook and Twitter (comments turned on for communication and messenger)
- School Email
- LiveSchool (One-way- However, Remind follow- up)
- Newsletter- Cougar Paw Print (Embedded Google Surveys- not consistent)
- School Connect Sunday afternoon- 4 pm (Call is emailed out, parents can respond to call, but doesn't happen often)
- Quarterly Parent conferences
- Remind App

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]

- PTO/SAC In person and virtually, minutes posted online
- Parent Workshops in person at SAC and in FRE
- School information will be posted on our web page and social media accounts
- Title I Annual Video at Open House
- School Website
- School Compact
- STAR Reports, APM, and other assessment data will be sent home
- School Messenger Phone Calls - Sunday at 4 pm
- Monthly Newsletters
- Documentation in Crate

PFEP & Parent/School Compact MID YEAR REVIEW 2021-2022

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

DATE:

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

2021-2022 PFEP Mid-Year REVIEW

1. UPDATES
 - Successes
 -
 - Challenges
 -
 - Add data to PFEP tables
2. NEW IDEAS
 -
3. THOUGHTS FOR 2022-2023 PFEP
 -

COMPACT NOTES

4. UPDATES

-

NEW IDEAS

-

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.