**Sparr Elementary SCHOOL Title I, Part A Parental Involvement Plan 2016-2017**

**Family Engagement/Parent Involvement Mission Statement – How will you increase family engagement?**

*Our primary mission at Sparr Elementary is to find ways of enhancing each child's learning opportunities. We strive to work collaboratively with parents and families to nurture a love for learning and to help our students become lifelong learners. We believe that each child should be given opportunities to achieve and be successful and understand active participation by parents and family will help promote this success. We will work together to establish effective family-school partnerships. School and home must also work together to help ensure our students will achieve and succeed. We are committed to ongoing, two-way, meaningful communication to help facilitate mutual understanding and to stimulate student success.*

*Sparr Elementary is committed to the success of students. We will work together with parents to monitor the effectiveness of our Parental Involvement and Title I Programs and to provide excellence in education. This policy will be promoted by the administrators, principals, and other school staff as we seek active participation by our parents.*

**Involvement of Parents –How will you involve parents in school decisions?**

*Our school has a School Advisory Council (SAC)) consisting of parents, community members, and school staff. All parents are encouraged to become members of the SAC. Information is sent out to families by School Newsletters, SkyLert phone messages, and other appropriate means.*

*Members of the SAC will be determined by the balanced representation of the ethnic, racial, and economic community served at Sparr Elementary School. Recruiting efforts are ongoing throughout the year so that we may attain than 50% of the SAC are parent (non-employee) representatives.*

*The SAC reviews and makes revisions to the School Improvement Plan, the Parent Involvement Plan and the School Compact each year. SAC members will have input on how Title I and Parent Involvement funds should be used at Sparr Elementary.*

*The Local Education Agency (LEA) has a District Parent Involvement Review Committee. School Advisory Council (SAC) chairpersons from each of the Title I schools and other involved parents along with School Parent Liaisons, Community Leaders, Title I Parent Involvement staff, and Title I Instructional Support Personnel make up this committee. The DPIRC brings recommendations to our school to help in planning for meaningful family engagement and parent involvement opportunities.*

**Coordination and Integration – How will you coordinate with Federal Programs?**

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| *Title I Part A* | *Our school receives Title I funds based on free and reduced lunch counts. Title I Part A funds are used to provide supplemental instructional materials, equipment, and/or personnel to help students meet the rigorous state standard expectations. Staff development as well as Parental Involvement Trainings and Workshops will be coordinated with Title I, Part A.* |
| *Title II* | *Staff and faculty members participate in district professional development opportunities.* |
| *Title III – ELL* | *The administration will coordinate with Grants & Federal Programs, ESOL Department to identify students. ESOL paraprofessionals are placed in our school to provide students with the appropriate academic support that they need to progress in learning a second language.* |
| *Title I Part C (Migrant)* | *The administration will contact the Migrant Department of Grants & Federal Programs office. This office will provide academic support to the students and help families with resources they may need.* |
| *Individuals with Disabilities Education Act (IDEA)* | *Our school coordinates with the ESE, Student Services Department of MCPS.*  *Supplemental instructional support is shared with parents as they are invited and attend their child's IEP meetings.*  *Teachers and staff will follow the MTSS policies and processes.* |
| *HIPPY Program* | *Home Instruction for Parents of Preschool Youngsters (HIPPY) is a parent involvement and school readiness program. HIPPY offers free home-based early childhood education for three, four, and five year old children working with their parent(s) as their first teacher. The parent is provided with a set of developmentally appropriate materials, curriculum, and books designed to strengthen their children's cognitive skills, early literacy skills, social/emotional and physical development. Representatives from this program will hand out flyers at Open House and parent events. Interested families in our school may contact Kim Gibas at Grants & Federal Programs.* |
| *Voluntary Pre-Kindergarten Program/Public Preschool* | Title I coordinates with the Early Learning Coalition, and schools in order to provide parents and caregivers helpful information and steps for enrolling their children in Florida’s Voluntary Pre-Kindergarten programs. VPK and (ESE) Pre-K classrooms are established in schools based on school and community needs. |
| *Title X - Homeless* | *The administration will coordinate with our District Homeless Liaison who will provide the students and families the resources and support they need.* |
| *Federal Nutrition Program* | *Our guidance department identifies families in need and coordinates “Food 4 Kids”—a weekend food backpack program providing nutrition supplements.* |

**Annual Parent Meeting – How will you develop an Annual Title I Informational Meeting?**

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| **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| *Develop agenda and establish date for Annual Informational Meeting.*  *Obtain power-point template from Title I Parent Involvement Staff.* | *Administration* | *August, 2016* | *Copy of Agenda*  *Copy of Flyer* |
| *Send Meeting Announcement flyer in backpacks of all students.*  *Send Alert Now phone messages.* | *Administration* | *September, 2016* | *Copy of Flyer*  *Copy of SkyLert messages* |
| *Hold Annual Title I Parent Informational Meeting.* | *Administration* | *September 13, 2016* | *Sign in Sheets/*  *Parent Evaluations* |
| *Maintain Documentation.* | *Assistant Principal/ISP* | *September* | *Monitoring documents uploaded to school’s jump drive.*  *ISP uploads to Federal Programs Portal.* |

**Flexible Parent Meetings – How will you ensure that parents may attend school meetings/events/family engagement workshops?**

*Sparr Elementary School teachers and administration will ensure that family engagement workshops and meetings are offered at flexible times for parents and families.*

*Examples of flexible meetings and trainings at our school are:*

* *Sparr Elementary School’s scheduled orientation, open house, and the Annual Title 1 Meeting are held in the evening. This allows many of our working parents to participate.*
* *Parent Training and Family Engagement Workshops are presented in the day and at evening. Refreshments are provided at each of these trainings/workshops. This allows busy parents to participate without missing work or having to prepare a meal for the family before coming to a school event. Childcare is also available for those who are in need of this service.*
* *SAC meetings are scheduled at a time convenient to the SAC members. This will be voted on during the first SAC meeting in September.*
* *Student award ceremonies are presented during the school day at a variety of times on a quarterly basis.*
* *The Media Center is open before and after school hours for parents to participate in the book fair and use the school computers, when needed.*
* *Pre-Kindergarten classes present parent programs during the school day and also in the evenings.*
* *Parent-Teacher conferences are scheduled at various times, convenient for parents and families as well as for teachers. Teachers make parent contact at least once a semester per child.*

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**Building Capacity – How will you build parent/family capacity?**

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| *“Readers are Leaders”* | *Principal,*  *Professional Development Specialist* | *By providing resources to encourage and support literacy development at an early age to parents and families, grades K-2 students will make gains in reading as displayed in FSAs, RWAs, and LEOCEs.* | *9/11/16* | *Agenda,*  *Parent sign-in sheet,*  *Parent Evaluations* |
| *“Read and Rise”* | *Administration, District Parent Involvement Staff* | *By providing resources to encourage and support early reading skills to pre-kindergarten and kindergarten parents/families, our kindergarten students will make gains in reading as displayed in FSAs, RWAs, and LEOCEs. Pre-kindergarten students will show gains on their specific reading assessments.* | *10/22/16* | *Parent Sign-in sheet,*  *Parent Evaluations* |
| *Math Nights*  *And*  *Reading Nights* | *Dean,*  *Grades K-5 Teachers* | *By helping parents learn strategies for solving real world mathematical applications as well as Reading Strategies, students in grades K-5 will increase their mathematics scores on FSAs and LEOCEs.* | *8/23/16, 8/30/16*  *9/20/16*  *9/27/16* | *Agenda,*  *Parent sign-in sheet,*  *Parent Evaluations* |
| *Science, and Special Areas Events* | *Assistant Principal, Academic Coach* | *Parents and families will learn about the scientific process and ways to integrate reading, science and math learning. Science scores on FSAs and Science LEOCEs will increase.* | *2/26/17* | *80% or more parents/families of students will attend.*  *Agenda,*  *Parent sign-in sheet,*  *Parent Evaluations* |
| *“Muffins for Moms”*  *“Donuts for Dads”(Grades 1 - 5)* | *Professional Development Specialist, VPK ISP, Title I ISP,*  *Parent Liaison* | *Explore reading in the content area tied to standards. As parents are taught reading strategies, they can work with their child at home to increase their children’s reading abilities. Scores on FSAA and RWAs will increase, as well as FSAA and LEOCEs.* | *11/18/16, 2/17/17,*  *3/1/17* | *80% or more of parents/families will attend.*  *Agenda,*  *Parent sign-in sheet,*  *Parent Evaluations* |
| *“Bag Lady” Program* | *Parent Liaison* | *Academic materials for parent checkout will afford parents the opportunity to support their children in all areas of academics. FSA, RWA and LEOCE scores will show an increase.* | *Every Thursday throughout*  *school year* | *Increase usage 5%*  *Logs will show distribution numbers.* |
| *“Pastries for Parents”*  *“Granola with Grandparents”* | *Professional Development Specialist, VPK ISP, Title I ISP,*  *Parent Liaison* | *Literacy training (grades K-2) will provide parents with strategies that they can use to enhance their child's reading abilities. Scores on grade level LEOCEs will showcase reading skills.* | *11/24/16* | *Agenda,*  *Parent sign-in sheet,*  *Parent Evaluations* |
| *Literacy Night* | *Principal,*  *Professional Development Specialist,*  *Parent Liaison* | *Literacy night for K-5 parents will provide reading strategies that parents might use to benefit their child in the area of reading/writing. Scores on grade-level LEOCEs will show effective literacy development. FSA Writing scores will show an increase.* | *12/14/17* | *Agenda,*  *Parent sign-in sheet,*  *Parent Evaluations* |
| *“Weekend Warriors”* | *Professional, Development Specialist, Academic Coach,*  *Parent Liaison* | *Weekend reading/mathematics program will reward students for reading/math work. The goal is for students reading fluency/problem-solving skills and comprehension to increase through additional practice at home. Aims Web data along with RWAs, FSAs, and LEOCEs will show an increase in scores in all students.* | *Every weekend throughout the school year.* | *Number of battles earned and logged*  *Parent Evaluations* |
| *Science Fair Information Night* | *Assistant Principal, Academic Coach* | *Reviewing the scientific process with parents of 4th and 5th grade students will give more science foundation so that students’ science knowledge increases. Science FSAs as well as LEOCEs’ scores will be increased.* | *January 2017* | *Agenda,*  *Parent sign-in sheet,*  *Parent Evaluations* |
| *District Family Engagement Workshop* | *Administration, District Parent Involvement Staff* | *Parents will gain knowledge of Florida State Standards in Reading, Writing and Mathematics. Parents/families will become more engaged with students school work and involved in students’ home work/practice. Scores in RWAs, FSAs, and LEOCEs will show an increased level.* | *February, 2017* | *Agenda*  *Parent Sign-in sheet*  *Parent Evaluations* |
| *Walmart Night* | *(K-5)Teachers, Dean, Parent Liaison* | *Applying reading skills to real world activities will increase reading skills. Aims Web data along with RWAs, FSAs, and LEOCEs will show an increase.* | *3/10/17* | *50% of parents/families will participate*  *Agenda,*  *Parent sign-in sheet,*  *Parent Evaluations* |
| *“Parent Parties”* | *Administration, District Parent Involvement Staff* | *Parents will gain knowledge of Florida State Standards in Reading, Writing and Mathematics. Parents/families will become more engaged with students school work and involved in students’ home work/practice. Scores in RWAs, FSAs, and LEOCEs will show an increased level.* | *October 10, 2016*  *November 11, 2016* | *Agenda,*  *Parent Sign-in sheet*  *Parent Evaluations* |
| *Family Summer Skills Packets* | *Teachers, Coaches, Parent Liaison,*  *Para-professional staff* | *Packets will review and preview NGSSS &/or Florida State Standards in Reading, Writing and Math in an effort to decrease "summer slide". Fall student AIMS web data will show results of effort.* | *June 2017* | *Notice of packets in Parent Newsletter,*  *Picture of family packet* |

**Staff Training – How will you build staff capacity in parent involvement/family engagement?**

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| *MTSS* | *District/ Principal/*  *Assistant Principal*  *Dean* | *Student Scores on District Learning Checks will increase.* | *August 2016-June 2017* | *TNL reports/Teacher sign-in sheets*  *Teacher documented Intervention.*  *Copy of PMP Schedule*  *Parent Signatures on the PMP paperwork.* |
| *School Parent Liaison Training* | *Administration,*  *District Title I Parent Involvement Staff* | *There will be an increase in parent involvement/family engagement. Students’ scores on FWAs, FSAs, and LEOCEs will increase.* | *Quarterly trainings, throughout the school year.*  *Parent Liaison will train staff members in building parent involvement/family engagement.* | *Numbers of parents participating in parent trainings, parent involvement events and family engagement workshops will increase.* |
| *Parent Portal* | *Principal/Assistant Principal* | *Student Scores on District Learning Checks will increase.* | *August 2016-June 2017* | *Teacher sign-in sheets*  *Parent Portal report (number of parents registered)* |
| *Florida Standards Trainings* | *Administration, Coaches, Lead Teachers* | *Training for teachers on the new FSA standards will result in higher achievement and proficiency on the FSA tests in grades 3-5th grade.* | *(Specific dates)*  *Follow-up trainings throughout the school year* | *TNL reports,*  *Teacher sign-in sheets*  *Agenda* |
| *Identifying the Gifted Child* | *Guidance Counselor* | *Teachers will identify gifted traits in students, communicate with parents and identify potential students for gifted screening.* | *All year* | *Teacher sign-in sheets,*  *Agenda*  *(Number of referrals for the gifted program will increase.)* |
| *Positive Family Communication/Effective Conferences* | *Administration,*  *Title I Parent Involvement Staff* | *Student performance on FSAs, RWAs, and LEOCEs will increase.* | *November, 2017* | *75% of parents will attend one parent conference.*  *Conference Night Flyer/Schedule*  *Sign-in sheets* |

**Other Activities – What other activities engage and involve parents in building capacity?**

* *Parent Resource Room - A Parent Resource Room is equipped with computers to allow parents/families to log on and register to the Parent Portal. A Parent Involvement Library gives information and suggestions on academics and behavior. The Parent Resource Room is maintained by the Parent Liaison and is open every school day from 8:00-3:00.*
* *Each parent will receive a Calendar of Events which provide important dates for parent involvement throughout the school year.*
* *A Parent-School Compact will be given out at the beginning of the school year that will outline expectations for parents, teachers, and administrators. Teachers will use/review (revise if needed) this Compact in discussions with parents concerning their child’s progress.*
* *Each child grades 2-5 will receive a planner that allows for written communication between the teacher(s) and parents. Planners will be updated daily with academic notifications and will require a parent signature.*
* *District Parent Surveys dates will be advertised on our school’s website and by sending a note home in a timely manner. Parents will also receive information on the use of school computers if needed.*
* *Volunteer & Mentor Appreciation Program - At the beginning of the year {September} recruitment and training will be offered to potential volunteers and mentors by the Dean of Students. At the end of the year {May} a breakfast will be held to celebrate their service and commitment by the administration team. Teacher input surveys are collected in May to gauge the effectiveness of the program.*
* *The Title I Parent Resource Center on Wheels will visit the school campus 4 times during the school year. Notification of the date of the visit(s) of the Title I Resource Center on Wheels will be sent out via newsletter, Alert Now calls, and noted on marquee/website for all parents/families.*
* *Parents and families will be encouraged to visit the District Title I Parent Resource Center and our teachers will utilize the Teacher Check Out program that the Center offers.*
* *Home School Connection Newsletters will be sent home monthly (Beginning Reading –Pre-K-2, Science + Math-3-5, Middle Years – 6-8) and a link will be shared on the school’s website.*
* *Our school will hold an Orientation Day in September, 2016 to increase parent awareness of the school and teachers' goals and expectations.*
* *Our school will recruit additional SAC members to help research available resources, school needs, and establish a year-long plan.*
* *“Safe Halloween” will allow students and parents to enjoy trick or treating in a safe atmosphere. (October, 2016)*
* *STEAM Showcase Night will allow parents to see and participate in a variety of STEM activities with their children.*
* *Fall Festival including Safe Trick or Treat for all local families.*
* *Career Day-Our Guidance Counselor and Parent Liaison will contact parents to invite then to share their profession/career with students. The Guidance Counselor will organize the event. (April, 2017)*

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**Communication – How will you effectively communicate with parents/families in a timely manner?**

*Our school will share timely information about the Title I programs including a description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. Initial information will be shared during the Title I Annual Meeting held in September 2016.*

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| *Teachers, counselors and other school personnel will maintain regular contact with parents through personal calls, phone texts, and emails in an attempt to reach parents who do not or cannot participate to seek input and increase involvement.*  *Home visits are provided by Social Services.*  *Parent Training and Family Engagement Workshop information will be distributed to parents via flyers, by utilizing the SkyLert telephone calling system, and the Remind Me app. Events will also be advertised on our school’s marquee.*  *Power-point presentations and You Tube videos will be available to parents/families who could not attend the District Trainings and Family Engagement Workshops.* |

*All school information is disseminated through a monthly newsletter, and the school’s SkyLert calling system. This is inclusive of those parents who did not attend planed events to ensure they receive all information.*

*All school information is presented to families in a language that they may easily understand (free from jargon, educational acronyms) and translated to their native language.*

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**Accessibility – How accessible is your school to parents and families?**

*Our facility is ADA accessible.* *Parents with disabilities are regularly invited to all parental involvement events and family engagement workshops. If support is needed to accommodate a disability, appropriate arrangements will be made.*

*Translators for those in need of assistance with Spanish and/or American Sign Language are available upon formal request, as well as informally, through our bi-lingual staff members. Phone calls using the SkyLert messaging system will be provided in English and Spanish, by the principal and the bilingual assistant principal.*

**Discretionary Activities – What additional activities not mentioned in your plan help to build family and community engagement?**

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| **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| *Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.* | *Good News Club meets weekly at our school.* | *Administration/*  *Good News Club representatives.* | *Students will become more engaged in school work.*  *Behavior referrals will decrease.* | *Throughout the 2016-2017 school year, starting in October.* |
| *Training parents to enhance the involvement of other parents.* | *Parent Book Study* | *Administration* | *Parents will participate in a book study, sharing their learning and helping to engage other parents throughout the school. Student learning will increase as a result of increased parent engagement. Students will receive better grades, like school more and show an increased motivation for learning.* | *9 weeks – Fall, 2016* |

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