# 2017-2018 SUNRISE ELEMENTARY SCHOOL Title I, Part A Parent and Family Engagement Plan

I, **Anna DeWese, Ed.D.** , do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

# Assurances

· The school will be governed by the statutory definition of parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA.

· Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent.

· Jointly develop/revise with parents the school parent and family engagement plan and distribute it to parents of participating children and make available the school plan to the local community.

· Involve parents and family members, in an organized, ongoing, and timely way, in the planning, review and improvement of the school parent and family engagement plan.

· Use the findings of the parent and family engagement plan review to design strategies for more effective family engagement and to revise, if necessary, the school’s parent and family engagement plan.

· Provide each family with an individualized student report about the performance of their child(ren) on the State assessments. (ESEA Section 1116)

· Provide each family timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who has not completed the criteria for state level certification.

· Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

# Signature of Principal or Designee Date Signed

# Mission Statement

At Sunrise we value our students and families, and we believe all students can learn. Therefore, we will provide a quality education that supports students and provides opportunities for success in a safe and secure environment.

# Involvement of Parents

At Sunrise, parents will have the opportunity to participate and become engaged through the School Advisory Council (SAC) which develops, implements and evaluates the school’s improvement plan and parent and family engagement plan. Parents have an opportunity to help make decisions regarding the Title I, Part A budget at monthly SAC meetings. An implementation evaluation of all Title I, Part A funded programs will be provided to parents during these meetings, and feedback will be solicited from parents to help improve the quality of services to students and parents. SAC meeting minutes will document all parental input. These minutes will be uploaded out our school’s Title I jump drive and maintained for monitoring purposes. Additionally, parents may provide feedback through surveys which evaluate the school, programs, and activities. Feedback may prompt immediate change or help to guide decisions that impact funding, programs, and activities for the following year.

**Engagement Opportunities:**

The faculty and staff at Sunrise also encourage parents to become engaged by signing onto the Family Access in the Skyward portal to review grades, etc., communicating with teachers through class Dojo, attending parent information events, joining PTO, attending parent conferences and establishing a line of communication with their child’s teacher. Parents may also become involved by volunteering in a variety of ways i.e. tutoring, helping with “the arts” programs, reading to students with the 100 Grandparents’ group, helping with PBIS initiatives, etc.

# Coordination and Integration with Other Federal Programs

At Sunrise, coordination and integration of family engagement programs and activities are varied. The parent liaison will coordinate with individuals in the Marion Oaks community and entitlement contacts throughout the district to provide academic and community opportunities and for students and families.

The school uses the following opportunities to assist families to help students at home. Families are encouraged to contact the school if they believe their families (children) can benefit from the opportunities or programs listed below.

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| **Program** | **Coordination** | |
| Voluntary Pre-K | Title I, Part A funds are used to supplement Early Learning funds to provide Pre-Kindergarten opportunities for 40 students. Parents may help their children with foundational skills by reading with their students for 15 minutes nightly. | |
| Kindergarten Transition | In April 2017, parents were offered opportunities to learn about Kindergarten to help their children transition into the 2017-2018SY. Parents were provided a Kindergarten activity packet to help students during the summer and information about expectations for the coming year. | |
| HIPPY Program | The USF sponsors Home Instruction for Parents of Pre-school Youngsters (HIPPY). Participating parents of three, four, and five year old children may participate. During the 2017-2018SY, a HIPPY Home School Liaison will be housed at Sunrise to provide early learning services to families who reside in Marion Oaks.  HIPPY information will be provided to families during orientation and open house events. Brochures will also be available in the family welcome center. | |
| Pre-K ESE | Pre-K students attending Sunrise with active IEP's are provided required services. Parents are encouraged to become actively involved with school activities.  Currently, there are no students who need this service. | |
| Migrant Program | The administration will coordinate with our District Migrant Coordinator who will provide the students and families the resources. Services are varied and determined by need. | |
| Homeless | The administration will coordinate with our District Homeless Liaison who will provide the students and families the resources. Services are varied and determined by need. | |
| Title III, ESOL | The administration will coordinate with Grants and Federal Programs, ESOL Department to identify students. An ESOL Resource Facilitator is assigned to Sunrise to support teachers, parents, students, and paras. Additionally, ESOL paraprofessionals are assigned to schools to provide students with the appropriate academic support they need to progress in learning a second language and adapt to a new culture.  Instructional and non-instructional staff members are offered professional development opportunities to support students with language acquisition. | |
| Individuals with Disabilities Education Act (IDEA) | The administration and school’s Counseling Department coordinates with the Exceptional Student Education (ESE), Student Services Department of MCPS to ensure identified students are provided services as prescribed by their individual education plan (IEP). An ESE Specialist is assigned to Sunrise as a liaison to ensure students with IEP’s receive appropriate services to help them achieve academically, socially, and emotionally. | |
| Title I, Part A | Our school received Title I funds based on the school’s population of students meeting free or reduced lunch criteria. Allocated funds support programs needed to improve academics, engage parents, and provide professional development activities. At Sunrise, we will determine how funds are spent based on a comprehensive needs assessment. | |
| Title II, Part A | | The district provides opportunities for staff and faculty members to participate in professional development opportunities designed to build capacity and improve instructional delivery which ultimately improves students’ academic achievement.  During summer 2017, teachers were offered courses through the district’s Summer Teaching Academy. Additionally, the district will provide opportunities throughout the year for teachers including veteran and new teachers, administrators, and paraprofessionals.  Additionally, Sunrise staff and faculty members will receive training in a myriad of areas, engagement, standards instruction, parent engagement, etc. |
| School Counseling Department | | The school’s Counseling Department identifies families in need and coordinates with several community organizations to provide the following:   * Food 4 Kids * Clothing * School supplies * Outside counseling services * Homeless/needy services   During the 2017-2018SY the department will also focus on improving attendance for at-risk students and families. This will occur through coordinated services with the district’s Social Work Services Department. |
| Student Services Department (Discipline) | | The school’s Student Services Manager will work with the district to coordinate services to improve discipline infractions by incorporating the Positive Behavioral Interventions & Support (PBIS). A team will be trained in July, 2017 and will meet throughout the school year to ensure the fidelity of implementation. |

# Annual Parent Meeting

Sunrise Elementary will convene an annual meeting to inform parents of Title I requirements and their rights to be involved in the Title I program. The annual meeting will occur during the “open house” event. The administration will provide information to parents concerning:

* the school’s Title I schoolwide program
* information regarding students achievement data
* school grade data
* mission and vision of the school
* plan to help students academically, behaviorally, and emotionally
* provide parents with specific information concerning their rights as a Title I parent

The annual parent meeting will occur in September, 2017. Documentation as evidence for this meeting will be a copy of the announcement/flyer that was sent home to all families, a script of Skylert phone message, sign-in sheets, parent evaluation forms and a copy of the presentation used at the meeting. All documentation will be uploaded to our school’s Title I jump drive and maintained for monitoring purposes.

# Flexible Parent Meetings

At Sunrise, parent meetings including conferences, parent information events, awards assemblies, and school productions are offered throughout the year at a time convenient for parents. Parent conferences, SAC/PTO meeting times are flexible and negotiable and determined by a committee of stakeholders. Additionally, teachers are available during school wide academic meetings and by appointment before or after school.

Parents are encouraged to attend all school functions and to become engaged. School functions may include child care services for younger children. If necessary, home visits may be provided, and all functions will help empower parents to be their child’s first teacher.

Title I, Part A parental involvement funds will be used to organize parent information events that will help parents understand how to help students in reading, writing, and math. The information events may also include community services designed to help parents as defined in the coordination and integration section to help meet the needs of students and families.

# Building Capacity

At Sunrise, the following activities will build capacity for meaningful parent/family engagement.

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Parent Information Events | Principal  Assistant Principals | Parents will glean information to help them understand school structures (academic, social, emotional) | August 2017-May  2018 | Increased parent attendance when comparing 2017SY to 2018SY |
| Principal’s  Council | Principal | Administrators will glean information from parents to design events and information sessions relevant to parent and family needs. | September 2017-May  2018 | Increased parent involvement/engagement as designed by the council  (minutes, sign in sheets) |

At Sunrise, the school will implement activities that will build relationships with the community to improve student achievement by implementing the following:

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Back to School Bash | Principal, AP’s | Preparation for school year | July 2017 | Number of at-risk students provided school supplies |
| Volunteer Recruitment | Volunteer Coordinator | A community of volunteers can engage students and ultimately improve student success as  well as achievement | August 2017-May  2018 | Increased volunteer hours over 2016-2017 school year |
| 100 Grandparents Initiative | Media Specialist | Volunteers are dedicated to read to students on early release days. These sessions are designed to impact reading. | August 2017-May  2018 | Improved student engagement (number of library books read)  Improved reading data (formative assessment) |
| Reading Pals | Volunteer Coordinator | Volunteers are dedicated to PK and/or Kindergarten students | August 2017-May  2018 | Improved reading data (formative assessment) |
| Recruitment of Community Volunteers and partners | Principal | A relationship with community volunteers and partners will impact the Involved Families component of the Five Essentials | August 2017-2018 | Increased engagement from families and community including, but not limited to SAC/PTO  membership, volunteers, business partners, community partnerships |

At Sunrise, the following activities will be offered to support parent/family engagement

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| --- | --- | --- | --- | --- |
| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Parent Notifications | School Administration | Communication of the school’s vision will invoke dialogue between school and home (Skylert, newsletters, flyers, webpage, twitter) | August 2017-May  2018 | Increased reciprocal communication (student logs, phone calls) |
| Continue Skyward Family Access | Principal's Designee | Improved student engagement | August 2017-May  2018 | An increase in the number of families with access to the portal |
| Provide Translators to Translate Documents and Conversations | Assistant Principals | Documents sent home will be translated.  Translators will be available for parent at parent information events. | August 2017-May  2018 | Parent survey results  Increase in number of translated documents |
| Plan for and Implement a Parent Community Council | Principal | Parents will have an opportunity to have conversations with the administration designed to improve family engagement and make the school a warm, inviting, and safe place for families to voice concerns and understand school systems (strategies development may or may not involve Title I, Part A funding) | August 2017-May  2018 | Parent input will impact events, communication and how events are planned and implemented |
| Plan and Implement Parent Information Nights | Administrative Team | Empowering families to understand school systems, mission and vision, and standards instruction will have a positive impact on students behavior, attendance, ESOL, curriculum and achievement, and community support | August 2017-May  2018 | Decrease in discipline referrals (improvement in behavior)  Decrease in absences and tardies  Improvement in student data (formative and summative) |

# Staff Training

The administration will develop an ongoing professional development opportunities that teaches employees the value of parent/family contributions and how these contributions help in build a culture of respect. The plan will incorporate strategies that can be used to break communication barriers and misconceptions.

The following activities will be provided to employees to communicate and work with families as equal partners and how to implement activities and programs that bridge the gap between school employees and families.

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Communicate the Professional Development Plan | Principal, Assistant Principals | Employees enrolled in the training will better understand how to help parents advocate for their children  (implications of Title I and parent engagement, communication, poverty, student engagement, multi-tiered systems of  support, ESOL program, ESE program, Positive Behavioral Interventions and Support, standards instruction and assessment) | August 2017-May  2018 | Number of employees utilizing strategies to communicate with parents/families   * Teach sign-in sheets * TNL reports * Instructional and non-instructional survey results |

# Other Activities

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Parent Conferences | Assistant Principals | Communication offers parents the ability to help students at home by supporting classroom initiatives | August 2017-May  2018 | Parent conferences will be documented by teacher and through database using   * Parent Sign-in sheets * Completed evaluation forms   (effectiveness will be determined conferences are successful and parents are satisfied with outcomes) |
| Title I Parent Resource Center Mobile Unit | District Title I Office | Parents may checkout activities to help students in reading, math, and science | Four times per year as scheduled by the district | Types of activities that build capacity (students and parents)  Academic improvement |
| Title I Parent Resource Center | Teachers  Assistant Principals | Teachers will analyze student deficits and use the lending library to send items home for parents to use with students | August 2017-May  2018 | Types of activities that build capacity (students and parents)  Academic improvement |
| Parent Information Events | Principal | Parents and families will be invited to attend information sessions (curriculum, attendance, discipline, assessment) to improve  student achievement | August 2017-May  2018 | Build parent capacity  (information gleaned through surveys) |
| Parent Newsletters | Principal | Each month the newsletter will offer parent engagement strategies to improve and build parent capacity | August 2017-May 2018 | Build parent capacity (information gleaned through surveys) |

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| Parent Flyers | Principal | Parent flyers will provide timely information about events occurring at the school. Parent engagement is a major component as defined by the five essentials which helps school improvement initiatives. | August 2017-May  2018 | Number of parents attending events  (sign in sheets, parent survey results) |
| Sklyert Voice Messaging | Principal  Assistant Principals | Automated messaging will provide timely information about events occurring at the school. Parent engagement is a major component as defined by the five essentials which helps school improvement initiatives. | August 2017-May  2018 | Successful parent calls  (data from Skylert) |
| Webpage | Principal’s Designee | Immediate communication will keep parents informed.  Informed parents are engaged parents. Parent engagement is a major component as defined by the five essentials which helps school improvement initiatives. | August 2017-2018 | Tracking data that indicates the numbers of visits to the webpage  Tracking data that indicates an increased number of families attending parent events and conferences  Parent satisfaction survey data |
| Twitter Account | Principal’s Designee | Immediate communication will keep parents informed.  Informed parents are engaged parents. Parent engagement is a major component as defined by the five essentials which helps school improvement initiatives. |  | Tracking data that indicates the numbers of followers/re-tweets to the webpage  Tracking data that indicates an increased number of families attending parent events and conferences  Parent satisfaction survey data |
| Parent Welcome Center | Principal’s Designee | The welcome center will provide information for parents which includes PIP, SIP, curriculum/standards, calendars, current events.  Parent engagement is a major component as defined by the five essentials which helps school improvement initiatives. |  | Tracking data that indicates an increased number of families attending parent events and conferences  Parent satisfaction survey data |

# Communication

At Sunrise, information will be shared in a timely manner about the Title I programs including a description and explanation of the curriculum at the school, the curriculum, standards, and types of academic assessment used to measure student progress. Additionally, information concerning student proficiency and how students can maintain or become proficiency will be communicated to parents. Initial information will be shared during the Title I Annual Meeting held in September, 2017 and through grade level and school newsletters that are designed to provide ongoing information to parents. Notices for meetings, school reports, and other activities will be sent home in a parent friendly language, absent educational jargon. Additionally, notices and or newsletters will be translated in the student's’ home language. In addition to the above, parent-teacher communication is available via phone, email, and written correspondence.

The following are types of information parents will receive to inform them about school initiative and events as well as information to help them become more engaged.

* Newsletters from school and/or grade level or classroom
* Flyers
* Skylert messages
* Personal letters regarding ESE and ESOL meetings, if applicable
* Parent and Family Engagement Plan
* School Improvement Plan
* Home-School compact
* School Public Accountability Report (SPAR)-school grades information
* Student proficiency reports
* Interim (progress) reports
* Report Cards
* School (classroom) webpages
* Email
* Twitter

At Sunrise, information which describes and explains curriculum and forms of assessment to measure progress in the September, 2017 newsletter. Specific information about students will be offered parent conferences and/or individual phone calls.

Parents may contact the school to schedule parent conferences, join SAC/PTO or the Principal’s Council to formulate suggestions and provide feedback regarding decisions related to their child’s education.

Parent satisfaction surveys will provide insight as to perception. If perceptions are not favorable, the administration will discuss options for improvement with district Title I administration.

# Accessibility

The facility is ADA accessible. Parents with disabilities are afforded the same opportunities for engagement as their non-disabled counterparts. If arrangements are needed, the administration will work with the Director of Equity to accommodate needs.