**2017-2018 SPARR ELEMENTARY SCHOOL, Title I, Part A Parent and Family Engagement Plan**

I, Gay Street, 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.

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| **Signature of Principal or Designee** | Date Signed |

**Mission Statement** Our school mission is to increase achievement for all students.

**Vision Statement** – Sparr Elementary will provide every student with learning opportunities to academically compete, and to grow emotionally, physically and socially.

**Parent Involvement Mission Statement**

Sparr Elementary will build strong relationships with students, parents, and the community to create family engagement to support learning that will increase student achievement.

**Involvement of Parents**

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 and Family Engagement Plan and the School Compact each year. All parents and family member’s input is documented in SAC meeting minutes. These meeting minutes are uploaded to the school’s Title I jump drive and maintained for monitoring purposes.

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, make up this committee.

**Coordination and Integration with Other 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**

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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 staff. | Administration | September 7, 2017  5:00 – 7:00 pm | Copy of Agenda  Copy of Flyer |
| Send Meeting Announcement flyer in backpacks of all students.  Send Skylert phone messages. | Administration | September, 2017 | Copy of Flyer  Copy of SkyLert messages |
| Hold Annual Title I Parent Informational Meeting. | Administration | September 2017 | Sign in Sheets/  Parent Evaluations |
| Maintain Documentation. | Assistant Principal | August 2017 – May 2018 | Monitoring documents uploaded to school’s jump drive and maintained for monitoring purposes. |

**Flexible Parent Meetings**

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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.
* 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.

**Building 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,*  *Content Area 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.* | *September 2017* | *Agenda,*  *Parent sign-in sheet,*  *Parent Evaluations* |
| *Math Nights*  *And*  *Reading Nights* | *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.* | *August 2017*  *October*  *February*  *May 2018* | *Agenda,*  *Parent sign-in sheet,*  *Parent Evaluations* |
| *Science, and Special Areas Events* | *Assistant Principal,* | *Parents and families will learn about the scientific process and ways to integrate reading, science and math learning. Science scores on FSAs and FCAs.* | *February 2017* | *80% or more parents/families of students will attend.*  *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.* | *May 2018* | *Notice of packets in Parent Newsletter,*  *Picture of family packet* |

**Staff Training**

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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 | Student Scores on FSAs and standard based assessments will increase. | August 2017 – May 2018 | TNL reports/Teacher sign-in sheets  Teacher documented Intervention.  Copy of PMP Schedule  Parent Signatures on the PMP paperwork. |
| Parent Portal | Principal/Assistant Principal | Student Scores grades and scores on assessments will increase. | August 2017 | Teacher sign-in sheets  Parent Portal report (number of parents registered) |
| Florida Standards Trainings | Administration, Coaches, Lead Teachers | Continued training for teachers on 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.) |

**Communication**

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 7, 2017.

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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, and by utilizing the SkyLert telephone calling system. Events will also be advertised on our school’s marquee. |

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.

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.

**Other Activities**

* Each parent will receive a Calendar of Events which provide important dates for parent involvement opportunities 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.
* 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 Assistant Principal. 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 mobile unit 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 mobile unit 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 7, 2017 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, 2017)
* STEM Showcase Night will allow parents to see and participate in a variety of STEM activities with their children.
* 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, 2018)

**Accessibility**

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.

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**Discretionary Activities (optional)**

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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. |