**SUNRISE ELEMENTARY SCHOOL Title I, Part A Parent and Family Engagement Plan**

**Mission Statement**

Connect & Engage: Educating tomorrow’s leaders today!

**Vision 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.

Describe how the parent and family engagement plan is a shared responsibility.

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| 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. Feedback may be immediate change or help to guide decisions that impact funding, programs, and activities for the following year. |

Describe how the parent and family engagement will assist in providing high quality instruction for all learners.

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| The parent and family engagement plan is a shared responsibility developed through a collaborative effort. This collaboration allows strategic support to families to ensure student and family engagement and a quality instruction for all students. Additionally, parents will have access to rigorous and relevant events that will support academics and help all learners succeed. |

**Engagement of Parents**

Describe how the school will engage 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.

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| 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. In addition our family friendly digital communication board in the front office reception will allow reminders for upcoming events. |

**Coordination and Integration with Other Federal Programs**

Describe (*in the table below*) how the school will coordinate with other federal programs and integrate parent and family engagement activities that teach parents how to help their child(ren) at home.

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| 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 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. |
| Title I Part C (Migrant) | 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. |
| Title I Part D (Neglected & Delinquent) | N/A |
| Title II | 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 2018, teachers were offered courses through the district’s Summer Professional Development 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 (via Title I funds) in a myriad of areas, engagement, standards instruction, parent engagement, STEAM, etc. |
| 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. |
| Title IV Part A | Sunrise students benefit from Title IV, Part A funds to enhance the STEAM magnet program. Tears receive training, resources, and curriculum supports. |
| Title IV Part B (21st CCLC) | Sunrise students benefit from Title IV, Part B funds to develop and implement a STEAM focused after school and summer school program. |
| Title IX Part C - Homeless | The administration will coordinate with our District Homeless Liaison who will provide students and families necessary resources and supports. Services are varied and determined by need. |
| Home Instruction for Parents of Preschool Youngsters (HIPPY) | Title I coordinates with the Home Instruction for Parents of Pre-school Youngsters (HIPPY) funded via the University of South Florida. Participating parents of three, four, and five year old children may participate in an in-home program which teaches parents early learning skills. During the 2018-2019SY, a HIPPY Home School Liaison will be housed at Sunrise to provide early learning services to families who reside in Marion Oaks. |
| 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. |
| Voluntary Pre-Kindergarten Program | 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. This program serves as a transition to Kindergarten. Therefore, parents and students become accustomed to school operations. |

**Annual Parent Meeting** *(Stand Alone)*

Provide a 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.

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| The meeting will be held on Thursday, September 6, 2018  Parents will receive a save the date flyer prior to the meeting date in English and Spanish on Monday, August 13, 2018.  The annual meeting date will be posted on the school’s marquee for one week prior to the event on Monday, August 30, 2018.  Parents will receive a Skylert message on Tuesday, September 4, 2018.  Parents will receive an agenda and Title I, Part A documents at the meeting. |

Provide a description of the nature of the Title I program that is shared with parents (school wide or targeted assistance).

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| The meeting will explain how the school earns Title I status and supports students in the school wide model. To ensure parents understand the entire program explanation of the following:  a parent’s right to know  students have equity and equal access to a high quality education,  parent engagement  supplemental curriculum  activities/programs offered to students |

Provide a description of how the meeting will cover yearly progress, school choice, and the rights of parents.

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| An annual meeting to inform parents of Title I requirements, provisions, and their rights will occur September, 2018 and will occur prior to the “open house” event. The administration will provide the above information to parents as well as the information below:  student data and school performance data  school choice   * parameter’s for the school’s Title I school wide program * information regarding students achievement data (current and historical) * 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   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 Google Classroom and maintained for monitoring purposes. |

**Flexible Parent Meetings**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening.

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| 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. Our digital communication board will update parents on key points and important videos during flexible times of the day. This will allow parents and families to gather knowledge from meetings they were unable to attend.  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. |

Describe how will the school provide, with Title I funds, transportation, childcare or home visits, as such services relate to parent and family engagement.

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| Title I, funds are not used at Sunrise to fund transportation as the school is a neighborhood school with many families living in the neighborhood. However, childcare is provided as well as home visits via the HIPPY program. Additionally, parents are provided interpreters to translate meetings, conferences, and events to ensure family understanding and engagement. |

**Building Capacity**

Describe how the school will implement activities that will build the capacity for meaningful parent/family engagement.

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| At Sunrise, parents are offered a myriad of activities, events, and trainings to build capacity. Many are funded via Title I funds, others are not. All meetings and events will occur at a time conducive to families’ schedules and will provide families with background knowledge of their rights, Florida standards and assessments as well as support for students. |

Describe how the school will implement activities that will build relationships with the community to improve student achievement.

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| Activities will be implemented on campus with school and community partners as well as off campus with community partners. For example, the Lego education representative will facilitate a STEAM activity that supports problem solving within a family. The school will also implement Dads’ events which inspires dads to become an active partner with the school. |

Describe how the school will provide materials and trainings to assist parents/families to work with their child(ren).

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| The school will use Title I, Part A, Title IV, and 21CCLC funds to purchase materials for trainings and family activities. Title I, Part A funds will also be used to keep parents informed via school calendar, newsletters, technology (in which to communicate), and fliers for activities and events. |

Describe how the school will provide other reasonable support for parent/family engagement activities.

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| As stated in the coordination section of this plan, the school will collaborate with the HIPPY team, Migrant, ESOL, Homeless, and ESE Departments to ensure students have adequate resources as needed. Representatives from each of these departments will be invited throughout the year to provide information and assistance to parents. |

**Staff Development**

Provide a description of 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 parents/families, in the value and utility of contributions of parents/families.

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| The faculty and staff at Sunrise will be trained to use the Christel Clear and Strong Families, Strong Fathers’ Initiatives. They will also be trained in Family Engagement Workshops to help connect and engage families. These initiatives will help:   * Provide a welcoming environment * Build open lines of communication * Ensure parents’ engagement |

Provide a description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in how to reach out to, communicate with, and work with parents/families as equal partners.

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| Faculty and staff members will participate in training to understand the importance of the compact and how communication improves student and family engagement. |

Provide a description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in implementing and coordinating parent/family programs, and in building ties between parents/families and the school.

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| The faculty and staff will be trained to understand how parent engagement initiatives help teachers and families partner to improve students achievement. Trainings will also help teachers understand the role of parents as volunteers. |

**Other Activities**

Describe other activities (ex: 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).

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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 2018-May  2019 | Parent conferences will be documented by teacher and through database using   * Parent Sign-in sheets * Completed Parent conference 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 2018-May  2019 | 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 2018-May  2019 | 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 | July 2018-June 2019 | Build parent capacity (information gleaned through surveys) |
| 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 2018-May 2019 | 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 2018-May 2019 | 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. | July 2018- June 2019 | 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. | July 2018- June 2019 | 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. | July 2018- June 2019 | Tracking data that indicates an increased number of families attending parent events and conferences  Parent satisfaction survey data |

**Communication**

Describe how the school will provide timely information about the Title I programs.

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| 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 6, 2018 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 * FLDOE’s interactive reporting online system * Student proficiency reports * Interim (progress) reports * Report Cards * School (classroom) webpages * Email * Twitter |

Describe how 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.

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| At Sunrise, information which describes and explains curriculum and forms of assessment to measure progress in the September 2018, December 2018, and April 2019 newsletters. Specific information about students will be offered parent conferences and/or individual phone calls.  Parents at Sunrise will benefit from parent information events that will also describe and explain the curriculum, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain. Moreover, they will receive resources to help their children excel and improve. |

Describe how, if requested by parents, 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).

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| 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. |

Describe how the school will submit parents/families comments if the school wide plan is not satisfactory to them.

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| 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**

Provide a description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families.

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| 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. |

Provide a description of 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.

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| 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 many bi-lingual staff members. |

**Discretionary Activities** *(Optional)*

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

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**Barriers**

Describe the barriers that hindered participation by parents during the previous school year.

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| 2017-2018 Parent Survey results suggest the following barriers that hinder participation:   * Lack of communication * Time of events * Lack of homework opportunities * Financial concerns for “at home” projects * Lack of information about the TI van |

Provide description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children).

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| Based on the 2017-2018 Parent Survey results, the following steps will be made to ensure parents can participate.   * During the 17-18 school year a calendar was sent home with all pertinent dates, including parent information events and activities. Unfortunately, this calendar was not dispersed until September. During the 2018-2019 school year, the calendar will be dispersed earlier in the year. Additionally, school newsletters will provide this information. However, during the 2018-2019 school year, parents will also receive a “save the date flyer” and a Skylert message to ensure proper notification. * Parents would like opportunities to participate in SAC and PTO meetings as well as events and activities later in the evenings. During the 2018-2019 school year every attempt to accommodate parents will be ensured. * During the 2018-2019 school year, parents will be offered “home support” if they desire homework to help keep their children engaged. * For families, with financial concerns, assistance will be offered to help provide school supplies, etc. * The TI van schedule will be placed on in the calendar, newsletter and save the date flyers will be sent to families in a timely manner. |