**Sparr Elementary Title I, Part A Parent and Family Engagement Plan**

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

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

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| Sparr Elementary empowers parents, community members, and other stakeholders in the development and shared responsibility of the PFEP (Parent and Family Engagement Plan) through a number of ways. Our stakeholders assist through serving on the SAC (School Advisory Council), parent surveys, and parent involvement committees. |

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

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| Sparr Elementary is a standard’s based school that focuses on providing a high quality instruction for all learners. Providing our stakeholders with learning opportunities to improve instruction is a focus for our staff and families. Together with families and schools, parents/guardians work together to understand the Florida standards and how we can all make a difference for the success of the students. |

**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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| 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, SkyAlert phone messages, and other appropriate means. In addition, parents participate in an annual Title I meeting during Open House (September 13, 2018).  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, how and what the Title I funds are being spend on, 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**

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 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 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. |
| Title I Part D (Neglected & Delinquent) | N/A |
| Title II | Our staff and faculty members will participate in district and school professional development opportunities. Our guidance department identifies families in need and coordinates “Food 4 Kids”—a weekend food backpack program providing nutrition supplements. |
| Title III - ESOL | 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. |
| Title IV Part A | N/A |
| Title IV Part B (21st CCLC) | N/A |
| Title IX Part C - Homeless | The administration will coordinate with our District Homeless Liaison who will provide the students and families the resources and support they need. |
| Home Instruction for Parents of Preschool Youngsters (HIPPY) | 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 the Grants & Federal Programs representative. |
| 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. |
| Voluntary Pre-Kindergarten Program | 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. |

**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 leadership team meets to determine and create the parent engagement meeting to inform parents of the Title I program, including the successes and learning opportunities from the past year. In addition, a power point and hard copy flyer is created for the parents. The annual meeting will occur on Thursday, September 13th at 5:30 pm in the cafeteria. In addition, a videotaped version will be looping through the closed circuit TV system in the classrooms. The information will include how parents and families can be engaged in their child’s education to improve success.  In order to notify parents about this annual event it will be publicized in many ways including: school marquee, school website, school twitter and facebook accounts, SkyAlert, flyers sent home with students and posted in the community through the churches and local businesses. |

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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| Parents will receive a description of the nature of the Title I program in a variety of ways including the annual Title I meeting, quarterly SAC meetings, parent involvement committee meetings, parent engagement opportunities, newsletters, school web site, school social media accounts (Twitter and FACEBOOK), and parent conferences.  Sparr Elementary operates a school wide Title I, Part A program, which is the largest federally funded grant program for grades K-12. It is designed to provide all children that attend low-income schools significant opportunities to receive a fair, equitable, and high-quality education. |

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

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| It is our mission to notify parents about the Title I program, what is available for parents/students, how the funds are spent, what did the data reveal (yearly progress), school choice and the rights of the parents. In addition, we encourage parents/guardians to have a voice and give us reflective feedback through open non-judgmental meetings, and parent surveys. Our parents participate in an annual Title I meeting during Open House in September. |

**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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| |  | | --- | |  |   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 (different times of the day to accommodate parents). * 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**

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

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| Our SAC committee meets two different times that are convenient for parents (during the school day and later at night) and in addition, free child care is provided for parents along with snacks.  We will provide parents with a variety of engagement opportunities/activities. Starting in October, our families will engage with the new reading series, CKLA. Parents that are not available to come will be sent home information concerning the activity that they missed. |

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

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| The school’s SIP goals directly align with building relationships with the students, parents, and community to improve student achievement. When planning a parent engagement event, we first start with data to support the activity and plan it on a date that is best for the parents. Our parents help set the focus, date and time of events.  Our school works in partnership with Sparr Building and Farm supply and the local Baptist Church. Both organizations assist our students. The church provides a weekly good New club and Sparr Building provides a weekly mentoring program for our at risk students. |

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

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| When planning a parent engagement event/training it is important to receive feedback from stakeholders that are affected. Once the topic is decided upon, a team is comprised and a list of materials is created, located, and collected. Families are given the opportunities to test out and apply new skills. In addition, they will receive feedback and coaching. |

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

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| Based on the school data from the school and parent input, a focus is determined to assist parents/families in supporting their child. In addition, we will be utilizing connected classroom containing Cyber Coaching to assist developing educator’s confidence as they are implementing newly learning strategies and teacher talk which is a forum for educators to receive resources, network with other educators and share successes. |

**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 Title I department supported the individual schools by providing Strong Father curriculum that will assist our families in working with their child/children. We are thankful for their insight into what we need and the support that has been given so far. In addition, the Mobile Van comes 4 times a year to assist parents with content area specific activities that are hands-on.  As a school, we are offering professional development for instructional strategies on every early release day. This will educate the staff on the assistance of parents/families and the value of the contributions they make to our school. |

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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| Dolores Urso, our parent liaison works with both parents and staff to provide professional development activities to support teachers, specialized instructional support personnel, administration, and other school leaders. She has been a part of the Sparr family for over two decades and is very well respected. She conducting professional development with the Strong Father’s program as well as teaching parents how to access the parent portal, MYON, Iready, and other resources including the new reading adopted series. |

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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| Parent engagement is an important piece to the puzzle we call success for students. The parent engagement activities that will be provided is based on data and parent feedback. The focus of parent engagement will be how to engage parents, working as a team for the success of the students, how can parents bridge the gap of student success and support the joint mission of the school. |

**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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| * Each parent will receive a Calendar of Events which provide important dates for parent involvement opportunities throughout the school year. * At every meeting with parents, we will provide information concerning the parent portal. * 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, SkyAlert calls, and dates will be noted on marquee/website for all parents/families.In addition, our school website will be used to notify parents. * 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. * Our school will hold an Orientation Day in September 13, 2018 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 26, 2018). In addition, we will promote the Superintendent’s Halloween Scene at the district office (held in October 2018). * 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 15, 2019) |

**Communication**

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

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| 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 on September 13, 2018. Parents will receive printed individual assessment results from Iready, FSA results (3-5 grade), newsletters focusing on student goals and standards for specific grade levels, and curriculum updates. We will communicate timely information about the Title I program by using our school website, skylert, flyers, dojo, and school marquee. |

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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| The curriculum used at the school are all standards based. The school will use a variety of methods and ways to explain the curriculum used, the forms of assessments (district mandated and school created), student progress and achievement levels that are sought. During parent conferences, newsletters (individual and school driven), IEP meetings, staffings, SAC and parent involvement meetings these items will be discussed and explained. In addition, parent feedback is encouraged and appreciated. Each individual student will receive iready reports that explain the different levels of proficiency and targets, interim reports/report cards, and other forms of communication in order to explain the school curriculum and forms of assessment. |

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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| During all SAC, parent engagement activities, and parent teacher meetings (including IEP), parents are encouraged to formulate suggestions and questions. It is documented in the SAC meetings minutes. In addition, parents are encouraged during parent conferences and during survey opportunities (surveys are given to parents after each parent engagement activity) to share their thoughts and ideas. Parents and families are partners in the education of the students. Success is only achieved when everyone has a place at the table. |

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

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| Parents and families have many opportunities to share their comments with the school concerning the PEFP. During the Title I family meeting, the parents have an opportunity to share and express their understanding and/or ask questions and their feedback is encouraged, during SAC and parent involvement meetings, parent conferences, and by using parent surveys both on line and by filling out a form are other ways parents views are captured. In addition, parents/families are encouraged to meet with the administration to focus on school improvements. During the SAC meetings, parents will review the SIP constantly updating, soliciting feedback and approving our SIP. |

**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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| 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. |

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 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.  In addition, we will work on ensuring that our communication both written and orally is in an easy to understand format without educational jargon. In addition, we will work to ensure that communication is in both English and Spanish. |

**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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| The majority of our parents work which causes a problem for them to attend during the school meetings. In addition, parents need or require babysitting. |

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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| When formulating the school activities calendar, the team will concern dates and times for parents ensuring that flexible times are available. In addition, we will seek volunteers and/or alternative activities for students while parents are engaged in learning. |