**Sawgrass Lake Elementary**

**Parent and Family Engagement Plan**

I, Jessica Clements, 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 parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
* Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
* Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
* Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school’s parental involvement policy [Section 1118(a)(E)];
* If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
* Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(I)];
* Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
* Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

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

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:**The mission of Sawgrass Lake school community is to reach 100% parent involvement by providing parents with multiple opportunities to become part of our school through volunteer, service and engagement activities. |

**Involvement of Parents**

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:  Sawgrass Lake will work in collaboration with our** SAC and PTA to be involved in planning and review of the Title I program at our school. Sawgrass Lake believes in involving parents in all aspects of its Title I programs, therefore our school will encourage parents to become active members of our School Advisory Council (SAC). More than 50 percent of the members of the SAC are required to be parent (non-employee) representatives. The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the School Improvement Plan (SIP) and Parental Involvement Plan (PIP). Therefore, parents will be provided opportunities to give input in the development and decision-making process of all Title I activities related to the school. An annual evaluation will be conducted using surveys completed by stakeholders. The results will be analyzed to evaluate the effectiveness of the school's parent involvement program. Parents may request additional support either directly through their child's teacher or grade level administrator. A parent may also request support during regularly scheduled SAC or PTA meetings. |

**Coordination and Integration**  
  
Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

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| **count** | **Program** | **Coordination** |
| 1 | VPK | Sawgrass Lake has an on- site blended VPK program to support parents |
| 2 | Pre-K 3 | Sawgrass Lake has an on- site blended 3 -year old program to support parents. |

**Annual Parent Meeting**  
  
Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school’s Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Annual Meeting advertised on school marquee, newsletter, class dojo and school messenger | Principal and Assistant Principal | Aug 2019 | Meeting notice on marquee, phone call home, signs in office |
| 2 | Annual Title I Parent Meeting | Assistant Principal | Sept 2019 | Agendas and sign-in sheets |
| 3 | Create sign-in sheets | Assistant Principal | August, 2019 | Sign-in sheets for meeting and individual classrooms  Parent signatures |
| 4 | Power point presentation created for meeting | Principal and Assistant Principal | August, 2019 | Parent questions at meeting  PPT |
| 5 | Agenda created for meeting | Principal, teachers, and Assistant Principal | August, 2019 | Agenda handed out to parents  Copies of agenda |

**Flexible Parent Meetings**  
  
Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

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| **Response:**Sawgrass Lake Elementary seeks to provide excellent customer service and availability for parents. The administrators make themselves available to parents to the largest degree possible when parents come to the school with questions or concerns. We offer evening events throughout the year. Child care will be provided where applicable. Families may access information from these events via our website. |

**Building Capacity**  
  
Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child’s academic achievement [Section 1118(e)(2)].Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Reading Under the Stars | Principal and Assistant Principal | Increase student achievement and allow. Parents to learn how to help their students at home | December 2019 | Sign-in sheets, handouts, presentation materials |
| 2 | Science Night | Principal and Assistant Principal | Increase student achievement and allow parents to learn how to help their student at home.  Showcase of student work  Hands on activities | April 2020 | Sign-in sheets, handouts, agendas, and presentation materials  Parents will learn about the scientific process and activities to do at home |
| 3 | Science Fair | Principal and Assistant Principal | Increase student achievement and allow parents to learn how to help their student at home.  Showcase of student work  Hands on activities | April 2020 | Sign-in sheets, handouts, agendas, and presentation materials |
| 4 | Open House/ Annual Meeting | Principal and Assistant Principal | Overview of resources available to parents to access at home to support student. Grade level specific content and support provided to parents.  Connect for Success info provided | Sept. 2019 | Sign-in sheets, handouts, agendas, and presentation materials |
| 5 | FSA Parent Night | Principal  3-5 teachers | Parents will be invited to attend FSA support night to understand dynamics of assessment and ways to support students at home and prepare for the test. | February 2020 | Sign-in sheets and handouts  PPT |
| 6 | Open Conference Day | Principal and Assistant Principal | Parents will be invited to meet with teachers at their convenience throughout the day | October/March | Sign-in sheets and conference notes |
| 7. | Parent and Family Engagement Committee | Assistant principal- Committee Lead | Committee will meet monthly to develop and implement parent and family engagement activities to increase parent involvement and student achievement. | Monthly | Agenda/ Notes |

**Staff Training**  
  
Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Ongoing PLC | Principal, Assistant Principals | Analyze data and develop instruction appropriate to the needs of the students  Communicate to parents’ resources to support student at home | August 2019- May 2020 | Conference agenda and other appropriate documentation as required |
| 2 | Title I Annual Meeting | Principal, Assistant Principals, | Build strong home-school connection | Sept 2019 | Survey  Agenda |
| 3 | FSA Parent Night | Principal  Gr 3-5 Teachers | Support for students’ home and school | February 2020 | Agenda |
| 4 | PTA/ SAC Meetings | Principal/ PTA and SAC Members | Build strong home -school connection and relationships  Support and resources for parents  State of the School report | Ongoing  August -May | Agenda |

**Other Activities**  
Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

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| **Response:**Sawgrass Lake Elementary will maintain a system to provide parent resources, as well as inform others of their availability. PTA, SAC and Leadership will make it a priority to increase parent engagement through planned activities and by recruiting parents to serve in organizations. We are working together with parents to update email contacts in Focus and work with teachers to support teacher-parent communication via email. Furthermore, Sawgrass Lake will inform parents regarding the Parent Resource Center provided at the Title I Center. School staff will attend extracurricular events on the weekends to promote positive parent-student-teacher communication. |

**Communication**  
  
Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

* Timely information about the Title I programs [Section 1118(c)(4)(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 [Section 1118(c)(4)(B)];
* If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1118(c)(4)(C)]; and
* If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents’ comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

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| **Response:** Sawgrass Lake Elementary School will provide information to parents regarding Title I programs in a timely manner using various methods of communication including meetings, letters home, the school messenger, email and the school website. At the open house / Annual Title I Meeting, information about Title I programs, curriculum, and academic assessments will be shared in a general meeting. Teachers will maintain sign-in sheets and provide a copy to the Title I coordinator who will also maintain documentation on the dissemination of information, distribution methods, and timelines.  Parent workshops will be held throughout the school year to inform parents about such topics as reading, Math, Science and parental involvement. Information will be shared through the use of our school website, monthly newsletters and school messenger. |

**Accessibility**  
  
Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

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| **Response:**Sawgrass Lake Elementary will make the Parental Involvement Plan (PIP) available to parents in English and Spanish on the school's website. A hard copy of the PIP will be housed in the Title I Parent Information section located in the front office and will be copied upon parent request. Written communication may be requested to be translated in languages other than English. Upon parent request, a translator will be made available at parent meetings and in the school office to provide translation services to ensure that parents are able to fully participate in parent meetings. Childcare will be provided where applicable. |

**Discretionary Activities**

School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

X Not Applicable

**Upload Evidence of Input from Parents (into the Audit Box KIA Folder)**

* Upload evidence of parent input in the development of the plan

**Upload Parent-School Compact** **(into the Audit Box KIA Folder)**  
  
  
Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].  
  
Upload an electronic version of the Parent-School Compact.

**Upload Evidence of Parent Involvement in Development of Parent-School Compact (into the Audit Box KIA Folder)**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].  
  
Upload evidence of parent input in the development of the compact.