



2020-2021

**Title I, Part A Parent & Family Engagement Plan (PFEP)**

I, Kristina Kania, 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 definition:
- 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 & Family Engagement Plan (PFEP) and distribute it to parents of participating children and make available the PFEP to the local community.
- 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's Parent and Family Engagement Plan (PFEP) and the joint development of the School Improvement Plan (SIP);
- Use the findings of the PFEP review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's PFEP;
- If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan;
- 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;
- Provide each parent timely notice when their child has been assigned to or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified; 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.

A handwritten signature in black ink that reads "Kristina L. Kania".

7/15/20

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Signature of Principal or Designee

Date Signed

## Mission Statement (optional)

Mission Statement

**Response:** Learning is a lifelong journey: Dream it, Believe it, Achieve it!

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## Engagement of Parents & Families

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 parent and family engagement will be used.

**Response:** The group responsible for the planning, review, and improvement of the Title 1 program at Sunrise Elementary School is our School Advisory Council (SAC). All SAC members are voted in to the committee. Input from parents will be noted in all SAC minutes. There is a line item on the agenda for public comment and also for the opportunity to discuss the SAC budget. Each month parents will have the opportunity to bring concerns or comments to the meeting for discussion. At the last SAC meeting of the year all stakeholders are invited and able to voice concerns, provide feedback, and offer ideas for the coming school year. At the first SAC meeting of this school year, parents are also invited to brainstorm ideas for our parent and family engagement plan and school-home compact. Based on the 5Essentials Parent Survey completed in the spring 2020, parents reported that their communication preference is via email, or other social media platforms which Sunrise will continue to use for parent involvement. In addition, we are analyzing the 5Essentials Parent Survey results in order to identify strengths and weaknesses of our Parent and Family Engagement Plan.

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## Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement 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.

count	Program	Coordination
1	Title I, Part C	Parent assistance is provided through the district's migrant services, such as with translations and food assistance programs.
2	Title IX, Homeless	District Coordinator, Parent Liaison and school guidance counselor will work to provide families access to community resources, transportation and school supplies.
3	Title I Part A	Parent Engagement Events focused around the 7 Habits of Happy Children and Curriculum Family Nights.
4	Title II	Sunrise will participate in ongoing professional learning to ensure success for all students.

## Annual Title I 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), 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. **Meeting should be offered a minimum of two times on different dates/times to accommodate parents' schedules.**

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Prepare the PowerPoint presentation that addresses the required documents	Administration and Faculty	August 2020	Parent Surveys will be given, PowerPoint presentation to review and discuss ways to promote information about Title I supports.
2	Develop and disseminate invitations to Open House/Annual Meeting	Administration and Faculty	September 2020	Parent Surveys will be given
3	Advertise and publicize event	Clerical and Administration	September 2020	Web calendar posting, School Marquee, School Messenger, School Newsletter, Invitation Flyers, and other social media platforms
4	Develop and print sign-in sheets	Administration and Clerical	September 2020	Parent Participation Survey
5	Maintain Documentation	Administration and Clerical	September 2020	Parent Participation Survey
6	Reminder meeting flyer will be sent home with information pertaining to annual meeting	Administration and Clerical	September 2020	Parent Participation Survey
7	Send home Title 1 handouts to all parents that did not attend	Faculty	September 2020	Parent Participation Survey

## 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 parent and family engagement.

**Response:** Resources in the Family Resource Center will be promoted through the newsletter, telephone messaging system, marquee and announcements. These resources include access to computers, parenting tips, and community resources. Parent meetings and conferences are offered at a variety of times.

## Parent & Family Engagement Activities (Building Capacity)

Describe how the school will implement activities that will build the capacity for strong parent and family engagement, in order to ensure effective involvement of parents and families and to support a partnership among the school involved, parents, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents and families work with their child to improve their child's academic achievement. Include information on how the school will provide other reasonable support for parent and family engagement activities as parents may request.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Hold business partnership orientation training	Business Partner Coordinator	Increasing community involvement in school will increase student achievement in school.	2020-2021 school year	Event surveys and sign-in sheets
2	Parent Training, SAC Membership Training	SAC Chairperson	Increase parent involvement	September 2020	Agenda and minutes from SAC Meeting and end of year survey
3	Parent Open House/Annual Title 1 Meeting	Administration and Faculty	Increase parent involvement toward academic achievement	September 2020	Agenda and sign-in sheets
4	Celebrate Literacy Week Activities to promote literacy skills and integration into additional content areas.	Identified Teacher Action Team Committee Members	Increasing parent awareness of and participation in literacy activities will increase student achievement in school	January 2021	Sign-in sheets and event surveys
5	One Book, One School Event- includes community members reading to students and integration of the chosen book into all content areas	Identified Action Team Committee Members and all faculty	Increasing parent involvement and awareness of integrating literacy and content area activities to do at school and at home	February 2021	Sign-in sheets

6	School Assemblies and yard signs recognition of Outstanding Student Leaders	Administration and Clerical	Increased awareness of student achievement expectations	2020-2021 school year	Quarterly student nomination lists
7	Sunrise Scholars to recognize academic achievement	Administration and Identified Action Team Committee Members	Increasing parent awareness of student achievement expectations	2020-2021 school year	Family Invitation
8	Reading Counts Program	Identified Teachers	Increased student reading at home and at school	2020-2021 school year	District Reading Counts Reading Progress Reports
9	Parent Compact included at Open House/Annual Meeting and/or parent teacher conferences	Classroom Teachers	Increasing student and parent commitment to academic achievement	2020-2021-school year	Conference form, signed compact
10	ELA and Math Family Nights	Identified Action Team Committee Members	Increasing parent involvement toward academic achievement	Fall and Spring 2020-2021	Sign-in sheets and event surveys
11	Student Led Conference & Leadership Day	Classroom Teachers	Increasing parent involvement toward academic achievement	Spring 2021	Sign-in sheets and event surveys

### Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, administrators, 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 and family engagement programs, and build ties between parents and schools.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Volunteer and Partnership Program Training	Volunteer Coordinator	The activities will focus on parent involvement and their impact on student achievement.	Fall 2020
2	School Improvement Plan Training	SLT/PLCs and Administration	Teachers will learn to identify low performing subgroups and discuss instructional practices to target these students.	2020-2021 school year

3	School-Parent Compact Training	SLT	Teachers will build communication with families and knowledge.	October 2020
4	School Leadership Team Meetings	Administration	Teachers will meet to discuss progress towards meeting our School Improvement Plan goals.	2020-2021 school year
5	PLC	Administration and PLC Teams	Teachers will learn about effective strategies for working with ESOL students and their families.	2020-2021 school year
6	Leader in Me 7 Habits Training	Administration	Teachers will learn about effective strategies for implementing the 7 Habits of Happy Kids as a Leader in Me school.	2020-2021 school year
7	Core Connections training to support literacy	Administration and SLT	On-going professional learning provided to teachers to learn and implement the Core Connections. The learned strategies will be implemented through classroom instruction and shared with parents and students.	2020-2021 school year

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## Communication

Describe how the school will provide parents and families of participating children the following:

- Timely information about the Title I programs;
- 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;
- 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; and
- If the schoolwide program plan is not satisfactory to the parents of participating children, the school will submit the parents' comments with the plan that will be made available to the local education agency.

**Response:** The process Sunrise Elementary School will use to provide information to parents about the Title 1 programs will be our School Advisory

**Council (SAC) meetings and the Open House/Annual Title 1 Parent Meetings. Parents will be notified of parent meetings by each grade level. Our dissemination methods will be marquee, school website, School Messenger System, social media, and our newsletters. SAC members will be notified by way of an electronic agenda and copy of previous minutes. Administration is always available to meet with parents in person or through a telephone conference.**

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### **Accessibility**

Describe how the school will provide full opportunities for participation in parent and family engagement 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.

**Response:** Our school will provide opportunities for participation in parental involvement activities through Meet the Teacher, Open House, School Advisory Council, Parent Engagement Events, Parent Trainings, and Student Celebrations, Student Led Conferences and Leadership Day. ESOL teachers will be available to assist parents and provide translation. Parents will be notified by our newsletter, marquee, school webpage, Social Media Platforms and School Messenger System. We will monitor that the information was provided by the parent input survey, SAC agenda, and meeting minutes. Accommodations will be made for any parents with disabilities (Handicap access will be provided).

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### **Upload Evidence of Input from Parents**

Please provide evidence of parent input in the development of the Parent & Family Engagement Plan (PFEP).

**Please upload into SharePoint and keep copies for your records.**

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### **Upload School-Parent Compact**

Note: As a component of the school-level PFEP, each school shall jointly develop, with parents for all children served under this part, a School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

**Please upload into SharePoint and keep copies for your records.**

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### **Upload Evidence of parent and family input in the development of the School-Parent Compact**

Note: Submit copies of actual parent/family input supporting the development and revision of the School-Parent Compact (i.e. minutes, surveys etc.).

**Please upload into SharePoint and keep copies for your records**

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## Previous year's Parent & Family Engagement Plan (PFEP) Evaluation

### Parent & Family Engagement summary (Building Capacity Summary)

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children. Include participation data on the Title I Annual Meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Parent Training, SAC Membership Training	1	7	Increased parent participation in the School Advisory Council
2	Parent Open House/Annual Title 1 Meeting	1	370	Increased parent involvement toward academic achievement
3	Business Partnership Orientation Training	0	0	No impact as we did not have the training
4	Celebrate Literacy Week Activities	1	547	No impact as we did not have any activities where parents were invited to attend
5	One Book, One School	1	547	Increased community involvement and encouraged continued literacy activities to be done at home
6	School Assemblies and yard signs recognition of Outstanding Students	6	539	Increased awareness of student achievement expectations
7	Sunrise Scholars	3	360	Increased parent awareness of student achievement expectations
8	Reading Counts Program	3	120	Increased student reading at home and at school
9	Parent Compact included at Open House/Annual Meeting and/or parent conferences	3	370	Increased student and parent commitment to academic achievement
10	Distribute a bi-annual information flyer regarding our parent involvement plan	2	539	Increased parent awareness of programs and services available through Title 1
13	Parent Engagement #1 ELA Night	0	0	No impact as we did not have a community/family event for ELA due to COVID 19
14	Parent Engagement #2 Math Night	0	0	No impact as we did not have a community/family event for ELA due to COVID 19
15	Parent Engagement #3 School Dance	1	120	Increased parent involvement by creating a sense of community and belonging to the school family



16	Music & Arts & Dance	1	400	Increased awareness of student achievement expectations
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## Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Volunteer Partnership Program Training	1	2	VIP coordinator worked with PTO representative to learn about best practices and recruitment/retention of volunteers
2	School Improvement Plan Training	1	46	Teachers learned to identify low performing subgroups and discuss instructional practices to target those students.
3	School-Parent Compact Training	1	46	Built communication with families and increased knowledge of school-home expectations
4	School Leadership Team Meetings	14	13	Provided cross grade level discussions regarding best practices in instruction and shared decision making.
5	PLC	1	46	Teachers learned and implemented effective strategies for use with all students including ESOL and ESE
6	7 Habits Professional Development	2	46	Learned social emotional strategies for creating a school culture conducive to the learning environment
7	Leader in Me school-based Training	3	46	On site coaching support provided to teachers for implementing the 7 Habits and the Leader in Me principles.
8	Wonders & Envision professional learning for ELA and Math	2	46	Teachers deepened their understanding and ability for implementation of the evidenced based in both ELA and Math.

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**Barriers**

Describe the barriers that hindered participation by parents during the previous school year in parent and family engagement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Limited time available for extra events due to family work schedules for ELL, White, ED, SWD	Vary times/dates for offered events
2	Transportation for any subgroup	Pair needy families with families who do have transportation/carpooling
3	Lack of parent volunteers	School-wide effort to recruit parent volunteers for SAC and other school events
4	Program and event relevance	Vary topics for offered events
5	Access to childcare	Provide child-friendly events

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**Best Practices (Optional)**

Describe the parent and family engagement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
1		
2		
3		
4		

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Approval check by PFE