



Pasco County Title 1 School Level
Parent and Family Engagement Plan 2023-2024

Sunray Elementary School

Each Title I school shall jointly develop with parents and family members of participating children, a written plan that shall describe how the school will carry out the requirements mentioned below. Parents shall be notified of the plan in an understandable and uniform format and, to the extent practical, provided in a language the parents can understand. The school plan must be made available to the local community and updated and agreed on by parents periodically to meet the changing needs of parents and the school.

School's vision for engaging families: Sunray Elementary recognizes the important role families play in their child's education. We will engage families in data-based parent-teacher conferences to share current and expected levels of achievement. We will host a minimum of 2 family engagement nights to provide strategies and resources to support learning at home.

What is Required:

Assurances: We will:

- Involve an adequate representation of parents, or establish a parent advisory board to represent families, in developing and evaluating the "School Parent and Family Engagement Plan" that describes how the school will carry out its required family engagement activities.
- Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved. Offer other meetings/workshops at flexible times.
- Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are to be used.
- Involve parents in the planning, review, and improvement of the Title I program.
- Develop a school-parent compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement and describes how parents and teachers will communicate.
- Offer assistance to parents in understanding the education system and the state standards, and how to support their children's achievement.
- Provide materials and training to help parents support their child's learning at home. Educate teachers and other school staff, including school leaders, on how to engage families effectively.
- Coordinate with other federal and state programs, including preschool programs.
- Provide information in a format and language parents can understand, and offer information in other languages as feasible.

Principal: *Tracy Hlady*

Date: August 22, 2023

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EVERY TITLE I SCHOOL IN PASCO COUNTY WILL:

- 1. Involve parents in the planning, review, and improvement of their Comprehensive Needs Assessment and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement plan with an adequate representation of parents.**

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| Describe the method in which parents were involved | All families were invited to attend the annual Open House and Title 1 Information night at the beginning of the school year. Parents were invited to attend a meeting to provide feedback on Title 1 on February 24, 2023. Parent input was provided through a survey in February and March of 2023. The SAC committee provided input on March 30, 2023. Information regarding the school improvement cycle was shared with SAC throughout the year. |
| Date of meeting to gather parent input for Comprehensive Needs Assessment | February 24, 2023 |
| Date of meeting to gather parent input for this Title I Parent and Family Engagement Plan | February 24, 2023; March 30, 2023 (at SAC) |

**Evidence of the input gathered and how it was/will be used should uploaded to Title I Crate.*

- 2. Develop a school-home compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement and describes how parents & teachers will communicate.**

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| How were parents invited to develop or revise the compact? | Parents were invited to provide feedback on February 24, 2023. Invitations were sent home with all students, the date was shared on the weekly school messenger call and on dojo. The SAC committee provided feedback on the parent compact on March 30, 2023. Parents were informed of and invited to attend the SAC meeting through a weekly call and parent dojo message. |
| Date of parent meeting to develop or revise the compact | February 24, 2023; March 30, 2023 |
| What communication methods will be used between teachers & parents as well as school & parents? | Communication between teachers, school and parents occurs in the following ways: <ul style="list-style-type: none"> • Weekly School Messenger calls to families • Parent/Teacher conferences • Class Dojo for messages and posting of information • Phone calls • Weekly communication folders |
| Elementary schools are required to hold at least one face to face conference with parents. Explain your process? | All parents are invited to conferences twice a year to review student progress. The first conferences take place once beginning of the year data has been collected (September-October). The second conference takes place following mid-year data collection (January). Multiple evenings will be designated as school-wide conference nights and teachers will have the option to choose when they schedule parent conferences. |

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**A parent signed copy of the compact should be uploaded to Title I Crate as evidence of implementation.*

**Evidence of the input should be uploaded to Title I Crate.*

3. Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved.

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| What information is provided at the meeting? How are parents notified of the meeting? | At the Annual Title 1 meeting parents are informed of the school’s participation in Title I, the requirements of Title I, parent’s rights to be involved, curriculum being used, academic assessments being used to measure student progress and opportunities for parents to provide input on their child’s education |
| Tentative date and time(s) of the Annual Title I Meeting and steps taken to plan the meeting | September 13, 2023 5:30 pm -7:00 pm The meeting is held on the same night as Open House in order to reach as many families as possible. |
| How do parents who are not able to attend receive information from the meeting? | Information is available to parents by contacting the front office. |
| How are parents informed of their rights? | Parents Right to Know is included in the Annual Title I Meeting Powtoon as well as the Annual Title I letter that should be sent home at the beginning of the year- Both can be found on SharePoint and Title I Crate |

4. Identify partnerships that coordinate & integrate Title I and local/federal funds to provide opportunities that encourage and support parents in more fully participating in the education of their children and/or to help support learning at home.

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| Title III-ESOL | ESOL IA, District ESOL Coach, District ESOL Parent and Family Engagement Teacher |
| Title IX-Homeless | Student in Transition Teachers, SIT Liaison, School Social Worker |
| Preschool Programs | Head Start, Early Head Start, VPK, FDLRS |
| IDEA/ ESE | FDLRS, ESE Support Facilitators, Student Support Specialist |
| Migrant | Migrant Social Worker, Migrant IA’S, Migrant Resource Teacher |
| Other | |

5. Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are used.

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| Allocation | \$4000 |
| Explain how these funds will be used this school year | Funds will be used for the following expenditures: <ul style="list-style-type: none"> • Supplies/Food for parent events |

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| | <ul style="list-style-type: none">• Dues (All Pro Dads)• Stipends for after hours parent events and conferences |
| How are parents involved in deciding this? | Parents were invited to provide input at a meeting on February 23, 2023. Input was also requested through a parent survey in February - March of 2023. |
| How did you document parent input? | Completed parent surveys were collected and reviewed to inform planning for the 2023-24 school year. Discussions are also documented as part of the SAC meeting minutes. |

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6. Provide assistance, training, workshops, events, and/or meetings for parents to help them understand the education system, curriculum, standards, state assessments and achievement levels.
- Best practice is to hold parent events that teach caregivers a new tip, tool, or strategy, that parents can use at home with their child to help reinforce what they are learning in the classroom.
 - Think of Family Engagement as a strategy to reach the goal of student achievement
 - Offer workshops, events and/or meetings at flexible dates/times. (i.e. morning, evening, lunch, Saturdays). Provide information to parents in a timely manner and in an easy to read format.

| <u>Building Capacity of Families</u> | | | | | | | | |
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| SuP goals | Title/Description of Strategy | How will this impact student achievement? | When will this occur? | When applicable, indicate the services you will provide to families. | | | | How will this support learning at home? |
| | | | | Transportation | Meal | Childcare | Translation | |
| 1. Teachers will design and implement benchmark-aligned instruction that include intentionally planned questions and tasks using core resources. | Open House | Teachers will provide families with an overview of grade-level benchmarks and EOY expectations. | September 13, 2023 | | | | | Parents will be informed of EOY expectations and be able to support students at home as they work toward the expected levels. |
| | Family Curriculum Nights | Families and students will have the opportunity to engage in activities that support student learning. Families will receive materials they can use at home to continue their child's learning. | Once per semester | | X | | | Parents will be able to take home materials and strategies learned for use at home. |
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| 2. Teachers will use evidence of student learning to monitor student response to instruction. | Quarterly grading guidelines | Teachers will share grading expectations with students and families at the start of each quarter. | Quarterly | | | | | Parents will be informed of expected levels of performance on assessments and classwork that will be used for grades. |
| 3. Develop a scope and sequence of Kagan structures to be taught at each grade level that build in complexity in order to achieve the goal of Cambridge active learning. | Family Curriculum Nights | Incorporate Kagan structures into family/parent involvement events. | | | | | | Families will become familiar with the structures students use in the classroom to talk with their classmates and build relationships with one another. |
| Other: Teachers will hold structured parent-teacher conferences during the 1 st and 3 rd quarters to inform families of their child's progress using recent data sources. | Parent/Teacher Conferences | Parents will review students BOY and MOY data along with EOY expectations. Parents will be informed of their child's progress and any interventions that are being provided. | September/October January | | | | | Teachers will share strategies and resources to support student learning at home (Lexia, Zearn, reading, flash cards, etc.) |

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| Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments. | This information is shared at the Annual Title I Meeting. Parents are informed of their child's specific progress through parent teacher conferences, progress reports and report cards. |
| How will workshops/events be evaluated? How will the needs of parents be assessed to plan future events? | Parent surveys will be used to evaluate the events. |

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| <p>Describe how the needs of parents/families who speak a language other than English will be met at workshops/events.</p> | <p>Communication about parent workshops and events will be communicated through both English and Spanish in order to meet the needs of families. ESOL staff members also support with translation.</p> |
| <p>What are the barriers for parents to attend workshops/events and how do you overcome these?</p> | <p>Event times can be a barrier to families so we offer activities at different times of the day to try to accommodate schedules.</p> |
| <p>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</p> | <p>Conferences are offered before, during and afterschool to meet the needs of families. Family events are typically held between 5-7pm.</p> |
| <p>How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?</p> | <p>All families have access to meetings and workshops. The school and/or district will make accommodations if needed to ensure access.</p> |

**These events should be included on the Data Collection Sheet for School Events.*

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7. Utilize strategies to ensure meaningful Communication

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| Describe the methods that will be used to ensure meaningful, ongoing communication between home and school | Weekly School Messenger calls, weekly communication folders, parent/teacher conferences, Class Dojo, school website, social media (Facebook, Twitter) |
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8. Educate and build the capacity of school staff on ways in which to work with and engage families effectively as well as the importance of parent engagement in increasing student achievement. Explain your plan for this school year.

| <u>Topic/Title</u> | <u>How does this help staff build school/parent relationships?</u> | <u>Format for Implementation: workshop, book study, presenter, etc.</u> | <u>Who is the audience?</u> | <u>Tentative Date/Time</u> |
|---------------------------------|---|---|-----------------------------|----------------------------|
| Parent Conferences | Honest and supportive discussions regarding student progress and partnering with parents to increase achievement. | Review School-wide conference protocol. Model and role play conference. | K-5 Teachers | Quarter 1 |
| Pro-Active Parent Communication | Frequent and consistent communication between school & home will support achievement and keep parents informed about what is going on in the classroom. | Staff meeting | K-5 Teachers | Pre-Planning |

9. Provide an easily accessible resource area where parents and families can get information about the school facility, school policies, contacts, academic assistance, community resources and other materials.

| <u>Location of Resource Center/Area</u> | <u>Person responsible for monitoring and updating Resource Center/Area</u> | <u>List a sampling of materials made available in the Resource Center/Area</u> |
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| Front Office | Principals' Secretary | Title 1 Information Before/After Care Information Parent Portal Registration Directions Community Offerings |

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Principal: Tracy M. Hlady

Date: August 22, 2023

Drafts of PFEP's are due in Title I Crate by April 14th, 2023.

**Copies should be placed on the school website as well as in the Title I Family and Community Binder in the front office for parent and community access. Information regarding where the plan may be accessed should be communicated to parents and the community.*

**A "Family Friendly" version of this plan should be distributed to families and uploaded to Title I Crate.*

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