



2024-2025

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

I, Melissa Fratus, 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 carryout programs, activities, and procedures in accordance with the definition:
Engage 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.
Engage 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 information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

Handwritten signature of Melissa Fratus

Signature of Principal or Designee

Handwritten date 9/6/24

Date Signed

\*\*Please use the data from the school's survey(s) to complete this Parent & Family Engagement Plan!

(Each section with a table should have multiple entries, please add rows as needed).

## Mission Statement (optional)

Parent & Family Engagement Mission Statement

Response:

At Sunrise Elementary School, learning is a lifelong journey. Dream it, Believe it, and Achieve it.

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## Engagement of Parents & Families

Describe how the school will engage 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:

- Sunrise Elementary School believes in involving parents in all aspects of its Title I Program. Our School Advisory Committee (SAC) has the responsibility for developing, implementing, and evaluating various school level plans, including the SIP and PFEP. Parents will be actively involved in developing the Parent and Family Engagement Policy. Input will be gathered through surveys, meetings, and direct communication. This plan will be reviewed annually with parent feedback integrated into the revisions, ensuring it reflects the community's evolving needs. At the start of each academic year, an annual meeting will be held to inform parents about the school's Title I programs, including goals, services, and opportunities for involvement. This plan is posted on our school website along with a hard copy at the front desk.

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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.

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

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## Title I Parent Meetings

Describe the specific steps the school will take to conduct at least two Title I meetings 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. One in the fall and one in spring is suggested.**

	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda, handouts, and/or presentation materials that address the required components.	Melissa Fratus, Adrienne Palmer	September	Agenda Parent Surveys will be given PowerPoint presentation
2	Develop and disseminate invitations/ social Media for Annual Meeting at Open House	Melissa Fratus Adrienne Palmer	September 2024 March 2025	Surveys will be given Social Media Website Focus Communications
3	Provide Updates at SAC Meetings	Adrienne Palmer	August 2024- May 2025	Agenda and Meeting Minutes
4				

### Flexible Parent Meetings

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

Response:

**Resources in the family Resource Center will be promoted through the newsletter, Focus Communications, marquee, and announcements. These resources include access to the 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 engagement of parents and families and to support a partnership among the school, 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. A minimum of three academically focused activities are required.

	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Parent Meet the Teacher/ Open House	Administration Faculty	Increase parent involvement and educate on resources	August 2024 September 2024	Sign In Sheets Social Media Focus Communications
2	Celebrate Literacy Week	Academic Coaches, Media Specialist Administration	Increase Parent awareness of participation of literacy activities will increase student achievement in school	January 2025	Sign In Sheets Social Media Surveys
3	Curriculum Nights	Academic Coaches Administration	Increasing parent awareness in subject specific area content.	August- May 2024-	Sign In Sheets Social Media

				2025	Surveys Focus Communication
4	Attendance Meetings	Counselor Social Worker Administration	Increasing supports and accountability will increase academic achievement	September 2024 May 2025	Newsletters Focus Social Media
5	Business Partnership Meetings	Business Partner Coordinator	Increase Community Support in the school will increase academic achievement	School Year 2024-2025	Social Media Marque Event Nights Newsletters
6	Parent Compact	Classroom Teachers	Increasing student and parent commitment to academic achievement	School Year 2024-2025	Conference Form Signed Compact

### 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. Staff Training focusing on "Building Capacity"**

	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	PLC	Administration Coaches Teachers	Teachers will plan together and implement instruction with rigor	Weekly 2024-2025	PLC Minutes Sign in Sheets
2	School Leadership Team	Administration	Teachers will meet with administration to discuss the progress towards our SIP and Action Plan	Monthly 2024-2025	Sign In Sheets SLT Minutes
3	School-Parent Compact	SLT	Teachers will build communication with families	August 2024	SLT Meetings
4	Student Dashboard Training	Administration PLC Teachers	Teachers will learn about effective strategies for planning	August/ September 2024	Sign In sheets Data Chats Walk through tool

### 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:**

- Timely information about the Title 1 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 will use to provide information to parents about the Title I programs will be our School Advisory Council (SAC) meetings and the Open House/ Annual Title I Parent Meetings. Parents will be notified of parent meetings by each grade level. Our dissemination methods will be marquee, school website, School Messenger System and social media. SAC members will be notified by way of an electronic agenda and a 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. ESOL teachers will be available to assist parents and provide translation. Parents will be notified by our newsletter, marquee, school webpage, social media platforms, School Messenger System. We will monitor that 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).

## **UPLOADS**

### **Parent and Family Engagement Plan**

Per Florida DOE Title I compliance, all schools are required to complete a Parent and Family Engagement Plan in conjunction with the School Improvement Plan (SIP) goals. **A copy of the completed and signed PFEP must be uploaded to the Title I Compliance TEAMS folder.**

### **School-Parent Compact (Elementary school only)**

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. **Copies of completed and signed compacts must be uploaded to the Title I Compliance TEAMS folder.**

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

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

June 2024 / 24 -25 plan

**Please make sure that the evaluation for last school year's activities is completed and turned in with this school year's PFEP. If an activity was proposed on last year's PFEP and did not take place do not evaluate or enter it. If an activity was not on last school year's proposed PFEP and took place, please evaluate it. The PFEP is a living document and changes with the school's needs.**

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 Meetings.

	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Business Partnership Training	1	Ongoing	Increasing community involvement in school will increase student achievement in school
2	Parent Training/SAC membership Training	1	5	Increase parent involvement
3	Parent Open House	1	200	Increase parent involvement toward academic achievement
4	Celebrate Literacy Week	1	1000	Increase parent involvement toward academic achievement and provide at home activities
5	One Book, One School	1	1000	Increase parent involvement toward academic achievement and provide at home activities
6	Leadership Day	1	630	Increased parent involvement toward academic achievement
7	Soaring Scholars	1	100	Increased parent involvement toward academic achievement
8	Annual Title I Meeting	2	25	Increase parent knowledge of Title I opportunities for students, families and staff

### 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.

	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Volunteer and Partnership Training	1	60	Increase parent involvement to have positive impact on student achievement

2	School Improvement Plan	1	60	Identification of low performing subgroups and implementation of targeted instruction to meet student needs
3	School-Parent Compact Training	1	60	Increased communication to help increase parent involvement
4	School Leadership Team Meetings	12	12	Implement strategies to meet School Improvement Goals
5	PLC Training	48	60	Teachers learn how to use data to inform targeted instruction

### 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).

	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	SAC	Communication on social media, Focus Communications, build Business partner relationships, Family Engagement Nights
2	PTA	Communication on social media, Focus Communications, build Business partner relationships, Family Engagement Nights
3		
4		

### 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)

	Content/Purpose	Description of the Activity
1		

2		
3		
4		

**Submission Procedures:**

- 1. Please submit completed Parent & Family Engagement Plan (PFEP) to the Title I Parent & Family Engagement office.**
- 2. Once the PFEP is approved by the Parent Facilitator and initialed, it will be returned for signature and the watermark will be removed. Upon receiving an approved copy PFEP, upload it to the Title I Compliance Teams folder and keep a copy for your records.**
- 3. Please make a copy available for parents to review as needed.**

***If you have any questions, contact Sheila Rees ext. 44740***

Approval check by PFE