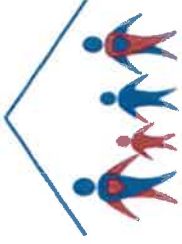


# 2017-2018 Title I Parent and Family Engagement Plan

## Horizons Elementary



*General introduction of school's vision for parent and family engagement.*

Horizons Elementary seeks to create opportunities for families to engage in the educational process through collaborative discussions, problem solving meetings, informational meetings, celebrations, and routine activities.

All parents/families were invited and encouraged to provide input and suggestions on developing/reviewing this plan. This plan is available on our school website and in the Title I informational notebook located in our front office.

Principal:  Date: 1/9/17

### Involvement of Parents

**If the school wide program plan under Section 1116 (b) (1) 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 1116(b) (4).**

Polk County Public Schools Title I program requires schools to submit evidence that documents parent input and approval for how the funds are spent. This documentation is monitored for compliance and kept on file in the Title I online monitoring file system. Parent input is gathered through a parent meeting or SAC meeting.

**Describe how this plan is a shared responsibility and families give input to review and improve this plan? How often?**

Horizons Elementary School.....  
-will hold Parent and Family Engagement Plan review meetings in Spring 2018.

-will ask the SAC (School Advisory Council) Committee to review proposed Parent and Family Engagement Plan and School-Parent Compact in April 2018 and discuss 1% expenditure and approval by the School Advisory Committee, Fall 2017. SAC meetings will be held September 8, 2017; October 20, 2017; December 15, 2017; February 16, 2018 and April 20, 2018.

Horizons Elementary School will review Title I surveys, District surveys, and newsletter responses in conjunction with direct feedback from parents during the ongoing revisions of our family engagement plan  
Horizons Elementary School....

**How do you use the information from reviewing the plan to design strategies for more effective engagement?**

..will involve parents in the planning, review, and improvement of Title I programs including involvement in the decisions regarding funds for parental involvement.

**How will you involve parents/families in the decision making of how your Title I programs and how Title I funds will be used for Parent and Family Engagement Activities?**

-will ask the SAC (School Advisory Council) Committee to review proposed Parent and Family Engagement Plan, Parent and Family Engagement Plan Summary, and School-Parent Compact in April 2018 and discuss 1% expenditure and approval by the School Advisory Committee, Fall 2017. SAC meetings will be held September 8, 2017; October 20, 2017; December 15, 2017; February 16, 2018 and April 20, 2018.

-will send home a monthly newsletter, updates, reminder labels in student agendas, and calendars to keep parents informed of ongoing activities and invite them to participate in the decision-making process

<p><i>What evidence do you have to document parent/family participation in writing/reviewing your plan? (meeting date, agenda, minutes, charts, sign in sheets)</i></p>	<p>Polk County Schools Title I program requires that all Title I schools hold a parent meeting to develop or write/revise their "Parent and Family Engagement Policy". Schools are required to provide evidence that documents; how parents were invited, an agenda for the meeting, sign in sheets, and minutes and/or specific input given by parents. The Title I Program Coordinators monitor schools for compliance and evidence is uploaded and kept on file in an online monitoring.</p>
<p><i>How will this plan assist in providing high quality instruction for all learners?</i></p>	<p>Parent Academic Nights will be offered to families during the school year. Each grade level will host a parent information night to share information about curriculum, testing, and family involvement strategies and resources. Such parent opportunities will provide parents with curricular information, resources, and tools to work with their child at home and build a stronger relationship between home and school. These events will be flexible in time and recorded allowing working parents the opportunity to view missed content via the Internet. Specific dates will be determined after parent feedback has been reviewed from the Parent Annual Meeting. At meetings, the school will offer childcare and refreshments as needed.</p> <p>Increase the level of academic awareness for all grade level curriculum, assessments, student achievement, implications of results, and home support. In addition, provide parents with hands-on materials to be used at home with their child.</p> <p>Bi-weekly progress reports, parent conference nights</p> <p>Through increased communication with families we set the goal of continued partnership with families to provide support, strategies, and create lessons meeting the needs of all students.</p>
<p><i>How will the school share comments received from parents/families?</i></p>	<p>Empower parents to engage in conversation surrounding their child's progress with the classroom teacher and child.</p> <p>All parent comments and suggestions given for the plan are considered, documented and kept on file as evidence of parents providing input for both FLD OE and the District. When, feasible parent suggestions are incorporated into the plan.</p>
<p><i>How will this plan be made available to the community?</i></p>	<p>This plan is available to all parents, business partners, and School Advisory Council. The plan is also available on our school website and in the Title I parent informational notebook that is located in our front office.</p>

## Flexible Parent Meetings:

The school provides trainings, meetings and family activities at flexible times and dates throughout the year. If requested, opportunities for regular meetings to participate in decisions relating to the education of their children. The school may provide, if reasonable and necessary, transportation, childcare, or home visits using Title I funds. **Section 1116(c) (2) (B)**

<p><b><i>Describe how you provide flexible dates and times for activities, workshops, events, so that all parents may have an opportunity to attend?</i></b></p>	<p>As requested, Horizons will offer a number of flexible meetings throughout the year related to parent involvement:</p> <p>Annual Beginning of the Year Orientation held Thursday, August 11, 2016 from 9:00 a.m.-11:30 a.m. and 1:00-3:00. p.m.</p> <p>Annual Title I Meeting held Thursday, October 13, 2016 4:00-7:00 pm. For parents who cannot attend, the information will also be recorded and available on the school website in both English and Spanish <a href="http://schools.polk-fl.net/horizonshawks/title1.htm">http://schools.polk-fl.net/horizonshawks/title1.htm</a>.</p> <p>*Parent Academic Nights will be offered throughout the school year. Each grade level will host a parent information night to share information about curriculum, testing, and family involvement strategies and resources. Such parent opportunities will provide parents with curricular information, resources, and tools to work with their child at home and build a stronger relationship between home and school. These events will be flexible in time, morning/afternoon/evening, allowing working parents the opportunity to attend. Specific dates will be determined after parent feedback has been reviewed from the Parent Annual Meeting. At meetings, the school will offer childcare and refreshments as needed.</p> <p>*School Advisory Committee will meet on select Fridays throughout the year. Parents will receive a calendar of SAC meeting dates and times for the year at the Annual Parent Meeting.</p>
<p><b><i>Describe what childcare, home visits and/or transportation services are provided by your school.</i></b></p>	<p>*Translators, translation equipment, and translated handouts will be provided for limited English proficiency at all meetings, if necessary.</p> <p>* Horizons hosts Kid Care for after care services.</p> <p>*Horizons' social worker makes weekly home visits as needed.</p> <p>*Horizons' staff offers up regular parking spaces to decrease the burden on families for finding close parking.</p> <p>*Wheelchair accessible parking, buildings, and elevators are available.</p>

## Annual Parent Meeting

The school will 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 (school wide or targeted assistance), school choice, the rights of parents and timely information about the Title I programs **Section 1116(c)(1)**

<p><b>Date and time you will hold your meeting?</b></p>	<p>Every Title I school in Polk County is required to hold an Annual Parent Meeting by September 30. Schools are monitored to ensure that parents are invited to the Annual Meeting in a timely manner, and notifications are in other languages, and sent in multiple ways (via backpack, school marquee, school website, newsletters, callout) Schools are required to conduct a parent evaluation of the meeting to gather input. Evidence that schools comply is documented with; notifications and invitations; agendas, sign in sheets, copy of the PowerPoint with specific school information and parent evaluations. October 13, 2017 from 4-7</p>
<p><b>Notification and Invitation:</b></p> <ul style="list-style-type: none"> <li>○ How will you inform and invite parents/families in a timely way about the Annual Meeting.</li> </ul>	<p>Parents will receive notification of our Annual Parent Night through their student's agenda, the school marquee, newsletters, event book mark, invitation card, school website, and Facebook.</p>
<p><b>Information:</b> <b>Please describe how your meeting will cover information about:</b></p> <ul style="list-style-type: none"> <li>● the Title I program, the benefits, and how it affects your school; School choice; Parents right to know; and (the qualifications of their child's teacher, or paraprofessional and/or if their child has been assigned or taught by a teacher 4+ consecutive weeks who is out of field.</li> </ul>	<p>The Title I District Parent and Family Engagement Coordinator provides each school with a Power Point Presentation that incorporates information on: 1. The Title I Program 2. Parents Right to Know 3. Curriculum and Assessment information, 4. Ways parents can be involved, 5. School choice, and the qualifications of their child's teacher or paraprofessional, and 6. Information on if their child is assigned or taught by a teacher for 4+ weeks who is out of field.</p> <p>Schools may personalize the Power Point by elaborating on how their Title I funds are used to increase student achievement and promote parent and family engagement, ways parents can be involved at their school, how to access staff, and information on the school's curriculum.</p> <p>Polk County Public Schools Title I program provides all Title I schools with a letter informing parents of their rights. This letter is sent home with all students via backpack the first week of school. Schools are also required to have a copy of the "Parents Right To Know" letter on their school website and in a parent and family information notebook kept in the front office. The district Title I office monitors and keeps documentation of this on file.</p>
<p><b>Barriers:</b></p> <ul style="list-style-type: none"> <li>○ What barriers will you address to encourage parents/families to attend? Example: Childcare, Transportation, Meal, Translation</li> </ul>	<p>Translators, translation equipment, and translated handouts will be provided for limited English proficiency at all meetings, if necessary.</p> <p>A recorded version of the presentation will be made available for parents unable to attend.</p>
<p><b>Evaluations:</b></p> <ul style="list-style-type: none"> <li>○ How will you get feedback from parents about the meeting?</li> </ul>	<p>Parents will be encouraged to provide feedback on our parent night evaluation forms, school survey, and at our schools S.A.C. meetings.</p>
<p><b>Parents who do not attend?</b></p> <ul style="list-style-type: none"> <li>○ How will you get the information home to parents who do not attend the meeting?</li> </ul>	<p>For parents who cannot attend, the information will also be recorded and available on the school website in both English and Spanish <a href="http://schools.polk-fl.net/horizonshawks/titel1.htm">http://schools.polk-fl.net/horizonshawks/titel1.htm</a>.</p>

## Building Capacity of Parents

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 1116(e) (1-3)]. School will provide materials and training to help parents work with their child to improve their child's academic achievement. [section 1116(e) (2).

### Explain how parents are invited to participate in activities such as parent trainings that are linked to student achievement.

- How will your school help parents gain an understanding of such topics as: the state's standards, state assessments, achievement levels or proficiency and how to monitor their child's progress.
- The school will provide materials and training to help families work with their child to improve achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. List all that apply; Florida standards/ curriculum, testing, progress monitoring, literacy, transition information (Kdg, MS, HS), College and Career, Graduation requirements & scholarships, technology, etc.

Title Topic	Impact on Student Achievement	Materials	Tentative Date/Time Is it flexible?	Transportation	Refreshments	Childcare	Translation	
K-2 <sup>nd</sup> Academic Parent Night Curriculum /Florida Standards State Tests & Achievement Levels	Increase the level of academic awareness for all grade level curriculum, assessments, student achievement, implications of results, and home support. In addition, provide parents with hands-on materials to be used at home with their child.	PowerPoint presentations, hands-on make and take activities, copies of information about curriculum, testing, instruction, tips and strategies to help at home, and school expectations.	September 26, 2107		Y		Y	
3 <sup>rd</sup> -5 <sup>th</sup> Academic Parent Night Curriculum /Florida Standards State Tests & Achievement Levels	Increase the level of academic awareness for all grade level curriculum, assessments, student achievement, implications of results, and home support. In addition, provide parents with hands-on materials to be used at home with their child.	PowerPoint presentations, hands-on make and take activities, copies of information about curriculum, testing, instruction, tips and strategies to help at home, and school expectations.	September 28, 2017		Y		Y	
How do you assess the needs of parents? Do you survey parents to ask what type of events or workshops you have at your school?		Parents will be encouraged to provide feedback on evaluation forms, school survey, and at our schools S.A.C. meetings.						
How do you evaluate effectiveness?		We use event surveys, parent feedback, guidance from the S.A.C. and yearly survey evaluations to determine our school's effectiveness at engaging families.						
Explain how your school provides materials and trainings to assist parents/families to work with their child (ren) to support learning at home? Give examples.		Through our academic parent nights, biweekly progress reports, and conference nights, teacher partner with families to help provide insight on improving student achievement.						
Explain how your school implements activities that build relationships with the community, business partners, and churches, to improve student achievement?		Mr. Edwards, our Assistant Principal, cultivates a relationship with the greater community and local business partners. They are invited to participate on our schools S.A.C.						



## Building Capacity of Staff (Trainings)

The school will educate teachers, pupil services personnel, principals, and other staff in the value and the utility of parents' contributions. Educators should also receive guidance in ways to reach out to parents; to communicate with them; to work with them as equal partners; to implement and coordinate parent programs; and to build ties between parents and the school [Section 1116(e) (3)].

Please describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff ...

- how to reach out to, communicate with, and work with parents/families as equal partners,
  - the value and utility of contributions of parents/families
  - how to implement and coordinate parent/family programs
- how to build ties between parents/families and the school

Please describe below how you do this.

Topic-Title	Purpose? How does this help staff build school/parent relationships?	Implementation format: (Workshop, book study, etc.) Presenter?	Who is the audience?	Tentative Date/Time
Partnering with families through Conferences	To increase staffs knowledge of effective conferencing skills and improve collaborative partnership with families.	PLCs led by Instructional Coaches, Mrs. Jackson and Mrs. Kindle	All Teachers	October
Increasing communication through technology tools	To increase the ability for staff to effectively communicate to the fullest extent.	PLCs led by Instructional Coaches	All Teachers	October
Champs	To increase effective communication and develop positive relationships with families.	PLCs led by Mrs. Kindle and Mrs. Heiser-Meyers	All Teachers	Ongoing
Building a Multi-Tiered Support System for Student Success	Use data to make instructional decisions for all students, communicating progress with parents and students	PLCs led by Mrs. Banks and Mrs. Jackson	All Teachers	Ongoing

## Communication

The school will provide parents of participating children; 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 1116(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 1116(c)(4)(C)];

How do you notify each family, in a timely manner when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field?

\*Schools are required to notify each family, in a timely manner when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field. Documentation of these letters and a list of the parents who receive the letter is kept on file as documentation for auditing purposes. Title I school program coordinators monitor that each Title I school is compliant.

How do you provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals?

\*Horizons Elementary will inform parents about their "Right to Know" through sending home letters from superintendents and at the Annual Meeting in September. Individual teacher qualifications may also be obtained by parents online at <http://www.fldoe.org/edcert/public.asp>

Describe how parents are informed of the curriculum; forms of assessment used to measure student progress and the achievement levels students are expected to obtain?

\*Parent Academic Nights will be offered most months throughout the school year. Each grade level will host a parent information night to share information about curriculum, testing, and family involvement strategies and resources. Such parent opportunities will provide parents with curricular information, resources, and tools to work with their child at home and build a stronger relationship between home and school. These events will be flexible in time, morning/afternoon/evening, allowing working parents the opportunity to attend. Specific dates will be determined after parent feedback has been reviewed from the Parent Annual Meeting. At meetings, the school will offer childcare and refreshments as needed.

Describe how the school will provide each family an individualized report about their child (ren) on the state assessments?

\*Teachers are required to send home parent letters and official reports with students in the fall.

How do you ensure that your school holds parent-teacher conferences, at least annually, during which the compact is discussed as it relates to the individual child's achievement?

Each Title I elementary school is required to hold at least one face to face conference with each student's parent/family. Each elementary school is required to have an agenda for what is expected of teachers to cover as part of the conference. Schools keep individual teacher logs documenting the date, time, and parent signature showing that the compact was discussed. Schools are required to keep documentation of teacher logs and a copy of the agenda used for conferencing.

## Coordination and Integration:

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 1116(e) (4)].

### Describe how you coordinate and integrate parent and family engagement programs listed below to help parents learn how to help their children at home:

○ <b>Homeless</b>	Dedicated to assisting homeless and in-transition families and children by eliminating barriers to school enrollment, attendance, stability, and overall academic success. We work to ensure that children experiencing homelessness have the same opportunities for educational success as housed students in Polk County.
○ <b>Preschool</b>	Two full-day classes that are dedicated to providing a classroom that addresses the child's developmental and educational needs. This year students also have the option of attending half day sessions.  Two full-day classes that are dedicated to providing a classroom that addresses the child's special needs in developmental and educational growth.
○ <b>ESOL</b>	Title III provides supplemental resources for English Language Learners (ELL) and their teachers at Title I schools, as well as professional learning opportunities for school staff.
○ <b>SAC School Advisory</b>	* Parents will have the opportunity to participate and serve on SAC. * Parents will be encouraged to provide input on a variety of topics throughout the year by participating in parent surveys. They also are encouraged to call the office to offer input and suggestions.
○ <b>PTO/PTA</b>	Our school does not have a PTA or PTO. Our SAC team serves our school in this capacity. The SAC has a bank account to record donations. The SAC advises the school on the use of these funds to assist our school's initiatives and goals.
○ <b>Business Partners</b>	Mr. Edwards heads up communication with our business partners for Horizons Elementary

## Accessibility

The school will provide information and services in a welcoming environment with accommodations such as physical arrangement of the room(s), ramps, sign language facilitators, and translators. Sec 1116(e)(5) and 1116(f)

<p><b>What opportunities do parents have to participate in their child (rens) education?</b>  <b>Volunteer?</b> Section 1116 (d) (c)  <b>Mentor?</b></p>	<p>*Parents will have the opportunity to participate and serve on SAC.          *Parents will be encouraged to provide input on a variety of topics throughout the year by participating in parent surveys. They also are encouraged to call the office to offer input and suggestions.</p>
<p><b>What forms of communication do you provide parents, in an understandable and uniform format related to;</b></p> <ul style="list-style-type: none"> <li>• school and parent programs</li> <li>• meetings</li> <li>• school reports</li> <li>• and other activities</li> </ul>	<p>*Parents may access school/ personnel email and phone numbers through the school website.          *Parents will be informed and provided updates on their student's progress as it relates to specific services such as Special Education (IEP, testing, monitoring goals, etc.) and/ or Multi-Tiered Support Services (progress monitoring, tier placement.)</p>
<p><b>What barriers hinder participation by parents in parental involvement activities?</b>  <b>What steps will you take this school year to overcome these 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)</b></p>	<p>*We have a large population of speakers of other languages including Spanish and Haitian/Creole. We offer translation services for all parent events, report card conferences, SAC meeting, and office communications. All parent documents are sent home in English and Spanish.          *To combat the barrier of communication we have increased the use of agenda, send home a uniform weekly folder, bi-weekly progress reports, monthly bookmarks, monthly newsletters, and reminder labels.</p>
<p><b>How does your school provide information to parent's in their native language?</b>  <b>What languages do you provide? Section 1116 (e) (5)</b>  <b>Do you provide translators or facilitators at parent events/workshops? Or, do you provide workshops in a parent's native language? Explain</b></p>	<p>*Translators and translation equipment are provided for parents with limited English proficiency at conferences, parent meetings, etc.          *Horizons Title I office and the district office will provide educational materials needed to meet the needs of parents with limited English proficiency.          *State of the art technology for hearing and vision impaired. *District support when needed.</p>
<p><b>How will the school encourage and support additional opportunities for more meaningful engagement in the education of their child.</b></p> <ul style="list-style-type: none"> <li>• Title I Parent/Family Resource Centers</li> <li>• Books Bridge Buses</li> <li>• Parent University</li> <li>• Other</li> </ul>	<p>*Parents are informed about additional family engagement activities offered by the district on our schools website, parent involvement notebook and bulletin board, school newsletters, during school sponsored events, and by event flyers.</p>