

## HORIZONS ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Amy Heiser-Meyers, 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)].

  
Signature of Principal or Designee

  
Date Signed

## Mission Statement

### Parental Involvement Mission Statement (Optional)

**Response:** District and School-based Title I Parent Involvement Programs in Polk County will strive to BUILD RELATIONSHIPS to create real family engagement for every child, every family, every teacher, every day.

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.

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## 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 [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:** Horizons Elementary School.....

-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.fl DOE.org/edcert/public.asp>

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

-will hold Parent Involvement Plan review meetings in Spring 2017.

-will review Title I surveys, District surveys, and newsletter responses.

-will ask the SAC (School Advisory Council) Committee to review proposed Parent Involvement Plan, Parent Involvement Plan Summary, and School-Parent Compact in May 2017 and discuss 1% expenditure and approval by the School Advisory Committee, Fall 2016. SAC meetings will be held August 26, 2016; September 16, 2016; October 14, 2016; November 18, 2016; December 9, 2016; January 20, 2017; February 17, 2017; March 17, 2017; April 21, 2017; and May 19, 2017.

-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.

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## 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)].

count	Program	Coordination
1	VPK	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.
2	ESE-PK	Two full-day classes that are dedicated to providing a classroom that addresses the child's special needs in developmental and educational growth.
3	ESOL	Title III provides supplemental resources for English Language Learners (ELL) and their teachers as Title I schools, as well as professional learning opportunities for school staff.

4	Prevention Programs	Title IV provides the prevention programs in order to promote a safe school environment. Examples of prevention programs include anti-bullying, internet safety, etc.
5	IDEA	The Individuals with Disabilities Education Act (IDEA) is a law ensuring services to children with disabilities throughout the nation. The school provides early intervention, special education and related services. Children and youth (ages 3-21) receive early intervention services special education, and related services under IDEA Part B.
6	Hearing Impaired	Resources dedicated to providing a classroom that provides educational services and technology necessary to assist students in developing age-appropriate communication skills in their preferred mode of communication, whether it be spoken, signed or a combination of these based on both a documented hearing loss and educational need.
7	Homeless/Hearth	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.

## 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)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Annual Meeting/Parents will be presented a powerpoint about the Title I Program/ESEA/Compact.	PI Facilitator/Administration	9/15/2016	Parent evaluation
2	Notify parents (invitation, reminder in newsletter, monthly calendar, marquee, agenda label)	PI Facilitator & Para, Administration, Office Staff	8/30/2016-9/15/2016	Parent evaluation
3	Record Title I Information to be viewed by parents in classrooms	PI Facilitator	9/9/2016-9/15/2016	Parent evaluation survey & Teacher feedback
4	Contact Parent Volunteers to run PI booths	PI Facilitator	9/13/2016	Parent Feedback
5	Surveyed parents to determine convenience for meetings	PI Facilitator & Para, Classroom Teachers	9/15/2016	Parent response
6	Translation	ESOL Class Room Teachers	9/15/2016	Parent evaluation
7	Discussion of compact	Classroom Teachers	9/15/2016	Parent and Teacher feedback
8	Discussion of Florida Curriculum	Classroom Teachers	9/15/2016	Parent evaluation

## 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)].

**Response:** As requested, Horizons will offer a number of flexible meetings throughout the year related to parent involvement:

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.

Annual Title I Meeting held Thursday, September 15, 2016 4:00-6:00 pm. For parents who cannot attend, the information will also be recorded and available on the school website in both English and Spanish <http://schools.polk-fl.net/horizonshawks/titleI.htm>.

\*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.

\*School Advisory Committee will meet on Friday every month beginning in August. Parents will receive a calendar of SAC meeting dates and times for the year at the Annual Parent Meeting.

\*Translators, translation equipment, and translated handouts will be provided for limited English proficiency at all meetings, if necessary.

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### 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)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Technology for Family Engagment	PI Facilitator, PI Paraprofessional, Resource Teachers, ESOL Teacher	Increase the level of family familiarity with technology to help promote family involvement in their children's education. In addition, provide parents with websites, hands-on materials, and suggestions to be used at home with their child.	September 16, 2016	Sign In Sheets/ Parent Evaluation Survey
2	Fifth Grade Parent Night	Classroom Teachers, Resource Teachers, ESOL Teacher	communication and family involvement. 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.	October 6, 2016	Sign In Sheets/ Parent Evaluation Survey

3	Fourth Grade Parent Night	Classroom Teachers, Resource Teachers, ESOL Teacher	communication and family involvement. 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.	October 18, 2016	Sign In Sheets/ Parent Evaluation Survey
4	Second Grade Parent Night	Classroom Teachers, Resource Teachers, ESOL Teacher	communication and family involvement. 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.	January 12, 2017	Sign In Sheets/ Parent Evaluation Survey
5	Third Grade Parent Night	Classroom Teachers, Resource Teachers, ESOL Teacher	communication and family involvement. 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.	January 19, 2017	Sign In Sheets/ Parent Evaluation Survey
6	First Grade Parent Night	Classroom Teachers, Resource Teachers, ESOL Teacher	communication and family involvement. 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.	February 2, 2017	Sign In Sheets/ Parent Evaluation Survey
7	Kindergarden Parent Night	Classroom Teachers, Resource Teachers, ESOL Teacher	communication and family involvement. Increase the level of academic awareness for all grade level curriculum, assessments, student achievement, implications of results, and home support. In addition,	February 16, 2017	Sign In Sheets/ Parent Evaluation Survey



			provide parents with hands-on materials to be used at home with their child.		
8	Testing Information/Resources	PI Facilitator, PI Paraprofessional, Resource Teachers, ESOL Teacher	Increase the level of testing awareness for district and state testing. In addition, provide parents with hands-on materials to be used at home with their child.	March 16, 2017	Sign In Sheets/ Parent Evaluation Survey
9	Parent Teacher Conference Night	Administration, Classroom Teachers, Resource Teachers, ESOL Teacher	Empower parents to engage in conversation surrounding their child's progress with the classroom teacher and child.	November 1 and 3, 2016	Sign In Sheets/ Parent Evaluation Survey
10	Bi-Weekly Progress Reports	Terminal Operator & Classroom Teacher	Empower parents to engage in conversation surrounding their child's progress with the classroom teacher and child.	Ongoing	Title I Parent Survey

### 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)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Effective Communication for Office Staff	Behavioral Interventionist	Making parents feel more welcome at the school to increase their participation.	Ongoing	Parent Evaluation Survey
2	Effective Parent-Teacher Conferencing	Behavioral Interventionist	Increase the effectiveness of parent – teacher conferences, and making parents more aware of their child's academic progress.	Ongoing	Parent Evaluation Survey
3	Building a Multi-Tiered Support System for Student Success	Administration, Special Education Facilitator, Guidance Counselor	Use data to make instructional decisions for all students, communicating progress with parents and students	Ongoing	Feedback from parents, students, and teachers. Progress Monitoring

### 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)].

**Response:** Horizons Elementary will encourage families to be more involved according to the school compact by inviting parents to sign up to volunteer. Leanne Capobianco, as a SAC member and approved parent volunteer, will work with Mr. Edwards, one of the school's Assistant Principals, to create, organize, train, and support parent volunteers and members of our newly created Grade Level Champions that will support teachers with routine work such as copying and prepping projects. We will encourage family members to volunteer and support our school events and initiatives like:

Student Advisory Council - Parents will be invited to attend these monthly meetings through school newsletters, the school marquee, Annual Title I Open house, e-mail for previous attendees, social media, and the school's website.

Local PIRC, & Parent University opportunities - Parents will be invited and encouraged to attend these opportunities through the use of school newsletters, flyers, Parent Involvement Notebook, the district and school summary brochure of the Parent Involvement Plan, the school website, SAC meetings, Grade Level Parent Nights, and social media.

Bi-Monthly Character Education Assemblies - approved volunteers will be invited to serve in support for these assemblies. Organization of volunteers will be handled by Vanessa Gonzalez, our School's Volunteer Contact, Leanne Capobianco and Mr. Edwards, our Grade Level Champion Organizers

Fall Festival 10/14, Thanksgiving Meals 11/7/16-11/18/16, Seasons Reading 12/15/16, ongoing evening spirit nights, and quarterly academic celebrations- Parents will be invited and encouraged to attend these opportunities through the use of school newsletters, flyers, Parent Involvement Notebook, the district and school summary brochure of the Parent Involvement Plan, the school website, SAC meetings, Grade Level Parent Nights, and social media. Additionally, approved volunteer will be invited to serve in support for these assemblies. Organization of volunteers will be handled by Vanessa Gonzalez, our School's Volunteer Contact, Leanne Capobianco and Mr. Edwards, our Grade Level Champion Organizers.

Families will be encouraged to provide feedback on all of the above events through e-mail, contacting the office, and event surveys. Additionally, will seek feedback from our Annual Title I parent survey, and our SAC.

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## 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)].

**Response:** \*Parents will be notified in a timely manner regarding activities and programs to be offered during 2016-2017 school year via flyers, school messenger, monthly calendars, email, student agendas, updated school website, marquee, classroom newsletters, and monthly school newsletters.

\*Yearly parent-teacher conferences are held: before and after school, during scheduled conference nights, phone calls, emails as necessary, scheduling and notations through agendas-daily as needed.

\*Report cards are sent home at 9-week intervals. Interim reports are sent home prior to the report cards as a middle of the grading period progress report. In addition, bi-weekly progress reports will be sent home to enhance communication of student progress. FAIR is the progress monitoring tool used school-wide to provide data and plan for meaningful reading instruction for all students. This assessment accurately measures student achievement and aids in improving instruction in the classroom. The test measures student knowledge, identifies deficiencies, and allows the teacher to use the data to plan

remediation strategies. Math assessments are aligned with Florida Standards and evaluated in modules. Teachers will share this information with families during conferences and use results to drive and adjust instruction.

\*Mrs. Span, our school's Parent Involvement Para, is responsible for making copies of flyers, invitations, reminder labels for student agendas, adding the family engagement notice to the monthly newsletter, sending out reminder e-mails about upcoming events and SAC meetings.

\*Teachers are required to send home bi-weekly newsletters that communicate important dates, reminders, description of upcoming and current curriculum and instruction, strategies to help at home, and opportunities for family feedback.

\*Parent input is always welcomed and can be done by attending and participating in the parent conferences, teacher e-mails, student agendas, school surveys, filling out Title I event evaluations, the School Advisory Council, and attending Parent Nights.

\*Parents will be encouraged to access Parent Portal to view their student's updated grades. We will hold a training meeting to help families learn technology tools to help increase school-home communication and family involvement.

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## 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)].

**Response:** \*Parents will have the opportunities to participate and serve on SAC. We will have SAC representatives recruiting new members at our Annual Title I Parent Night and invite all parents to attend through monthly newsletters, school marquee, school website, and social media.

\*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.

\*Parents may access school personnel email and the front office phone number through the school website and district website. Families are encouraged to connect with teachers in bi-weekly classroom newsletters which feather the teachers' email addresses. Additionally, office staff offers information about how to contact teachers as well as the ability to relay communication through messages.

\*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.)

\*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.

\*We send home flyers, newsletters, and labels in both English and Spanish. Our school has both staff and parent volunteers translate newsletters, notices, invitations, and handouts into Spanish.

\*Teacher have parents fill out information sheets with contact information, language preferences, and important information they want to share about their child.

\*Parent school communication is encouraged and available by phone, e-mail, social media,



conferences, student agendas, and newsletters.

\*Wheelchair accessible parking, buildings, and elevators are available.

\*State of the art technology for hearing and vision impaired. \*District support when needed.

## Discretionary Activities

Discretionary 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:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and	Parent Grade Champions and SAC Meetings	Administration, Parent Volunteers, and Parent Involvement Contact	We will seek parent input in designing and delivering our ongoing staff development focused on increase positive communication and relationships with families.	Monthly
2	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	SAC Meetings	Administration & SAC Members	Parental awareness of key issues surrounding student achievement will enhance their ability to collaborate in the decision making process to aid in the educational process.	Monthly
3	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	Flexible conferencing times will be scheduled for the parents at Horizons Elementary. Our staff will use a variety of communication methods to ensure that all of our parents are afforded an opportunity to participate in their children's education. We will meet before and after school and do in-home conferencing when necessary.	Parent Involvement Contact, Classroom Teachers	By allowing parents to come to school (before and after), working parents are able to have vital parent input in their child's education.	Ongoing
4	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Communities helping parents though supplying weekend food to needy families. Businesses donating time, money and supplies that add resources the budget	Parent Involvement Contact	Through healthy bodies, strong minds, and motivation students can function more efficiently.	Weekly throughout the school year

## **Evaluation of the previous year's Parental Involvement Plan**

### **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 [Section 1118 (e)(1-2)]. 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	Annual Parent Meeting	1	547	Build partnerships and offer opportunities for parent engagement
2	Moving Math Workshop	1	36	Overcoming challenges of new math curriculum and standards; resources for parents
3	Ready Readers Workshop	1	8	Providing resources to parents for ELA curriculum and standards
4	Spring Assessments Informational Event	2	7	Provide information regarding upcoming FSA/EOY assessments
5	Spectacular Science	1	29	Provide resources for incorporating science into the everyday routine
6	Parent Teacher Conference Nights	2	349	Increase communication between home and the classroom

### **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 [Section 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Data Driven Differentiation	11	78	Staff will collect and analyze data to plan meaningful lessons for students based on demonstrated needs.
2	Understanding a Diverse Population	4	78	Staff will meet the needs of students based on identified areas of needs such as limited language proficiency and students with disabilities.

### **Barriers**

Describe the barriers that hindered participation by parents during the previous school year in parental involvement 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) [Section 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Language-Spanish and Haitian/Creole	Create a Translator Team (of bilingual parents and staff) to increase documents in Spanish and available translators for conferences.
2	Parent/ School Communication	Increase the use of agenda, send home a uniform weekly folder, bi-weekly progress reports

### **Best Practices (Optional)**

Describe the parental involvement 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	Increasing Parent Participation	Awards Days
2	Increasing Parent Participation	Thanksgiving Meals
3	Effective Communication	Bi-Weekly Progress Reports
4	Effective Communication	Parent Conference Nights

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