**HORIZON ACADEMY Title I, Part A: Parent and Family Engagement Plan**

**Mission Statement:** The mission of Horizon Academy is to nurture the development of responsible, thoughtful citizens for life in an increasingly reliant global society by creating environments in which students are challenged to achieve more, to be creative, and to actively participate in and be accountable for their learning.

Describe how the parent and family engagement plan is a shared responsibility.

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| **Title I, Part A funds as well as other items concerning the** Parent and Family Engagement Plan (PFEP), and our School Improvement Plan (SIP) **will be developed, reviewed, and revised at School Advisory Council Meetings (SAC) at convenient times. We will hold meetings in multiple community locations, so as many parents served by these Title I funds are invited and have the opportunity to attend and participate.** All parent and family/community member input will be documented in SAC meeting minutes and maintained for monitoring purposes. |

Describe how the parent and family engagement will assist in providing high quality instruction for all learners.

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| We, and our parents must, can, and will work together to help all of our students achieve academic success. We are committed to working jointly with parents and family to develop a plan for activities and workshops that support high quality instruction needed for all learners to be successful. We will host multiple curriculum nights aligned to grade level standards to model instructional strategies for home and school.  |

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**Engagement of Parents**

Describe how the school will engage the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used.

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| Horizon believes in involving parents in all aspects of its Title 1 programs. The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the School – Parent Compact, the SIP and PFEP. All parents are invited and given the opportunity to review the plan and offer input prior to approval. For the PFEP, all parents will be given online and paper-based surveys at the end of the 2018-19 school year, seeking their input on activities, trainings, and materials they feel would benefit their child and Horizon. Results of the parent surveys will be reviewed by the SAC to determine necessary changes. During the SAC meeting when the PEFP and SIP are developed, the committee will decide the parental involvement funds that will be used.  |

**Coordination and Integration with Other Federal Programs**

Describe (*in the table below*) how the school will coordinate with other federal programs and integrate parent and family engagement activities that teach parents how to help their child(ren) at home.

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| Title I Part A | Our school receives Title I funds based on free and reduced lunch counts.  Title I Part A funds are used to provide supplemental instructional materials, equipment, and/or personnel to help students meet the rigorous state standard expectations. Staff development as well as Parental Involvement Trainings and Workshops will be coordinated with Title I, Part A. The administration will contact the Migrant Department of Grants & Federal Programs office.  This office will provide academic support to the students and help families with resources they may need. |
| Title I Part C (Migrant) | The administration will contact the Migrant Department of Grants & Federal Programs office.  This office will provide academic support to the students and help families with resources they may need. |
| Title I Part D (Neglected & Delinquent) | NA |
| Title II  | Staff and faculty members participate in district professional development opportunities. |
| Title III - ESOL | The administration will coordinate with Grants & Federal Programs, ESOL Department to identify students.  ESOL paraprofessionals are placed in our school to provide students with the appropriate academic support that they need to progress in learning a second language. |
| Title IV Part A |  |
| Title IV Part B (21st CCLC) | NA |
| Title IX Part C - Homeless | The administration will coordinate with our District Homeless Liaison who will provide the students and families the resources and support they need. |
| Home Instruction for Parents of Preschool Youngsters (HIPPY) | NA |
| Individuals with Disabilities Education Act (IDEA) | Our school coordinates with the ESE, Student Services Department of MCPS.  Supplemental instructional support is shared with parents as they are invited and attend their child's IEP meetings.  All 5th grade ESE students will attend Articulation Meetings at the end of the 5th grade. Articulation Meetings help students understand what middle school expectations. Teachers and staff will follow the MTSS policies and processes. |
| Voluntary Pre-Kindergarten Program | NA |

**Annual Parent Meeting** *(Stand Alone)*

Provide a description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school’s Title I program.

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| An annual meeting will be held at a convenient time to which all parents will be invited to attend. The purpose of the meeting is to inform parents of their school’s participation under Title 1 and to explain Title 1, its requirements, and their rights to be involved. The annual meeting will be advertised in the Marion Oaks local paper, on the school website, through school system social media, by automated phone message, and by flyers at school and local businesses. Documentation of the evidence of this meeting will include a copy of the flyer/announcement, a copy of SkyLert phone messaging script(s), parent sign-in sheets and Parent Evaluation forms.  |

Provide a description of the nature of the Title I program that is shared with parents (school wide or targeted assistance).

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| Horizon Academy operates a school wide Title I, Part A program, which is the largest federally funded grant program for grades K-12. It is designed to provide all children that attend low-income schools significant opportunities to receive a fair, equitable, and high-quality education.  |

Provide a description of how the meeting will cover yearly progress, school choice, and the rights of parents.

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| The meeting will address at least the following areas, through a visual presentation: * Our school goals and the School Improvement Plan
* school-wide or targeted assistance (as applicable);
* adequate yearly progress (county and school); an explanation of school choice (if applicable);
* state and local assessments;
* ways parents can monitor their child’s progress and participate in decisions relating to their child’s education;
* rights of all parents.

The meeting will offer time for parents to ask questions or voice concerns. For those unable to attend, the school will send home information and slides, if needed. The school will attempt to produce digital videos be made and placed on a common web site for view as well. All families will be encouraged to provide feedback through the student common planner, email or phone. |

**Flexible Parent Meetings**

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

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| Horizon Academy will offer meeting times with parents both before and after school- hours. Based on a Needs Assessment, meetings will be held in the evening at rotating locations, in an effort to accommodate as many parents as possible regarding attendance. Title I funds have been set aside to help with child care during these meetings. Regular meetings will address more than just the purpose of the Title I program and will focus on items such as literacy and technology training programs, parenting workshops, and opportunities for parents to volunteer and interact at the school with their children, etc. Translators will be available at parent/family meetings to help with speakers of other languages. |

Describe how will the school provide, with Title I funds, transportation, childcare or home visits, as such services relate to parent and family engagement.

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| **So far, a specific transportation issue has not arisen.** **Students and family are all welcomed at school meetings. Should the need for parents to have a meeting without children, the children are gathered in another area of the school and supervised by qualified staff member(s).** |

**Building Capacity**

Describe how the school will implement activities that will build the capacity for meaningful parent/family engagement.

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| Horizon Academy at Marion Oaks will schedule activities in coordination with both local elementary schools on a regular basis to ensure effective parent involvement and family engagement. In building and supporting a partnership with our parents, families and community members, student academic achievement will improve.* Florida’s academic content standards
* Florida’s student achievement standards
* State and local assessment
* How to work with educators
* How to monitor their child’s progress.

Family Literacy and Science Nights are scheduled for parents to attend and are conducted by each grade level. Activities will include assistance in improving the achievement of the child and ways parents can become active participants in the decision-making process relating to the education of their child. |

Describe how the school will implement activities that will build relationships with the community to improve student achievement.

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| In an effort to provide meaningful activities that parents/family are eager to attend, we have chosen different times and days spread throughout the school year to offer planned involvement activities. Some of the activities such as Math, Science and Literacy night are subject related. Those meetings include strategies and materials parents may use to engage their children at home. Other activities such as Holiday Decoration Night are for fun and sharing, while the Principal & Parent Chats and Parent Teacher Conferences are intended for parents to learn more about their individual child. There are several opportunities for our community to assist with activities that not only build relationships within the community but also are intended to improve school achievement. For example in October the Math Night will be held at our community Win-Dixie. The store employees work toward making our evening a pleasant, and meaningful learning experience for all who attend.Our strong Mentor Program is built upon the idea that community members feel the need to assist us with the education of our students.In March we will hold a STEAMspirations day that is dependent upon community support to fill many of the presentation time slots available. We also have full time interpreters and other staff members who are available to translate for our non-English speaking families and students |

Describe how the school will provide materials and trainings to assist parents/families to work with their child(ren).

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| Materials will be made available at all trainings and get-togethers. For those unable to attend, materials will be made available for parents to pick up or for students to take home, with instructions and a description of the training that took place. |

Describe how the school will provide other reasonable support for parent/family engagement activities.

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| Horizon Academy at Marion Oaks operates a parent resource center through Title I funds. The center is easily accessible to parents and there is open at all school events, as well as at the needs of the parent. Horizon plans and develops workshops such as science, STEAM, technology and literacy nights to inform and teach parents about helping their child(ren) in varied subject areas, as well as using technology to support their academic achievement. School orientation, Open Houses, Literacy and Science Nights are just several of a multitude of happenings at Horizon Academy, that allow parents to get involved, participate, and work and walk with their child(ren). All of these events are geared at helping the parent becoming a better resource for their child(ren) and to help parents understand the expectations that are placed on the students. All events will be documented through sign in sheets, parent evaluations and parent survey data.  |

**Staff Development**

Provide a description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in the value and utility of contributions of parents/families.

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| Horizon Academy at Marion Oaks will provide training to educate the teachers, administrative and support 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. Horizon staff also has access to a Connected Classroom containing Cyber Coaching to assist developing educators’ confidence as they are implementing newly learned strategies and Teacher Talk, which is a forum for educators to receive resources, network with other educators and share successes. Horizon Academy at Marion Oaks will continue to build ties between parents and the school by regular staff meetings and training to review ways we can better communicate, implement, and coordinate parental involvement and build ties between home and school.  |

Provide a description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in how to reach out to, communicate with, and work with parents/families as equal partners.

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| Monthly PD sessions are planned for staff after school, monthly. Specific areas to be addressed include Building Strong Relationships with Families, Building Ties between Home and School and Working with Parents as Equal Partners. |

Provide a description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in implementing and coordinating parent/family programs, and in building ties between parents/families and the school.

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| Monthly PD sessions will occur for staff after school, monthly. Specific areas addressed include Building Strong Relationships with Families, Building Ties between Home and School and Working with Parents as Equal Partners. Horizon staff also has access to a Connected Classroom containing Cyber Coaching to assist developing educators’ confidence as they are implementing newly learned strategies and Teacher Talk, which is a forum for educators to receive resources, network with other educators and share successes.  |

**Other Activities**

Describe other activities (ex: parent resource center) the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren).

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| Horizon offers student-led conference Nights periodically during the school year for parents to discuss their child’s academic progress. Parents are given a form for them to sign up and the teacher will call the parent to confirm that date and time. When they meet, the teacher also provides the parents with resources and strategies so they can assist their child at home. |

**Communication**

Describe how the school will provide timely information about the Title I programs.

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| The Horizon Academy at Marion Oaks web site provides pertinent information for parents and community members. Parent links include information regarding Title I information, as well as material regarding student achievement, school curriculum and programs, school improvement, and upcoming events. Communication will be timely and translated in the parent/families native language. Communication with parents/family members is free of educational jargon or acronyms.Students are issued daily planners to help with communication from parent and student to teachers. Monthly Newsletters are sent home to parents with information about improving their child’s achievement, understanding testing and the state curriculum and social media is used in nearly every possible way to keep parents informed.Additionally, written, electronic and web-based instructions and explanations will be provided to parents regarding the Parent Portal, explanation of grades and progress reports/report cards, School Advisory Council, and others.Horizon has an open door policy regarding parent input. Besides regularly scheduled meetings, administrative staff, counselors and front office personnel will speak to any parent regarding a concern or suggestion. Small group meetings will be held at irregular times to accommodate parents’ concerns regarding the education of their child(ren). Parents and families who make their dissatisfaction hard and their suggestion(s) were not included in the school-wide plan will still have their suggestions or concerns forward to the Deputy Superintendent for his review.Horizon Academy provides meetings and multiple times and will held in multiple locations, in an effort to maximize parent/family participation. Horizon utilizes numerous avenues to disseminate information regarding school events, parent programs, school reports and both English and Spanish. Additionally, written, electronic and web-based instructions and explanations will be provided to parents regarding the Parent Portal, explanation of grades and progress reports/report cards, School Advisory Council, and others |

Describe how the school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain.

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| At the annual meeting and at each Open House, parents will be given the opportunity to ask questions and provide suggestions to improve our current programs and plans. Administrators and teachers will provide more specific information regarding their child’s education including the compact, assessments, and communication policies. Staff members will also send home newsletters outlining activities and curriculum being used in the grade level. Skylert messages and flyers are sent out to inform parents of any upcoming events, news, and information. For those unable to attend, the school will send home information and slides, if needed. The school will attempt to produce digital videos be made and placed on a common web site for view as well. All families will be encouraged to provide feedback through the student common planner, email or phone. |

Describe how, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren).

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| Communication is daily using student agendas, notes, phone calls, or emails. Special events are posted in the front of the school on the marquee. Flyers written in multiple languages are also sent home. The parents may find information about the student’s achievements online via Skyward. Parents will be included in the formulation of suggestions and decision making through the following: • One-on-one meetings with teachers, administrators, and/or support personnel • Parent Surveys • Participation in SAC to review the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and School Compact If the school-wide plan is not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review, and needed updates. |

Describe how the school will submit parents/families comments if the school wide plan is not satisfactory to them.

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| Parents will be included in the formulation of suggestions and decisions making through the following: • Parent Surveys• Suggestion BoxSuggestion box• Participation in the SAC to review School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP) and School Compact If the school wide plan is not satisfactory to parents feedback will be presented at the SAC meeting for discussion, review, and needed updates to the plan. |

**Accessibility**

Provide a description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families.

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| Parents will be included in the formulation of suggestions and decisions making through the following: • One-on-One meetings with Teacher and or other needed support personnel • Parent Surveys • Participation in the SAC to review School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP) and School Compact • Our facility is ADA accessible. Parents with disabilities are regularly invited to all parental involvement events and family engagement workshops. If support is needed to accommodate a disability, appropriate arrangements will be made.• Translators for those in need of assistance with Spanish and/or American Sign Language are available upon formal request, as well as informally, through our many bi-lingual staff members.If the school wide plan is not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review, and needed updates to the plan.  |

Provide a description of how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand.

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| Every effort is made to accommodate the multiple languages spoken by the families of Horizon. We send flyers home in in easy to understand language and without educational jargon; provide dictionaries in multiple languages, direct staff that speak different languages to assist with parent communications. Accommodations are made to assist families with disabilities to attend and participate in school events and conferences. Communication at Horizon goes home in English and Spanish. Families who want something translated in any other languages can contact the school and it will be provided for them.  |

**Discretionary Activities** *(Optional)*

Describe any activities that are not required, but will be paid for through Title I, Part A funding (for example, home visits, transportation for meetings, activities related to parent/family engagement, etc.).

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**Barriers**

Describe the barriers that hindered participation by parents during the previous school year.

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| Based on previous year feedback our barriers that hindered participation by parents is transportation and work. Many of our parents work without transportation, relying on others, and do not have a mode of transportation to come to school. Also many parents have two jobs which make it very difficult to have time to come to school events.  |

Provide description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children).

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| We are going to offer meetings at varied times, including right prior to school dismissal. Parents waiting to pick up their child after school, whether walking or car –riders, will be invited in to participate, where they may not have been able to before. Additionally, meetings will be held at the school and the local community center – two early times and two later times. |