**Horizon Elementary Title I, Part A Parent & Family Engagement Plan (PFEP).**

I, Gary Harms, 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 carry out programs, activities, and procedures in accordance with the definition:
* Involve 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 and family engagement plan and distribute it to parents of participating children and make available the parent and family engagement plan to the local community;
* 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 parent and family engagement plan and the joint development of the schoolwide program plan;
* Use the findings of the parent and family engagement plan review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school’s parent and family engagement plan;
* 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 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; 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.

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| **Signature of Principal or Designee** | Date Signed |

# Mission Statement

Parent & Family Engagement Mission Statement (Optional)

**Response: The Horizon Elementary family will provide a nurturing environment promoting academic development, individual growth, and mutual respect to develop productive, responsible citizens.**

# 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 parent and family engagement will be used.

**Response: Horizon Elementary School Advisory Council (SAC) meets monthly. SAC membership is composed of parents, teachers, staff members and community members appointed by the Principal. The membership must be composed of at least 51% non-school members. The draft of the State School Improvement Plan (including use of funds), the Parent Involvement Plan, and the Parent Involvement budget are presented in draft form to parents at School Advisory Council Meeting in September 2018. Parents, teachers and staff are asked to offer suggestions for utilizing these funds. Horizon Elementary parents are updated on Title 1 information at every SAC and PTA meeting.**

# 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.

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| --- | --- | --- |
| **count** | **Program** | **Coordination** |
| 1 | Title 1, Part A | Supplemental tutoring will be provided after school. Supplemental materials and supplies needed to close the achievement gap will be provided to our instructional tutors. Supplemental funds will be provided for on-going staff development as determined by the results of our school’s FSA data. |
| 2 | Title X, Homeless | Title X Coordinator as well as our Guidance Counselor and Parent Liaison provide services to families to ensure that students have school supplies and community resources. |
| 3 | Title II | The district provides ongoing professional development in the core subject areas to ensure quality instruction and student success. |
| 4 | Title III | Additional support and resources provided by the school will be discussed with parents during LEP committee meetings. The district ESOL coordinator and staff provide ongoing support and professional development to teachers and paraprofessionals to ensure instruction best practices are utilized. Teachers consistently progress monitor the ELL students to identify specific needs, target interventions/enrichments to ensure the appropriate pathway toward graduation. |
| 5 | IDEA | Supplemental instruction support provided by the school will be discussed with parents during the development of the student’s IEP. |

# 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.

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| --- | --- | --- | --- | --- |
| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Develop handouts that address the required documents | Principal | September, 2018 | Copies of Title I handouts |
| 2 | Develop and disseminate invitations to open house/annual Title 1 parent meeting | Assistant Principal | August, 2018 | Flyer/Connect Ed Message |
| 3 | Advertise/publicize event | Principal | September, 2018 | September newsletter, connect ed message, flyers, marquee sign, and announcements |
| 4 | Develop and print sign in sheets | Assistant  Principal | September, 2018 | Sign in sheets for individual classrooms |
| 5 | Maintain required documentation | Assistant Principal | September, 2018 | Title I documentation file housed in main office. Documentation shared with Title I. |
| 6 | Reminder meeting flyer will be sent home with information pertaining to the annual meeting | Assistant Principal | September, 2018 | Number of participants |
| 7 | Copy of Title I presentation for parents | Principal | September, 2018 | Number of participants |
| 8 | Send home Title I handouts to all parents that did not attend | Principal | September, 2018 | Number of participants |

# 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 parent and family engagement.

**Response: The school will offer a flexible number of meetings and times to accommodate parents for attendance.**

# 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 involvement of parents and families and to support a partnership among the school involved, 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.

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** | |
| 1 | A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress. | Administration and grade level PLCs | Improve student achievement | Fall 2018 | Parent Surveys | |
| 2 | If requested by parents, opportunities for regular meeting to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to | General Education Teacher | Improve student achievement | Ongoing | Parent Surveys |
| 3 | Parent volunteer program | Parent Liaison | Improve student Achievement | Ongoing | Parent Surveys |
| 4 | Mentoring Program | Parent Liaison/guidance counselor | Improve student achievement | Ongoing | Parent Surveys |

# 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 and family engagement programs, and build ties between parents and schools.

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| --- | --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Faculty meeting training on volunteer program | Principal | Improve student achievement | Fall 2018 | Faculty sign in sheet and agenda |
| 2 | Monthly faculty meetings | Principal/AP/Coaches | All Academic Areas | Monthly during 2018-2019 school year | Sign in sheets and agendas |
| 3 | Collaborative planning by Grade Level Teams | Principal / AP | All Academic Areas | Weekly for 40 minutes during 2018-2019 school year | PLC notes |
| 4 | Weekly message to faculty and staff | Principal | All academic areas/teacher effectiveness | Ongoing 2018-2019 school year | Notes upload |
| 5 | Early release professional learning days | Principal/AP/Coaches | All academic areas/teacher effectiveness | 8  early release days | Sign-ins and agendas |
| 6 | Presentation of School Improvement Plan and Parent Improvement Plan | Principal / AP | Set clear goals for teachers in regards to academic and parental involvement | Fall 2018 | Parent and staff feedback |

# Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more fully participating in the education of their children.

**Response: Horizon Elementary will have a parent resource room in building 4 which will be run by the Parent Liaison.**

**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 include submit the parents’ comments with the plan that will be made available to the local education agency.

**Response: Convene an annual meeting, at a convenient time, to which all parents shall be invited an encouraged to attend to inform parents of their school’s participation in Title 1 and to explain the requirements of Title 1 and the right of parents to be involved. Teachers will hold annual conferences with parents to formulate individual education plans for their children.**

**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:** Information regarding parent participation is provided to parents via the website, phone messaging, parent/teacher conferences, student folders, workshops, and meetings. The complete Parent Involvement Plan (PIP) is posted on our website. Parents can access a hard copy of the PIP in the main office. District information is available in English and Spanish. District provides a translator when needed for parent meetings when requested. Parents with special needs are accommodated. Horizon Elementary is wheelchair accessible. School Social Worker makes home visits as needed.

**Discretionary Activities**

Discretionary School Level parent and family engagement plan Components Check if the school does not plan to implement discretionary parent and family engagement activities. Check all activities the school plans to implement:

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| --- | --- | --- | --- | --- | --- |
| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | Maximizing parental involvement and participation in their children’s education by arranging school meetings  at a variety of times, or conducting phone 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)]; | Parent conferences and various parent activities will be available after school as well as in the evenings to accommodate parents schedules | Teachers, Leadership Team, SAC Chair, PTA Board | Improve communication between home and school. Increase parent involvement | 2018-2019 school year |

# Upload Evidence of Input from Parents

Please provide evidence of parent input in the development of the Parent & Family Engagement Plan.

Please upload into SharePoint and keep copies for our records.

# Upload Parent-School Compact

Note: As a component of the school-level parent and family engagement plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

Please upload into SharePoint and keep copies for your records.

# Upload Evidence of Parent and family engagement in Development of Parent-School Compact

Note: As a component of the school-level parent and family engagement plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

Please upload into SharePoint and keep copies for your records.

## Evaluation of the previous year's Parental & Family Engagement 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. Include participation data on the Title I Annual Meeting.

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| --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

# 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.

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| --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

# 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).

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| --- | --- | --- |
| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 |  |  |
| 2 |  |  |
| 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)

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| --- | --- | --- |
| count | Content/Purpose | Description of the Activity |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

Please return completed Parent & Family Engagement Plan to your Parent & Family Engagement Facilitator.