



Parent and Family Engagement Plan 2019-2020

Horizons Elementary

Each Title I school shall jointly develop with parents and family members of participating children, a written plan that shall describe how the school will carry out the requirements mentioned below. Parents shall be notified of the plan in an understandable and uniform format and, to the extent practical, provided in a language the parents can understand. The school plan must be made available to the local community and updated and agreed upon by parents periodically to meet the changing needs of parents and the school.

School's vision for engaging families:

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.

What is Required:

Assurances: We will:

- ☒ Involve an adequate representation of parents, or establish a parent advisory board to represent families, in developing and evaluating the "School Parent and Family Engagement Plan" that describes how the school will carry out its required family engagement activities.
- ☒ Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved. Offer other meetings/workshops at flexible times.
- ☒ Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are to be used.
- ☒ Involve parents in the planning, review, and improvement of the Title I program.
- ☒ Develop a school-parent compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement, and describes how parents and teachers will communicate.
- ☒ Offer assistance to parents in understanding the education system and the state standards, and how to support their children's achievement.
- ☒ Provide materials and training to help parents support their child's learning at home. Educate teachers and other school staff, including school leaders, on how to engage families effectively.
- ☒ Coordinate with other federal and state programs, including preschool programs.
- ☒ Provide information in a format and language parents can understand, and offer information in other languages as feasible.
- ☒ Include the School and District Parent and Family Engagement Plans on our school website and in the Parent Engagement Notebook in the front office.

Principal Signature: _____

Date: _____

8/21/19



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EVERY TITLE I SCHOOL IN POLK COUNTY WILL:

1. **Involve parents in the planning, review, and improvement of their School Improvement Plan and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement plan, as well as the school-home compact, with an adequate representation of parents.**

	Date of meeting to gather parent input.	How were parents invited to give input?	Describe the method in which parents were involved.	What evidence do you have to document parent/family participation?
School Improvement Plan (SIP)	September 6, 2019 April 17, 2020	Parents will receive notification through their student's agenda, the school marquee, newsletters, event book mark, invitation card, school website, and Facebook.	Horizons Elementary School will involve parents in the planning, review, and improvement of SIP during our SAC meetings on September 6, 2019, and April 17, 2020. Parents will be given copies of the plan for markup and review.	SAC Minutes, Agenda, and Sign in Sheets.
Parent and Family Engagement Plan (PFEP)	September 6, 2019 April 17, 2020	Parents will receive notification through their student's agenda, the school marquee, newsletters, event book mark, invitation card, school website, and Facebook.	Horizons Elementary School will involve parents in the planning, review, and improvement of PFEP during our SAC meetings on September 6, 2019, and April 17, 2020. Parents will be given copies of the current plan for markup and review on September 6, 2019 and complete a survey on April 17, 2020.	SAC Minutes, Agenda, Surveys, marked up copies, and Sign in Sheets.
School-Home Compact	September 6, 2019 April 17, 2019	Parents will receive notification through their student's agenda, the school marquee, newsletters, event book mark, invitation card, school website, and Facebook.	Horizons Elementary School will involve parents in the planning, review, and improvement of our School-Home Compact during our SAC meetings on September 6, 2019, and April 17, 2020. Parents will be given copies of the Compact for markup and review on September 6, 2019 and April 17, 2020.	SAC Minutes, Agenda, marked up copies, and Sign in Sheets.
Title I Budget	September 6, 2019	Parents will receive notification through their student's agenda, the school marquee, newsletters, event book mark, invitation card, school website, and Facebook.	Horizons Elementary School will involve parents in the planning, review, and modifications of our Title I Budget during SAC meetings on September 6, 2019; October 18, 2019; December 13, 2019; February 7, 2020 and April 17, 2020. Parents will be given copies of the current budget for markup and review on September 6, 2019 and April 17, 2020.	SAC Minutes, Agenda, and Sign in Sheets.
Parent & Family Engagement Allocation	September 6, 2019 April 17, 2019	Parents will receive notification through their student's agenda, the school marquee, newsletters, event book mark, invitation card, school website, and Facebook.	Horizons Elementary School will involve parents in the planning, review, and improvement of the use of funds for Parent and Family Engagement during our SAC meetings. Parents will be given copies of our Title One Use of Funds and will be asked to provide feedback on Sept. 6, 2019. Survey.	SAC Minutes, Agenda, Surveys, marked up copies, and Sign in Sheets.

**Elementary schools are required to hold at least one face to face conference in which the compact is discussed with parents. A conference agenda and parent signed copy of the compact should be submitted to Title I Crate as evidence.*

** Evidence of the input gathered and how it was/will be used should be available on Title I Crate.*

2. **Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved.**

Tentative date & time(s) of meeting	Annual Title I Meeting held Thursday, September 17, September 18, September 19, 2019 6:00 – 7:00
How are parents notified of the meeting?	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 face book.
What information is provided at the meeting?	The Title I District Parent and Family Engagement Coordinator provides each school with a Power Point Presentation and agenda that incorporates information on: The Title I Program, Use of Funds Overview, Curriculum and Assessment Information, Parent and Family Engagement Plan, Compact, Ways Parents Can Be Involved and Upcoming Parent Engagement Events. 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.
How are parents informed of their rights?	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 engagement notebook kept in the front office. The district Title I office monitors and keeps documentation of this on file.
What barriers will you address to encourage parents/families to attend?	Translators, translation equipment, and translated handouts will be provided for limited English proficiency at all meetings, if necessary. A recorded version of the presentation will be made available for parents unable to attend.
How will you get feedback from parents about the meeting?	Parents will be encouraged to provide feedback on our parent night evaluation forms, school survey, and at our schools S.A.C. meetings.
How do parents who are not able to attend receive information from the meeting?	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/title1.htm .



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3. Identify partnerships that coordinate & integrate Title I and local/federal funds to provide opportunities that encourage and support parents in more fully participating in the education of their children and/or to help support learning at home.

Title IV-Homeless	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.
Migrant	Mrs. Gonzalez is our school's liaison between the school and the Migrant department. We offer translation in both Spanish and Haitian Creole.
Preschool Programs	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. All preschool classes participate in parent nights and take field trips to kindergarten classrooms in the spring.
Title III-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. We have one ESOL teacher and four ESOL paras that support parents and students. We offer Saturday tutoring to all ESOL students 1st-5th grade.
SAC	*Parents will have the opportunities 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. *During SAC meetings parents have an opportunity to participate in family engagement activities and receive strategies to help their students at home.
PTO/PTA	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 using the use of these funds to assist our school's initiatives and goals.
Community Agencies/Business Partners	Mr. Edwards heads up communication with our business partners for Horizons Elementary. Business partners are extended invitations to our monthly SAC meetings.

4. Utilize strategies to ensure meaningful communication and accessibility.

Describe the methods that will be used to ensure meaningful, ongoing communication between home and school.	*Parents may access school/ personnel email and phone number 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.)
Describe how 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.	Letters are sent home with every student that has been taught for four or more consecutive weeks by a teacher who is out of field. A copy of the letter and a list of the parents who receive the letter is kept on file as documentation for auditing purposes.
Explain how parents are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	*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. *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
Describe how your school provides information to parents in their native language. What languages do you provide?	*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.
How are the needs of parents with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	*Horizons staff offers up regular parking spaces to decrease the burden on families for finding close parking. *Wheelchair accessible parking, buildings, and elevators are available. *Horizons has ASL translators to help during meetings and workshops. *State of the art technology for hearing and vision impaired. *District support when needed.
Describe the opportunities parents have to participate in their child's education.	*Parents will have the opportunities 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.

5. Educate and build the capacity of school staff on ways in which to work with and engage families effectively as well as the importance of parent engagement in increasing student achievement. Explain your plan for this school year.

Topic/Title	How does this help staff build school/parent relationships?	Format for Implementation: workshop, book study, presenter, etc.	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 a full extent.	(PLCs) led by Instructional Coaches	All Teachers	October



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6. Provide assistance, training, workshops, events, and/or meetings for parents to help them understand the education system, curriculum, standards, state assessments and achievement levels.
- Offer workshops, events and/or meetings at flexible dates/times. (i.e. morning, evening, lunch, Saturdays). Provide information to parents in a timely manner and in an easy to read format.

Building Capacity of Parents and Families							
Topic	Title	How will this impact Student Achievement?	Tentative Date/Time Are they flexible?	Transportation	Refreshments	Childcare	Translation
Curriculum Areas	K-1st, 2nd-3rd, & 4th-5th Academic Parent Night (PN) Curriculum /Florida Standards State Tests & Achievement Levels Seasons Reading (SR)	Increase the level of academic awareness for all grade level curriculum, assessments, student achievement, implications of results, and home support.	(PN) September 17, 18, & 19 @ 4:30pm (PN) October 18 @ 9:00am (SR) December 3 2019 @ 5pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
State Assessments & Achievement Levels	FSA Parent Night	This will help create a partnership with parents to support students in their progress towards the mastery of the Florida State Standards.	January 23, 2020 @ 5:30 pm February 7, 2020 @ 9:15 am Recorded presentation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Technology, Parent Portal	Parent Technology Meeting	This will increase partnership between parents and teachers in supporting students with homework.	September 6th @ 9:15 am	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transition (Kdg, MS, HS)	5th grade transition meeting Kindergarten Round-Up	Allows students an opportunity to be preprepared for the type of instruction they will be receiving in the following year.	TBA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
College & Career				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduation Requirements & Scholarships				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conferences	Parent Teacher Conferences	This will increase partnership between parents and teachers in supporting students with homework.	Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

How will workshops/events be evaluated?	Parents will be encouraged to provide feedback on our parent night evaluation forms, school survey, and at our schools S.A.C. meetings.
How will the needs of parents be assessed to plan future events?	Parents will be offered an opportunity to provide feedback during events, SAC meetings, and through a yearly survey sent home in April.
What are the barriers for parents to attend workshops/events and how do you overcome these?	Translators, translation equipment, and translated handouts will be provided for limited English proficiency at all meetings, if necessary. A recorded version of the presentation will be made available for parents unable to attend. *We have a large population of speakers of other language 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.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Parent events have been scheduled in the evenings to meet the desires of parents and again following morning SAC meetings. We offer informational meetings for curriculum, standards, and state testing in September and then additional parent information is shared in December and January. Resources are posted on school website and copies placed in the Parent and Family Engagement Notebook.
How do parents who are not able to attend building capacity events receive information from the meetings?	Scanned PDFs and Recorded presentations are posted on our schools website and a label is sent home to explain how to access using the Internet. Additionally, parents are encouraged to ask request paper copies of resources to be sent home with the student.

**These events should be included on the Evaluation of Parent Engagement Activities to Build Capacity.*