

HORIZON ACADEMY AT MARION OAKS Title I, Part A Parental Involvement Plan

I, Troy Sanford, 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

To work collaboratively with parents and families in providing high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the Florida State Standards and effectively prepare them for middle school.

Involvement of Parents

All parents are invited to attend our Meet and Greet Event, Open House, and the Title I meeting where pertinent school information is presented and discussed. In addition to these school-wide meetings, all parents are invited to attend the monthly School Advisory Council (SAC) and Parent Teacher Organization (PTO) meetings. A vote is taken at the first meeting of the year for SAC leadership and those in attendance are placed on the roster. More than 50% of the SAC are parent (non-employee) representatives.

The SAC meetings will involve a continual review of the School Improvement Plan, the Parent Involvement Plan, and the Parent- School Compact. Parent and committee input on how Title I and Parent Involvement funds should be used is documented in the meeting minutes.

Coordination and Integration

Program	Coordination
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 X - Homeless	The administration will coordinate with our District Homeless Liaison who will provide the students and families the resources and support they need.
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.
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. Teachers and staff will follow the MTSS policies and processes.
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.
Title II	Staff and faculty members participate in district professional development opportunities.
Federal Nutrition Program	Our guidance department identifies families in need and coordinates "Food 4 Kids"—a weekend food backpack program providing nutrition supplements.

Annual Parent Meeting

Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
Set Date for Meeting	Principal or designee	August 2016	Date set, Copy of Agenda, Copy of Powerpoint
Publicize Date of Meeting	Principal or designee	September 15, 2016	Communication sent to all parents through written communication, the school website, and the Connect 5 calling system, copy of flyer
Hold Annual Parent Meeting	Principal or designee	September 15, 2016	Sign-in sheets, Parent Evaluation
Curriculum Meeting	Principal or designee	4-6 times/year	Sign-in sheets, Parent Evaluations, Monitoring documents uploaded to school's jump drive

Flexible Parent Meetings

Horizon Academy at Marion Oaks teachers and administration will ensure that workshops and meetings are offered at flexible times for parents and families.

Examples of flexible meetings and trainings at our school are:

The school's scheduled orientation, open house, and the Annual Title 1 Meeting are held in the evening. This allows many of our working parents to participate.

Training and workshop activities are presented in the evening. This allows busy parents to attend without missing work.

SAC meetings are scheduled at a time convenient to the SAC members.

The media center is open before and after school hours for parents to participate in the book fair and use the school computers, when needed.

Parent-Teacher conferences are scheduled at various times, convenient for parents and families as well as teachers.

The school will provide opportunities for parents to utilize the Parent Resource Center in the media center on a daily basis.

Parents will have opportunities to learn how to monitor their child's progress and work with educators to improve the achievement of their child.

Building Capacity

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Title I Meeting	Principal, Teachers, Staff	Parents will learn about resources offered through the school, thus increasing their utilization of resources for their child's success in school.	September 16, 2016	Sign In Sheets, Parent Evaluations
Parent Resource Center	Principal, Media Specialist/Parent Liaison	The Parent Resource Center will be open throughout the year and will maintain resources to assist parents in helping their child learn at home.	Ongoing	Sign In Sheets, Parent Evaluations
Coffee with the Principal	administration	Sharing of information concerning academics, assessments, and instruction. Students' scores on FSAs, RWAs, LEOCEs, and DBQs will increase.	Each Friday prior to the SAC meeting	Sign In Sheets, Parent Evaluations
Title I Parent Liaison	Parent Liaison	Build communication with our parents to gain more involvement. Students' scores on FSAs, RWAs, LEOCEs, and DBQs will increase.	August 10, 2016	Sign In sheets, Parent Evaluations

Staff Training

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Customer Service Training	Principal	Increased communication with parents to increase parent awareness and participation for increased student achievement.	August 9, 2016	Attendance by staff, Teacher sign in Sheets

Family Access Training	Assistant Principal	Train parents on monitoring their student's grades for increased student grades.	August 9, 2016	Attendance by staff, Teacher sign in Sheets
Staff Development	Assistant Principal	Teachers and paraprofessionals will receive training throughout the year on classroom instructional techniques and strategies that will result in increased student achievement as evidenced by academic proficiency on Learning Checks, FSAs, and LEOCE tests.	Ongoing	Attendance by staff, Teacher sign in Sheets
Team Meetings	Assistant Principal	Teachers will work collaboratively to meet the academic and behavioral needs of their students which will result in increased student achievement as evidenced by academic proficiency on Learning Checks, FSAs, and LEOCE tests.	Every Tuesday During School Year	Attendance by staff, Teacher sign in Sheets
Collaborative Planning	Assistant Principal	Teachers will receive training and work collaboratively on instructional techniques and strategies that will result in increased student achievement as evidenced by academic proficiency on Learning Checks, FSAs, and LEOCE tests.	Monthly	Attendance by staff, Teacher sign in Sheets
Open Lab	Assistant Principal	Teachers will be provided support in utilizing programs that assist them in meeting the needs of their students and providing resources to their families which will result in increased student achievement as evidenced by academic proficiency on Learning Checks, FSAs, and LEOCE tests.	Monthly	Attendance by staff, Teacher sign in Sheets
MTSS	Administrative Staff, Guidance Staff, Support Staff	Student Scores on District Learning Checks will increase.	Ongoing	Improved Performance in all assessments, TNL reports/Teacher sign-in sheets, Teacher documented Intervention.
Florida Standards Trainings	Administration, Coaches, Lead Teachers	Training for teachers on the new FSA standards will result in higher achievement and proficiency on the FSA tests in grades 5-8th.	Ongoing, Follow-up trainings throughout the school year	Teacher sign-in sheets, agenda.

Other Activities

Parent Resource Room - A Parent Resource Room is equipped with computers to allow parents/families to log on and register to the Parent Portal. A Parent Involvement Library gives information and suggestions on academics and behavior. The Parent Resource Room is maintained by the Parent Liaison.

Our Ready, Set, High School Activity sets expectations and gives information for high school preparation.

Each parent will receive a Calendar of Events which provide important dates for parent involvement throughout the school year.

A Parent-School Compact will also be given out at the beginning of the school year that will outline expectations for parents, teachers, and administrators. Teachers will use/review (revise if needed) this Compact in discussions with parents concerning their child's progress.

Each child will receive a planner that allows for written communication between the teacher(s) and parents. Planners will be updated daily with academic notifications and will require a parent signature.

District Parent Surveys dates will be advertised on our school's Marquee, website and by sending a note home in a timely manner. Parents will also receive information on the use of school computers if needed.

Volunteer & Mentor Appreciation Program - At the beginning of the year {September} recruitment and training will be offered to potential volunteers and mentors by the Dean of Students. At the end of the year {May} a breakfast will be held to celebrate their service and commitment by the administration team. Teacher input surveys are collected in May to gauge the effectiveness of the program.

The Title I Parent Resource Center on Wheels will visit the school campus 4 times during the school year. Notification of the date of the visit(s) of the Title I Resource Center on Wheels will be sent out via newsletter, Connect 5 calls, and noted on marquee/website for all parents/families.

Parents and families will be encouraged to visit the District Title I Parent Resource Center and our teachers will utilize the Teacher Check Out program that the Center offers.

Home School Connection Newsletters will be sent home monthly (Beginning Reading - Pre-K-2, Science + Math-3-5, Middle Years - 6-8) and a link will be shared on the school's website.

Our school will hold an Open House Night on September 15, 2016 to increase parent awareness of the school and teachers' goals and expectations.

STEM Showcase Night will allow parents to see and participate in a variety of STEM activities with their children.

"Boom!" Night will allow parents and families to participate in motivational science experiments.

Career Day-Our Guidance Counselor and Parent Liaison will contact parents to invite them to share their profession/career with students. The Guidance Counselor will organize the event. (April, 2017)

The Parent Resource Center is housed in the Library and accessible to teachers daily throughout the week. The center will contain educational games and resources parents are able to check out to use at home with their child. The Parent Liaison will assist parents in utilizing the resources available to them. A sign-out log will provide evidence of the program's effectiveness.

Parents will also be offered the opportunity to check out a library book for their child.

A program for dress code uniform exchange is maintained by the Parent Liaison. This will allow parents to exchange dress code items that no longer fit with ones that do. Success of the dress code uniform exchange program will be based on the self-sufficiency of the program and ability to meet the needs of students.

All parents are encouraged to volunteer within the school. Procedures for volunteering are shared with parents via the school offices, the SAC and PTO, and the school website.

Parents will also have the opportunity to learn more about how to monitor their child's progress and work with educators to improve the achievement of their child. Parent night events will maintain a sign-in log.

Communication

The school will communicate with the parents through a variety of resources. A letter (in English and Spanish) explaining Title I participation will be sent home to all parents in our

First Day Packet of information. Through this formal communication, utilization of the school web page, and the Skylert calling system parents will be invited to attend the Title I meeting to be held on the campus in the evening.

These means, as well as a school newsletter that is sent home and posted on the school website and the Connect School App, are also used to invite parents to school activities throughout the year. Translators are available for our parent communication activities for our parents and families.

All parents received notification as Test reports were received at the school by Skylert and our school website requesting parents to pick up their child's State Test scores with proficiency levels indicated. Students who tested in a specified range have been placed in remedial reading classes. Students exhibiting an academic or behavioral need are placed into the MTSS program with which parents are encouraged to participate. If requested by parents, opportunities are provided for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. All teachers are communicating with parents through the use of personal phone calls, conferences, the school website, and email.

The school website is a rich resource for parents. School-wide academic activities are posted on the site for all parents to access. Parents can also access their child's teachers' websites and contact them directly from the sites. The school website also includes 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.

Accessibility

Horizon Academy at Marion Oaks has a large portion of its population that speaks Spanish. Therefore, the majority of parent communication is delivered in both English and Spanish and bilingual staff members assist with communication with parents.

The School Advisory Council and Parent Teacher Organization are open to all of the parents/families of Horizon. These organizations hold monthly meetings on the same night on the Horizon Academy campus. Parents who attend these meetings will learn a lot about the school and participate in its mission to serve the students of Marion Oaks.

All activities and events at Horizon are accessible to parents with disabilities. The facility allows wheelchair access to all areas of the campus, both the first and second floors. Assistive devices for the hearing impaired are available.