



School, Parent and Family Engagement Plan
Hilliard Horizon Elementary – Principal: John Riley
2022-2023
Revision Date 10/27/22

In support of strengthening student academic achievement, **Hilliard Horizon Elementary** receives Title I, Part A funds and must jointly develop with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the “Every Student Succeeds Act” (ESSA). The policy establishes the school’s expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school’s plan submitted to the district.

Hilliard Horizon Elementary agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing and timely way, in the planning, review and improvement of programs under Title I, Part A, including the planning, review and improvement of the school parent and family engagement policy and the joint development of the targeted assistance program plan.
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, including providing information and school reports required under Section 1111 of ESSA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in a language parents understand.
- Be governed by the following statutory definition of parent and family engagement and carry out programs, activities and procedures in accordance with this definition:
- Parent and family engagement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring:
- Parents play an integral role in assisting their children’s learning;
- Parents are encouraged to be actively involved in their children’s education at school;
- Parents are full partners in their children’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children; and
- Other activities are carried out, such as those described in Section 1116 of ESSA.

Required School Parent and Family Engagement Policy Components

The school parent and family engagement policy includes a description of how the school will implement or accomplish each of the following components:

- **Jointly Developed**

Hilliard Horizon Elementary will take the following actions to involve parents in an organized, ongoing and timely manner in the planning, review and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children and respond to any such suggestions as soon as practicably possible.

In October of the 2022-2023 school year, Hilliard Horizon Elementary will establish a Title I parent committee that will meet throughout the school year. The purpose of the committee will be to plan, review, and improve parent and family engagement programs. Hilliard Horizon will hold the first meetings via Zoom and meetings two through four will meet in-person. The meetings are scheduled for:

<i>Meeting</i>	<i>Date</i>	<i>Time</i>	<i>Via</i>	<i>Place</i>
<i>#1</i>	<i>10-26-22</i>	<i>6:00 PM</i>	<i>Zoom</i>	<i>HZN</i>
<i>#2</i>	<i>12-7-22</i>	<i>6:00 PM</i>	<i>In-Person</i>	<i>HZN</i>
<i>#3</i>	<i>2-1-22</i>	<i>6:00 PM</i>	<i>In-Person</i>	<i>HZN</i>
<i>#4</i>	<i>3-1-22</i>	<i>6:00 PM</i>	<i>In-Person</i>	<i>HZN</i>

In addition to the Hilliard Horizon Elementary Staff, a list of committee members will be supplied upon request, after a rank order student list of identified, eligible students having the greatest need for service is completed.

→ **Horizon Elementary Staff Members**

◆ **John Riley - Principal**

- **Stephanie Archer-Title I Teacher**
- **Niki Brown-Reading and Math Support Teacher**
- **Jeryl Lynn Kazmerzak-Title I Teacher**
- **Kelli Litterer-Title I Teacher**
- **Nicole Miller-EL Teacher**
- **Janet Showalter-EL Teacher**
- **Jessica Wolf-One-half Title I Teacher, One-half EL Teacher**

Parents - *The Horizon Elementary school and staff strives to **partner** with **parents** and is grateful for the parents that have volunteered to be a part of this committee. New members are always welcome.

- **Annual Title I Meeting**

Hilliard Horizon Elementary will take the following actions to conduct an annual meeting, at convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, parents' requirements, the school parent and family engagement policy, and the school-parent compact

*Hilliard Horizon Elementary will hold its Annual Title I Meeting **on October 26, 2022 at 6:00 p.m. via Zoom**. A paper invitation will be sent home to each student receiving Title services and Title teachers will follow this up with a phone call to the parents. The purpose of the meeting is to disseminate information about the Title program, specifically offered at Horizon Elementary School.*

- **Communications**

Hilliard Horizon Elementary will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs;
- 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 relate to parent and family engagement; and
- Information related to the school and parent programs, meetings and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

At Hilliard Horizon Elementary we use many methods of communication to connect with parents. Face-to-face, written correspondence, phone calls, Class Dojo messaging, and special invitations sent by Title I teachers. An interpreter is used to communicate with non-English speaking parents, and documents sent home are often translated into other languages.

John Riley, principal of Hilliard Horizon Elementary states, "Communication is extremely important and I encourage all teachers to start the year with a positive phone call to connect with parents. Teachers are also encouraged to celebrate the accomplishments of their students through displaying student work in the classroom, as well as communicating those accomplishments through postcards to the parents. Postcards have been provided to all teachers to facilitate communication with each family during the school year. Furthermore, Title information and a list of calendar events is listed in this document."

- **School-Parent Compact**

Hilliard Horizon Elementary will take the following actions to jointly develop with parents of participating children - a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility for improved student academic achievement and how the school and parents will build and develop a partnership to help children achieve the state's high standards.

As soon as students are assessed at Hilliard Horizon Elementary and a rank order student list of eligible students is created, the classroom teacher and/or the Title teacher will place a call to the parents to explain how Title services work. Parents are then informed of the upcoming Title I informational meeting. At this meeting a school-parent compact will be distributed to parents and a short presentation will follow that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. Parents will be asked to return the compact (with the required signatures) to their child's Title reading teacher. Title teachers will follow up with parents who do not return them.

- **Reservation of Funds (applicable to districts with Title I allocations of \$500,000 or more)**

Hilliard Horizon Elementary will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent.

John Riley, principal of Hilliard Horizon Elementary is aware that the Hilliard City School District is a district that is allocated \$500,000 or more in funding and must reserve 1 percent of their funding for parent and family engagement. At the second Parent & Family Engagement Committee meeting, “Reservation of Funds” is an agenda item. John will explain “Reservation of Funds” and share a list of how Hilliard Horizon Elementary currently uses this money for parent and family engagement activities and programs, as well as, gather input into how the funds might be used in other ways.

- **Coordination of Services**

Hilliard Horizon Elementary will, to the extent feasible and appropriate, coordinate programs, including public preschool programs, and conduct other activities, such as resource centers, that encourage and support parents in more fully participating in the education of their children

Hilliard Horizon Elementary has a 21st Century Community Learning Center through the Department of Education. Family engagement programs are held monthly at Hilliard Horizon Elementary. Programs focus on building literacy and math skills, offering access to an array of services that focus on youth development, and offering adult family members opportunities for educational development and engagement in their children's education.

Delaware Career Center works with the parents of Hilliard Horizon Elementary students who do not speak English to teach them the language. Parents meet in person and learn the language while educators work with the students.

- **Building Capacity of Parents**

Hilliard Horizon Elementary will build the parents’ capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Provide parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress and the achievement levels of challenging state academic standards;
- Provide materials and training to help parents work with their children to improve their children’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement; and
- Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - The challenging state’s academic standards;
 - The state and local academic assessments, including alternate assessments;
 - How to monitor their children’s progress; and
 - How to work with educators to improve the achievement of their children.

Hilliard Horizon Elementary has an Arabic speaking staff member. Utilizing our staff, we are able to communicate with the majority of our parents. Hilliard Horizon Elementary offers EL classes via a partnership with Delaware Area Career Center at The Hub that helps parents learn how to speak English. This helps develop a partnership with parents and promote a friendly climate at the school.

Teachers at Hilliard Horizon Elementary communicate academic progress officially every twelve weeks at progress report time and with interim reports half-way between marking periods. Title teachers have a folder in which they send daily communication in written form to parents, which allows for parents to write back. This is a great way for our teachers to keep parents informed about ongoing progress and is another way that teachers help parents understand how to work with their children at home.

Building Capacity of Parents - Calendar of Events

- **Building Capacity of School Staff**

Hilliard Horizon Elementary will provide training to educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of, parents, in the value and utility of contributions of parents and in how to reach out to communicate with and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.

<i>Event</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
<i>Meet the Teacher Night</i>	<i>8-15-22</i>	<i>4:30-6:30</i>	<i>HZN</i>
<i>Annual Title Meeting</i>	<i>10-26-22</i>	<i>6:00</i>	<i>HZN</i>
<i>Parent Conferences</i>	<i>10-20-22</i>	<i>8:00 AM- 8:00 PM</i>	<i>HZN</i>
<i>Cookies and Cocoa</i>	<i>TBD</i>	<i>TBD</i>	<i>HZN</i>
<i>Parent Conferences</i>	<i>2-26-23</i>	<i>8:00 AM-8:00 PM</i>	<i>HZN</i>
<i>Spring Fest</i>	<i>TBD</i>	<i>TBD</i>	<i>HZN</i>

The faculty and staff of Hilliard Horizon Elementary are provided yearly professional development, both intentional and embedded, in ways to appropriately engage with student and parents to build capacity, student self-efficacy and enhance the self-esteem of such children. The faculty and staff of Hilliard Horizon Elementary supports learning for all students in a nurturing, caring environment and a belief that all students can learn.