

New Horizons Learning Center
24-25 Parent and Family Engagement Plan

Date Revised with Parent Input: May 15, 2024

District Approved:

School Name:	New Horizons Learning Center	School # 0531
Principal's Name:	<u>Gordon Pongratz</u>	

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.

Mission Statement

Our mission at New Horizons is to provide an exceptional special education program in a safe and positive-behavior supportive environment that meets the unique learning needs of every student and partners with families as well as the community to foster students' academic, social, and emotional growth for success beyond graduation.

I, Gordon Pongratz, do hereby certify that all facts, figures, and representations made in this plan 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 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.

What is required:

ASSURANCES: We Will:

- The school will be governed by the statutory definition of parent involvement, and will carry out programs, activities, and procedures in accordance with the definition outlines 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));
- 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 (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 parent and family engagement plan and the joint development of the school-wide program plan under (Section 1114 (b)(2)) (Section 1118 ©(3));
- Use the findings of the parent and family engagement plan to review the strategies for more effective parent involvement, and to revise, if necessary, the school's parent and family engagement plan (Section 1118(a) (E));
- If the plan for the 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 to the local educational agency (Section 1118 (b)(4));
- Provide to each parent and 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

10/4/29
Date Signed

1. INVOLVEMENT OF PARENTS

(A) By what means will the school involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the PFEP Section 1116(c)(3)?

The Title I Annual Meeting is held within the first quarter of the school year. The district provides a digital presentation that includes all of the requirements of the law. The meeting will be held during school hours, but the presentation will be made available for review and to allow questions from all stakeholders.

(B) By what means will the school provide parents opportunities, if requested, for regular meetings to formulate suggestions and to participate, as appropriate, in making decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible (Section 1116 (c) (4) (C) ?

New Horizons Learning Center will host the Title I Annual Meeting to help parents learn their rights as stakeholders in our school. At the meeting, contact information for the Title 1 School-wide coordinator as well as the administrators and other important contacts will be shared. Parents will be given the opportunity to sign up to be on the School Advisory Council and/or to volunteer at the school. Parents will be invited via PeachJar to each School Advisory Council Meeting and will have an opportunity to share feedback and ask questions at those meetings. Parent attendance and participation will also be requested at: IEP meetings, CSTs, SAC meetings, and Parent/teacher conferences.

(C) By what means will the school involve parents in the joint development of the School Improvement Plan (Section 1116(A)(2)?

The Title I School-wide coordinator will present the School Improvement Plan Draft at the first School Advisory Council Meeting where parents and other stakeholders will have the opportunity to give input before it is finalized.

(D) If the School Improvement Plan is not satisfactory to the parents, by what means will the school provide parents an opportunity to submit comments with the plan when it is submitted to the district (Section 1116 (c) (5) ?

Parents will be given a feedback form once presented with the School Improvement Plan Draft and the form(s) will be submitted to the district with the SIP Draft.

(E) By what means will the school provide other reasonable support for parental involvement activities as parents may request (Section 1116 (e)(13)? (Based on the Title I Parent Survey results, what activities did the parents request that are included in this plan?)

Parents will be offered to attend parent events and SAC meetings virtually. Parents will be given an opportunity to give input on Title I matters regardless of attendance at these meetings either by electronic means or by completing forms in person during pick up and drop off times.

2. ACCESSIBILITY	
A. By what means will the school offer a flexible number of meetings, such as meetings morning or evening to accommodate parents' schedules (Section 1116(c)(2)?	<i>The Title I Spring Survey indicated that parents would prefer meetings to be scheduled in the mornings before school, immediately after school starts, or during lunch time. The school will schedule meetings during this time whenever possible.</i>
B. By what means will the school provide parents with <u>timely information</u> about meetings, activities, and events (Section 1116(c)(4)(A)).	<i>We will use various methods of communication to relay any information regarding events and other important topics. These include but are not limited to: New Horizons Facebook Page, flyers, PeachJar Alerts, emails, parent portal messages, newsletter, etc. When possible, we will send out the invitation for events two weeks prior to the event.</i>
C. By what means will the school provide opportunities for informed participation of parents and family members (including parents and family members with limited English proficiency, with disabilities, and parents of migratory children). (Section 1116(f)?	<i>On the Title I survey, all parents indicated that their work schedule was the biggest barrier for them. As a result, meetings will be scheduled as often as possible during lunch, before school, or immediately after school begins. All communications will be translated when necessary to accommodate parents that do not speak English.</i>
D. By what means will the school ensure that information related to school and parent programs, school reports, meetings, and other activities is sent to the parents in a format and in a language the parents can understand (Section 1116(e)(5) and (f)?	<i>All communications will be translated for ELL families. Bilingual staff will assist with conferences and phone calls for both educational and disciplinary needs. Translation programs such as sGoogle Translate will assist with communication of any related school news that needs to go home to parents. In the Parent Survey the preferred forms of communication were email and text messaging.</i>

3. ANNUAL PARENT MEETING
<p>The school will conduct the Annual Parent Meeting about the benefits of the Title I Schoolwide Program to inform parents and families of the school's participation in the Title I Schoolwide Program. During the meeting, the <u>school will provide a description, explanation, or understanding</u> of the Title I Schoolwide Program which includes an explanation about the forms of academic assessments, the school performance data, and the rights of parents. Additionally, the school will document that the communication has been provided to stakeholders as follows: The Title I Annual Meeting will be held within the first quarter of the</p>

school year. The district provides a digital presentation that includes all of the requirements of the law. The meeting will be held during school hours, but the presentation will be made available for review and to allow for questions and input from all stakeholders.

By what means will the school conduct a Title I Annual Meeting (convened at a convenient time, to which all parents are invited and encouraged to attend) to inform parents of their school's participation in Title I, the requirements of Title I, and the right of parents to be involved (Section 1116(c)(1) ?

The Title I Coordinator will schedule the Title I Annual Meeting during one of the times suggested by the Spring Survey if possible.

4. BUILDING PARENT CAPACITY (Address topics F-J)

(F) Assist parents in understanding:

- State academic standards;
- State and local academic assessments;
- Requirements of Title I;
- Monitoring a child's progress; and
- Work with educators to improve achievement of their children (Section 1116 (e) (1)

(G) Description and explanation of:

- Curriculum is use at the school (Section 1116(4) (B)

(H) Description and explanation of:

- Academic assessments used to measure student progress. (Section 1116 (4) (B)

(I) Description and explanation of:

- Achievement levels of State academic standards that students are expected to obtain (Section 1116 (4) (B)

(J) Provide materials and training to:

- Help parents work with their child to improve their children's achievement, such as literacy training and using technology (including the harms of copyright piracy), to foster parental involvement (Section 1116 (e) (2) (LEA note: This includes Parent Portal Training)
- Schools must provide a description, explanation, or understanding of academic requirements that fall under the Federal Guidelines for Title I.

Table A
PARENT TRAINING OPPORTUNITIES

List all activities for requirements F through J and transition activities that involve parents.

Timeline	Title of Training/Event	What will parents learn that will have a measurable, anticipated impact on student achievement?	Requirements Addressed	Evidence/ Documentation for Effectiveness	# Of Parents Attended
August 8	Transition Event for 6th Graders	Curriculum, Schedule, Expectations, Assessments, Procedures	F, G, J	Survey	9
September	Open House	Curriculum, Schedule, Expectations, Assessments, Procedures	F, G	Survey	3
Quarterly	School Advisory Council	Quarterly news		Survey	0
November	Title 1 Annual Parent Meeting	Attendance Requirements	G	Survey	

Table B-1

Other Events/Activities

Timeline	Title of Training/Event	What will parents learn that will have a measurable, anticipated impact on student achievement	Requirements Addressed	Evidence/ Documentation for Effectiveness	# Of Parents Attended
Oct 1, 2024	SAC				0

**Table B-2
Parent Communication/Disseminating Information
Communication/Information shared with Parents (Section 1116 (e) (4))**

Communication /Information shared	Date(s) Sent	Method of Dissemination (How did you share it?)	Languages	Who did you send it to? "All" parents or a specific group
September Newsletter	Oct 1, 2024	District - Peachjar Sent home	English Spanish	All

5. PARENT/SCHOOL COMPACT

<p>As a component of the school level Parent and Family Engagement Plan, <u>New Horizons Learning Center shall jointly develop, with parents</u> for all children served under this part, a school -parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.</p> <p>How will the school ensure parents/families involvement in this process?</p>	<p><i>The 2024-2025 school compact was presented at a parent event. At this event parents were given the opportunity to give input into any changes they would like to see made to the 2025-2026 Compact. This process will be repeated each year.</i></p>
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MIDDLE & HIGH SCHOOL

<p>How will the school distribute the school-parent-student compact? <u>(Section 1116 (d) (2)(A)?</u></p>	<p><i>The compact will be sent home with students the first day of school and will be provided by the enrolling school counselor to students not enrolled at the beginning of the school year.</i></p>
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6. BUILDING STAFF CAPACITY

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support, principals, and other school leaders, as well as other staff with the assistance of parents/families in:

- **The value and utility of their contributions**
- **How to reach out to, communicate with, and work with parents and families as equal partners; and**
- **How to implement and coordinate parent/family programs and build ties between parent/families and the school. (Section 1116 (e) (3)**

****Complete Table C.****

Table C

Activity/ Topic	Person Responsible	Timeline	Evidence Documentation of Effectiveness	# of Faculty/ Staff Attended
Working with Parents as Equal Partners	Catherine Greenbeck	October 9, 2024	Survey	

7. COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS

Describe to the extent feasible, the means the school will coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs that encourage and support parents in participating in the education of their children (Section 1116 (e) (4)).

Program	Coordination
Title II Professional Learning	<i>When possible, Teachers will be given the opportunity to attend training that will better equip them to communicate with parents and guardians of our students.</i>
Title III ESOL	<i>Support for our ESOL population through parent communication translations, ESOL paraprofessionals to assist with parent meetings, and monitoring to increase achievement through greater parent involvement. We will host an ESOL parent event in the Spring to increase parent involvement with our ESOL families so they can help their students at home.</i>
Title IX Homeless	<i>Students and parents/guardians of students that qualify as homeless will be identified using the district provided survey at the beginning of the school year. Enrolling students will be screened by their guidance counselors. Students meeting the criteria set forth by Title IX will be referred to the district homeless liaison.</i>

9. TITLE I EXPENDITURES FOR PARENT AND FAMILY ENGAGEMENT	
Category	List of Items
Parent Communications	<i>Paper, Ink/toner, copier rental, stamps</i>
Parent Training/Events	<i>Refreshments, materials, supplies, stipends for teachers as consultants, printed materials, consultants, ink/toner</i>

10. BARRIERS
<p>Provide a description of the:</p> <ul style="list-style-type: none"> • Barriers that hindered participation by parents during the previous school year. • 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) (ESEA Section 1116)

Barrier (Including the specific subgroup)	Steps the School will Take to Overcome Barrier
<i>Communication (All)</i>	<i>Multiple platforms to increase communication (Facebook, website, school messenger, Portal Messenger, Marquee sign, Peachjar, etc.)</i>
<i>Work Schedules</i>	<i>Meetings will be conducted before school, during lunch, or immediately after school starts whenever possible. Meetings will be available via Google Meet.</i>
<i>Transportation</i>	<i>To most of our students, we are not a neighborhood school. Many have to ride transfer buses to NH so the distance from the school is a barrier in parent participation. Meetings will be available via Google Meet in both live and recorded format when requested to ensure all parents have access to the information shared in the meetings as well as the opportunity to give input.</i>

11. PARENT AND FAMILY FEEDBACK
Each year, our school encourages parents, and families to work in collaboration with the school to develop, review, and revise the Title I school-level Parent and Family Engagement

Plan (PFEP), The PFEP is a tool that is used to determine how well our school is partnering with you and promoting your involvement in your child's education throughout school. Your feedback is important in helping us in continually improving the PFEP and the parent and family engagement program at our school. We have provided contact information below so that you can learn about the different ways you can be a part of this home school connection.

District Parent Liaison	<i>Bobbie Copsey 850-767-4294 copserm@bay.k12.fl.us</i>
Title 1 Resource Teacher	<i>Stefanie Johnson 850-767-4113 hendlsm@bay.k12.fl.us</i>
Principal	<i>Gordy Pongratz 850-767-1110 pongrr@bay.k12.fl.us</i>
Title I Coordinator	<i>Catherine Greenbeck 850-767-1110 greencl@bay.k12.fl.us</i>
Parent Liaison	<i>Laura Dever 850-767-1110 deverlh@bay.k12.fl.us</i>