

U-46 FAMILY & COMMUNITY ENGAGEMENT PLAN – 2014-2015

Horizon Elementary School

School principals will be responsible for fulfilling the requirements of the Board Policy by creating and promoting a school-level plan that will include (and is not limited to) the following components:

1. A process for continually involving parents/guardians in the development and implementation of the family engagement plan.
2. A statement of how parents/guardians, school staff and students share the responsibility for improved student achievement.
3. The means by which the school and parents/guardians will build and develop a partnership to help children achieve the state's academic standards.
4. How the plan will be communicated to the school community.

I. PROCESS USED TO DEVELOP AND REVISE PLAN

(Required by Board Policy 8.10)

A. Description of Process Used for F.A.C.E. Plan Development / Implementation

The Horizon Family and Community Engagement (FACE) Plan was initially developed by a group of parents and staff members that included the Horizon PTO President and Horizon PTO Board Members, Horizon PTO Members at large, Horizon Building-Department Committee Members, and Citizens' Advisory Representatives. The plan is reviewed annually in the fall, survey results are incorporated and goals are re-evaluated. The plan is updated, revised and amended after monthly PTO meetings as necessary.

B. Implementation of F.A.C.E. Plan

1. Description / Composition of F.A.C.E. Committee Members *(Principal, Teachers/Staff, Parents, Community Reps)*

The Horizon Family and Community Engagement Team includes parents and staff members. The Horizon PTO President and Horizon PTO Board Members, Horizon PTO Members at large, Horizon Building-Department Committee Members, and Citizens' Advisory Representatives are part of the group. The plan is shared at Horizon Building Committee and Staff Meetings and after monthly PTO meetings, as necessary.

2. Statement of shared responsibility and the means to develop a partnership to help children achieve the State of Illinois' academic standards.

The Horizon staff, students, and the parents of the students participating in activities, services, and programs supported by U46, Horizon Elementary School and the Horizon Parent Teacher Organization agree that this outlines how the parents, school staff, and the students share responsibility for improved academic achievement and the means by which Horizon School and Horizon parents will build and develop a partnership that will help children meet and

exceed the Illinois Common Core Standards in Math and English Language Arts and the Science, Social Science, PE and Fine Arts Illinois State Standards.

Horizon School will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the student academic achievement standards. :

Staff Expectations

1. The Horizon staff is focused on improving reading instruction throughout the K-6 curriculum. Guided reading and small group instruction are used by the grade level teams. Independent reading is required by the classroom teachers. Teachers and parents monitor students' reading through the use of daily reading logs and the Accelerated Reader Program. PTO volunteers and PTO funds support interventions are provided. Heggerty, Moby Max, and the Fountas & Pinnell Intervention Systems can be used to improve the percentage of students that are reading at grade level. Tier II interventions are supported by parent and community volunteers.

2. The Horizon staff is focused on improving math instruction throughout the K-6 curriculum to improve the percentage of students that are college ready by fifth and sixth grade. Classroom teachers and grade level teams use the EveryDay Math Curriculum at Horizon. The Engage New York Curriculum is currently being piloted in third grade. Tier II interventions provided at Horizon include the use of RIT band instruction for EveryDay Math instruction at several grade levels. The Xtra Math and EveryDay Math web-sites are being used by students to improve basic addition, subtraction, multiplication and division math facts. Triumphs intervention and Moby Max are also being used at Horizon.

3. Hold parent teacher conferences at least once during the school year. These conferences are held in October or when requested by either the parent or teacher.

4. Provide parents with frequent reports on their children's progress. Report cards are sent home at the end of each twelve week grading period with mid-term progress reports sent home at the mid-point of each grading period. Classroom newsletter and websites are used as regular home-school communication.

5. Provide parents reasonable access to staff. Staff will be available for consultation with parents before, during and after the school day by phone, email, and appointment.

6. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities. In addition to supporting Horizon PTO activities, Horizon family members support Accelerated Reader activities, computer, library, and classroom volunteers, and Tier II intervention implementation.

Parent Expectations

Parents will support their child's leaning in the following ways:

- Monitor student attendance .
- Ensure that homework is completed.
- Review school work at home including tests and grade work
- Practice skills at home as suggested by the teacher in areas for improvement
- Read and understand the Common Core State Standards "I Can .." statments
- Monitor the amount of television that children watch.

- Volunteer at school.
- Participate, as appropriate, in decisions related to their child's education.
- Stay informed about their child's education and communicate with the school by checking the child's home folder promptly, reading all notices from school or the school district either received by my child, by mail, or electronic means and respond as appropriate.
- Support the Horizon High Five Behavior expectations in the home and community.
- Serve, to the extent possible, on policy advisory groups, such as Citizen's Advisory Council, a parent representative on the school's School Improvement Team, Advisory Committee, District wide Policy Advisory Council, School Support Team, Hispanic Parent Leadership Institute, African American Parent University, and school advisory and policy groups.

Student Expectations

Students will share the responsibility to improve their academic achievement and achieve the common core state standards. Students will support their learning in the following ways:

- Do their homework every day and ask for help when needed.
- Read at least 30 minutes every day outside the school day.
- Practice math facts at least 10 minutes every day outside the school day.
- Practice the Horizon High Five Behavior Expectations at home and in the community.
- Give parents or another adult responsible for my welfare all notices and information received by me from my school.

C. Communication Plan

Families, the community and the school staff will communicate using various modes, both formally and informally. Horizon staff and PTO leadership make connections with families through newsletters, fliers, e-mails, automated phone calls, personal phone calls, personal email messages, personal notes, online social media, and conferences. School and district survey tools will continue to be used to gather information related to family and community involvement. Survey results will be used to plan strategies to address barriers to parent and community involvement. School families are kept informed of events in the school community using weekly electronic newsletters. Automated phone calls and emails are used when a serious school or community concern arises.

II. F.A.C.E. - CURRENT STATUS, GOALS, AND PRIORITIES

A. Survey Results For School (F.A.C.E. District Survey)

The first survey to measure progress for the five-year accountability plan (Destination 2015) was conducted in May, 2011. Our results include:

- # of parents responding to survey 25 responses
- U-46 overall rating of engagement – 69% towards goal of 95% in 2015
- Horizon Elementary School's overall rating of engagement - 65%

Additional surveys to measure progress for the five-year accountability plan (Destination 2015) are conducted each fall. October 2014 results include:

- # of parents responding to survey 84 responses.

- Horizon Elementary School’s overall rating of engagement - 93%

Other Feedback / Surveys: Beginning in the 2011-2012 school year, the Horizon PTO conducted surveys was to collect student and parent feedback of PTO hosted events. Random surveys have continued for the past three years.

B. Progress Made – Six Components

(How are we doing based on survey? Other feedback?) Guiding Questions to Review Survey Results.

Survey was conducted in October 2014. 84 responses were received:

1. I feel welcome when I enter my child’s school.	98%
2. Staff at my child’s school treats me with respect.	98%
3. My child’s school encourages parents to become involved.	95%
4. My child’s school keeps me well informed.	94%
5. My child’s school provides enough information/resources for me to help improve my child’s progress.	88%
6. My child’s school has a clear process for addressing my concerns.	89%
7. My child’s school provides a safe, nurturing environment.	95%
8. Staff at my child’s school facilitates meaningful two-way communication about what my child is learning.	90%
9. My child’s school provides access to a variety of learning opportunities that support children’s ability to excel.	89%
10. My child’s school encourages and provides opportunities for families to participate with staff in making decisions.	89%
11. My child’s school works with community partners to expand opportunities for children/families.	92%
 Average	 93%

Key activities (5-6) include:

1. Component 1 – Welcoming Families to Schools

- Back to School Curriculum Parent Nights
- Clear message from office that parents and community are welcome at school
- Back to School Open House Invitations
- Volunteer opportunities are promoted and include a variety of activities and ways to help
- First Day Flag Ceremony
- Fall Festival
- Ignite Orientation Meeting and Tour
- Kindergarten Rally

2. Component 2 – Communicating Effectively

- Bi-Weekly Connect Ed email by principal
 - Use of Connect Ed phone messages for special events and reminders
 - Multiple venues of communication with home: English and Spanish, email, newsletters and phone calls
 - School Improvement Plan is shared with parents and community at BTS Open House.
 - Newsletters document success, challenges, and to foster communication and engagement
 - Annual calendar of events shared at BTS Open House and on Horizon Web Site
 - Surveys used as a tool to gather input and plan to act on suggestions
 - Newsletter to focus on School Improvement
 - Horizon School Website
 - Horizon PTO Website
 - Horizon PTO Facebook Page
 - U46 Student and Parent Handbook
 - U46 Communication Guidelines for Parents and Guardians

3. Component 3 – Supporting Student Learning

- Use of Accelerated Reader Parent Link
 - Family PTO Book Fairs
 - Family Science Fair
 - Parent-teacher conferences are embraced by teachers and provide meaningful information for families- 100% participation is the goal
 - MAP for Parents
 - Engage New York/Eureka Math Presentation for Parents
 - Extra Math and EveryDay Math at Home
 - Battle of the Books
 - Fifth and Sixth Grade Band and Orchestra
 - School Within A School/Ignite – Gifted Cluster Program
 - AIM Program for 3rd Grade
 - Hard of Hearing/Deaf Program
 - Modified Learning Program
 - PTO Meetings with featured grade level teachers in attendance

4. Component 4 – Increasing Opportunities & Advocating for All Students

- Parent meeting – introduction to interventions
- Families aware of students’ rights and responsibilities
- Parents and community members are utilized as volunteers that support students as tutors, mentors, and reading buddies.
- Sign Language Interpreter at all school events

5. Component 5 – Sharing Decision-making with Stakeholders

- Parent and/or community members serve on School Improvement Planning Team
- Parent teacher group includes both parents and teachers
- School has five representatives on Citizens’ Advisory Council
- School has representatives on CAC Enrollment and Facilities Committee
- PTO focus on outreach and increasing participation
- PTO Surveys
- U46 Engagement Survey
- Illinois Essential5 Survey

6. Component 6 – Collaborating with the Community

- Students and families participate in service projects (food drive, COTA)
- Hanover Park Police Department – Daily Walk-throughs
- Living Christ Lutheran Church, Hanover Park
- Crossroads Kids Club at Horizon presented by Alliance Bible Church, Bartlett
- Bartlett Veterans of Foreign Wars
- Bartlett American Legion
- Crossroads Kids Club, Streamwood
- G2 Builders, Hanover Park
- Hanover Park Park District

C. Mission Statement (School's) and/or U-46's

U-46's Mission Statement

U-46 will be a great place for all students to learn, all teachers to teach, and all employees to work. All means all.

Horizon's Statement of Purpose

Horizon Elementary School is dedicated to the academic, social, and emotional growth of our students. Each of our students is unique, and each can succeed if provided with good instruction in a productive environment. Such an environment is characterized by high expectations, positive attitudes, firm but fair discipline, and cooperation between home and school.

D. Connections

1. Other School Plans - School Improvement Plan, Title I Plan, Rising Star Plans, Destination 2015, etc.

The U46 District Improvement Plan identifies Family and Community Engagement as one pillar. Destination 2015 is built on the values and beliefs that equity, high expectations, innovation, leadership and accountability, professional development, respect, safe and secure environment and stake holder involvement is the foundation that will provide for a college and workplace ready citizen. The family engagement goal for 2015 is 95%. At this time, Horizon's Rising Star Plan is focused on three objectives:

ID01 A team structure will be officially incorporated into the school improvement plan and school governance policy.

ID10 The school's Leadership Team will regularly look at school performance data and aggregated classroom observation data and use the data to make decisions about school improvement and professional development needs.

IID06 Yearly learning goals will be set for the school by the Leadership Team, utilizing student learning data.

These objectives are reviewed by the team twice each year. The Horizon Leadership Team meets twice monthly August through June. MAP data is reviewed in the fall, after winter testing and again after spring testing. PARCC assessment data is not available at this time.

2. Other School Initiatives – PBIS, MTSS, Other

The Horizon staff is dedicated to creating a school environment that is safe, conducive to teaching and learning, and enjoyable for the students and staff. The Horizon High Five has been used as building-wide behavior expectations for the last five years. Be Respectful, Be

Responsible, Be Here and Ready, Be Safe and Be Caring are the expectations for student behavior every day. Horizon is not a PBIS school.

Multiple Tier Support System interventions are being used at all grade levels at Horizon with parent support. Parents are asked to monitor and sign students' daily independent reading using a reading log. Horizon PTO volunteers and PTO funds are used to support the MTSS interventions at Horizon. The MTSS teams meets twice a month.

Accelerated Reader is used as a school-wide system to support students' independent reading. The Horizon PTO provides financial support for the program by purchasing student testing materials and student reading incentives. The Horizon PTO provides clerical support for the program. Student success is celebrated by including students' names and their accomplishments as part of the daily announcements.

3. Identification of Current and Potential Community Partners (See Component 6)

SAFE – PM only

Gail Borden Public Library – Summer Reading, Battle of the Books

Popular Creek Library – Summer Reading, Battle of the Books

Bartlett Public Library – Summer Reading, Battle of the Books

Miles for Smiles

Junior Achievement

Parent Teacher Organization

Marcus Corporation

Wayne Area Youth Services

Hanover Park Lions Club

Bartlett Veterans of Foreign War

Kane County Cougars – Ozzie Reading Program

Six Flags Reading

Market Day

Elgin Community Crisis Center

Alliance Bible Church, Bartlett

Hanover Park Police Department

Girl Scouts of America

Boy Scouts of America

Hanover Park Fire Department

Living Christ Lutheran Church, Hanover Park

Bartlett High School Student Organizations – Future Teachers Association, Key Club, National Honor Society, Bartlett High School Boys Basketball Team and the Bartlett High School Hawk Mascot

Community Businesses that supported Horizon Elementary during the 2013-2014 school year:

Pasta Mia – Bartlett

Pizza Cucina – Bartlett

Mar-Vals Spa – Bartlett

Bartlett Park District
Hanover Park Park District
Culvers - Schaumburg
Lynfred Winery
Omega Restaurant in Schaumburg
The Improv in Schaumburg
Zanies in St. Charles
DuPage Children's Museum
Shedd Aquarium
Pizza Hut
Nicodinos Bartlett
Target
Meijer
Dog Father's Bartlett
Fresh Start Produce
Fiesta Party Express
Arturo Diaz
McDonalds – Lake Street
St. Andrew Golf Club
Panera Bread
Crossroads Kids Club, Streamwood
G2 Builders, Hanover Park
Hanover Park Park District

E. Goals / Priorities for 2014-2015 (Link to SIP, analysis of survey data, etc.)

1. **Increase the number of parents and community members that respond to the Horizon Family and Community Engagement survey. On-line reminders will be sent using the Connect Ed System. Paper Survey copies will be made available to families at Horizon events. The goal for the fall 2014 survey was to collect 140 surveys. Only 74 surveys were collected. This goal remains for Fall 2015.**
2. **Continue to develop activities to increase parent involvement to support student learning in math and reading and Common Core State Standards. Work with focus group to gather input on the type of activities that would support parent involvement. Through the work of the FACE group several opportunities to connect the Horizon school community with the U46 and the Village of Hanover Park have been established. In addition to every grade level team attending one PTO meeting this year, many months included an outreach to the larger Hanover Park Community. During the December PTO meeting, representatives from the Elgin Crisis Center shared the curriculum that would be part of the Erin's Law Presentations in the spring. Representatives from the Hanover Park Park District were guests at the March meeting. The April Meeting included a parent presentation about the transition to Eureka/Engage New York program in the fall. The guests at the May meeting will be the Hanover Park Police Department. Their focus is internet safety.**
- 3.

4. Continue to develop connections with families through two-way communication tools, including personal phone calls, emails, notes, and informal newsletter surveys. Bi-weekly Connect – Ed email messages will be used to communicate Horizon happenings to the students and their families.

F. Timeline (2014-15)

Horizon FACE plan was written and developed during the 2011-2012 school year. Implementation of activities began in the spring of 2012, with full implementation during the 2012-2013 school year. The plan continues to be modified and edited by FACE/PTO members. FACE/PTO members meet after monthly PTO meeting during the school year.

III. ASSESSMENT OF PROGRESS

A. Assessment Plan (How? Frequency? Instrument(s)? PTO, F.A.C.E., other (Rising Star).

Family and Community Engagement Survey results will be used to measure success. May 2011, November 2011, May 2012, November 2012, November 2013 and October 2014 results were used to measure family engagement. The National PTO Family Engagement Rubric will be used to assess the results. The National PTO standards include six standards:

Standard 1: Welcoming All Families into the School Community

Goal 1: Creating a Welcoming Climate

Goal 2: Building a Respectful, Inclusive School Community

Standard 2: Communicating Effectively

Goal 1: Sharing Information Between School and Families

Standard 3: Supporting Student Success

Goal 1: Sharing Information About Student Progress

Goal 2: Supporting Learning by Engaging Families

Standard 4: Speaking Up for Every Child

Goal 1: Understanding How the School System Works

Goal 2: Empowering Families to Support Their Own and Other
Children's Success in School

Standard 5: Sharing Power

Goal 1: Strengthening the Family's Voice in Shared Decision Making

Goal 2: Building Families' Social and Political Connections

Standard 6: Collaborating with Community

Goal 1: Connecting the School with Community Resources

B. Final Outcomes / Results – Based on Assessment

Parent and staff input were sought during the 2011-2012 school year. Horizon FACE plan drafted during the 2011 – 2012 school year. Additional revisions to the plan were made during the fall of 2012 and again in the fall of 2013 and 2104. A Family and Community Engagement survey is conducted in the fall of each school year. Fall 2014 results are included in this document.

Based on the survey results, Horizon School is engaging families and the community to a high degree. The number of survey takers is steadily increasing along with the performance on the parameters measured. The areas for improvement are reflected in questions 5, 6, 9, and 10. Goal 2 above addresses survey questions 5, 9, and 10. Question 6 is relative to a clear process for addressing parental concerns.

Dr. Deborah L. Gehrig
Signature of Principal

Committee / Team Chair and/or Members:

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