

Horatio Elementary
Parental Involvement Plan
2015-2016



Horatio Elementary Mission Statement

The mission of Horatio Elementary is to provide a welcoming, caring and safe environment that inspires students to become self-motivated, independent thinkers with a passion for learning.

Committee Members

Principal: Susan Nelson

Dean of Students: Curtis Black

Parent Coordinators: Stephanie Haarmeyer &
Dedra McCastlain

Elementary Representatives: Cindy Derington, Shelly
Crenshaw, & Sandra Martinez

Parents: Amanda Billingsley, Carissa VanVoast, Elizabeth
Walker, Patricia Maben, Melinda Tallant, Teri Irvan,
Sarah Casteel, Donna Williamson, Maria SanJuan,
Kay Allen, Ana Gutierrez

Horatio Elementary Parent Involvement Plan 2015-2016

Horatio Elementary provides the following communication strategies to provide additional information to parents and to increase parental involvement in supporting classroom instruction:

- The Horatio School District website has been created to house a variety of student, teacher, and parent resources. The district will use the school website

as a means to keep parents informed of school events and opportunities, as well as information concerning their child's school. The website includes links to the high school, elementary, and district/administration. The school district website address is www.horatioschools.org

Person Responsible: Web Administrator/Classroom Teachers/Counselor/Principal

Timeline: Ongoing

- Horatio Elementary has also created a FaceBook, Instagram, and Remind 101 accounts to post timely events and information in a convenient manner.

Facebook: www.facebook.com/horatioelementary

Instagram: HES_HoratioElem

Remind: Text this message **@93d1b** to 81010

- Horatio Elementary uses the Blackboard Connect, a school-wide automated telephone system, to alert parents of any scheduling changes, as well as ongoing school activities.

Person Responsible: Building Secretary

Timeline: Ongoing

- Horatio Elementary will provide parents with progress reports every 4 ½ weeks with information regarding their child's academic progress. All students will be required to return the report to their teacher with a parent signature.

Person Responsible: Classroom Teacher/Principal

Timeline: Midway thru each 9 weeks

- Teachers will routinely contact parents on an individual basis to communicate about their child's progress. Each teacher will keep a personal record of parent contacts, notes, emails, etc.

Person Responsible: Classroom Teachers

Timeline: Ongoing

- Each teacher in K-6 will send home a folder containing student papers and work samples weekly/daily.

Person Responsible: Classroom Teachers

Timeline: Daily/Weekly

- An outdoor electronic sign placed on the corner of Cemetery Rd. and HWY 41 will be updated regularly with school activities and other relevant information for parents and the community.

Person Responsible: Administrative Secretary

Timeline: Ongoing

- Academic test results and standardized test scores will be distributed to parents at the annual Meet the Teacher night.

Person Responsible: Counselor/Principal

Timeline: Annually

Horatio Elementary offers the following parent meetings, conferences, and activities regularly throughout the year:

- Meet the Teacher night will be held prior to the first day of school.

Person Responsible: Principal

Timeline: Annually

- Teachers will hold parent/teacher conferences individually with parents of children in their classroom. This is an opportunity for parents to be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures. An interpreter will be available for parent/teacher conferences.

Person Responsible: Teachers/Principal

Timeline: 1st 9 weeks (Oct. 20st) and Mid-3rd 9 weeks (Feb 11th)

- Horatio Elementary will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:

Meet the Teacher

Grandparent's Day

Flu Clinic

Book Fair

Red Ribbon Week

Fall Festival

Classroom Parties

Volunteering for School Events

School Programs

Annual Field Trips

Grade level and Content Area Family Nights

Person Responsible: Principal/Counselor/Parent Coordinator

Timeline: Annually/Ongoing

Horatio Elementary will provide information to parents about volunteer opportunities in the following ways:

- An informational packet will be provided to parents during “Meet the Teacher Night”. The packet will contain school registration forms, school compact, and a parent interest survey which includes volunteer opportunities and information concerning school activities and parental involvement. The parent involvement plan will be available to all parents at the Horatio School District’s Annual Public Meeting as well as on the school website.

Person Responsible: Parent Coordinator/Principal/Counselor

Timeline: Beginning of school/First Parent-Teacher Conference/Ongoing

- Two hours of professional development enhancing the understanding of effective parental involvement strategies is required for all teachers every three years. No fewer than three hours of professional development is required for administrators designed to enhance the understanding of effective parent involvement and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

Person Responsible: Principal/Parent Coordinator

Timeline: Annually

Horatio Elementary will work with parents to create a School-Parent-Student Compact in the following manner:

- School staff, parents, and students will develop a school-parent-student compact. This compact will outline how parents, school staff, and students share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve high academic standards. All stakeholders will sign the compact. This compact will be included in the informational packet to parents.

Person responsible: Principal/Parent Coordinator

Timeline: Annually Include copy of compact

Horatio Schools will provide opportunities for parents to be involved in the development, implementation, and the evaluation of the school wide improvement plan, and the Annual Title 1 meeting to engage them in the decision-making processes regarding the school's Title 1 program in the following manner:

- An annual report of the school will be conducted at the beginning of each school year. Explanations of state wide assessment and standards will be addressed.

Person Responsible: Superintendent/Principal

Timeline: Annually/Fall Semester

- A volunteer resource book will be housed in the HES office and be available to all teachers, staff, and parent advisory committee members.

Person Responsible: Parent Coordinator/Principal

Timeline: Annually

Resources for parents will be provided by the school in the following ways:

- Horatio Elementary will distribute grade level informational packets each year that include a survey of parent interest and recommended roles for parents, teachers, students, and school (school compact). Also included in the packet will be suggestions of ways parents can become involved in their child's education, parental involvement activities planned for the current school year, and information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, email, etc.).

Person Responsible: Parent Coordinator/Principal

Timeline: Meet the Teacher Night/Ongoing

- Included in the Horatio Elementary policy handbook is the school's process for resolving parental concerns, including how to define a problem, who to approach first, and how to develop solutions.

Person Responsible: Principal

Timeline: Ongoing

- The principal of each school in a district shall designate one certified staff member who is willing to serve as a parent coordinator. Stephanie Haarmeyer and Dedra McCastlain are the parent coordinators for the 2015-2016 school year.

Person Responsible: Principal

Timeline: Annually

- Horatio School District will provide a web site that contains a parent resource section. This section will host parent resources as well as the Parent Involvement Plan.

Person Responsible: Parent Coordinator/Web Administrator

Timeline: Annually

Horatio Elementary shall engage parents in the evaluation of the parental involvement efforts in the following manner:

- Horatio Elementary will provide an evaluation survey to all parents. This survey will be available to all parents during the first week of May. This survey will help determine if the academic quality of the school has improved, if parental participation has increased, and help to determine any barriers that may exist that hinder parent participation.

Person Responsible: Parent Coordinator

Timeline: Annually/May

Horatio Elementary will use the parent interest surveys to help select, plan, and implement parental involvement activities that will be offered throughout the year:

- Horatio Elementary will provide parent volunteer interest surveys at the beginning of each school year to obtain information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically. A resource list of parent volunteers will be compiled and made available to administrators, teachers, and parent coordinator. This list can be found in the HES office.

Person Responsible: Parent Coordinator

Timeline: Annually

- Horatio Elementary and the Parental Involvement Committee will use the data collected from the end-of-year survey to evaluate the previous year and plan for the upcoming year.

Person Responsible: Parent Committee/Parent Coordinator/Principal

Timeline: Annually/Spring