VOLUSIA COUNTY SCHOOLS

2025-2026

Title I, Part A Parent & Family Engagement Plan (School PFEP)

I, Melani Johnson, 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 parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition:
- Engage the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent.
- Jointly develop/revise with parents the school Parent & Family Engagement Plan (PFEP) and distribute it to parents of participating children and make available the PFEP to the local community.
- Engage 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's Parent and Family Engagement Plan (PFEP) and the joint development of the School Improvement Plan (SIP).
- Use the findings of the PFEP review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's PFEP.
- If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan.
- 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.
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

Melani Johnson — 11/04/25

Signature of Principal or Designee — **Date Signed**

****Please use the data from the school's survey(s) to complete this Parent & Family Engagement Plan!**

(Each section with a table should have multiple entries, please add rows as needed).

Mission Statement (optional)

Parent & Family Engagement Mission Statement

Response:

The Horizon Elementary family will provide a nurturing environment promoting academic development, individual growth, and mutual respect to develop productive, responsible citizens.

Engagement of Parents & Families

Describe how the school will engage parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs **including involvement in the decisions regarding how funds for parent and family engagement will be used.**

Response:

Horizon Elementary will have School Advisory Council and PTA Meetings, emails, and phone messages to families through FOCUS Communication, flyers, monthly newsletters, and social media platforms. Horizon Elementary School Advisory Council (SAC) meets monthly. SAC membership is composed of parents, teachers, staff, and community members appointed by the Principal. The membership must be composed of at least 51% non-school members. The draft of the State School Improvement Plan (including use of funds), the Parent & Family Engagement Plan, and the Parent Involvement Budget will be presented in draft form to parents at SAC meetings in September 2025. Parents, teachers, and staff are asked to offer suggestions for utilizing these funds. Horizon Elementary parents are updated on Title 1 information at every SAC and PTA meeting. The SAC has developed a school-parent compact that describes and outlines a partnership for sharing the responsibility for improved student achievement. All families will be given a Climate Survey and Exit Surveys from each family activity to complete and provide feedback for school improvement planning and future parent involvement activities. Horizon will host a parent meeting in September to explain the school's participation in the Title 1 program. Horizon has provisions for parent-teacher conferences that meet the needs of parent's work schedules and provides frequent progress reports to families via Mid-Term Reports, Report Cards, Parent Portal, and graded assignments. Horizon provides opportunities for parents to assist the school through its volunteer programs. Horizon provides information to parents concerning State Assessments, school performance results, and their child's individual assessment scores, including assistance in understanding the results. Horizon provides materials and training for parents to help them work with their child to improve achievement. Horizon provides its staff with appropriate education in how to work with parents as equal partners. Parents will have access to their child's grades through Parent Portal throughout the school year.

Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI.

	Program	Coordination
1	Title I	Funds will be provided to host family engagement events to promote a shared responsibility between families and the school to support student success and development.

2	Title I, Part C	Title 1, Part C Parent support is offered through migrant services such as translation and food assistance programs.
3	Title II	The district provides ongoing professional development to ensure quality instruction and student success.
4	Title III	Additional support and resources provided by the school will be discussed with the parents during ELL Committee meetings. The district ESOL Coordinator and staff provide ongoing support and professional development to teachers and paraprofessionals to ensure instructional best practices are utilized. Teachers consistently progress monitor the ELL students to identify specific needs, target interventions/enrichments to ensure the appropriate pathway toward language acquisition and ultimately graduation.
5	Title X, Homeless	Title X Coordinator and School Counselors provide services to homeless families to ensure that students have school supplies and community resources.
6	IDEA	Supplemental instruction support provided by the school will be discussed with parents during the development of the student's IEP.
7	VPK	VPK works with our school staff to coordinate transition plans for students entering Kindergarten.

Title I Parent Meetings

Describe the specific steps the school will take to conduct at least two Title I meetings designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity. **Meeting should be offered a minimum of two times on different dates/times to accommodate parents' schedules. One in the fall and one in spring is suggested.**

	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop & disseminate invitations to Open Hours & Annual Title I Parent Meeting	Principal	August/ September 2025 & March 2026	Newsletter, FOCUS Communication, Website, Facebook, Instagram
2	Advertise & Publicize Event	Principal	August/ September 2025 & March 2026	Newsletter, School Messenger, Website, Facebook (School and PTA), School Marquee
3	Develop & Print Sign-In Sheets, Exit Surveys, & Maintain Required Documentation	Title I Compliance Contact	September 2025 & March 2026	Sign-In sheets & exit surveys will be provided for each classroom. Title 1 documentation will be uploaded to the Title 1 Compliance site
4	Copy of Title 1 presentation for parents and send home Title 1 handouts to all parents who could not attend.	Principal, Front Office Staff, & School Webmaster	September/ October 2025 & March 2026	Number of participants, Title I Meeting exit survey, and other parent input.

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening

Response:

The school will offer a flexible number of meetings and times to accommodate parents for attendance. Horizon will host in-person, virtual, and phone meetings to accommodate families' different needs and schedules.

Parent & Family Engagement Activities (Building Capacity)

Describe how the school will implement activities that will build the capacity for strong parent and family engagement, in order to ensure effective engagement of parents and families and to support a partnership among the school, parents, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents and families work with their child to improve their child's **academic achievement.** Include information on how the school will provide other reasonable support for parent and family engagement activities as parents may request. A minimum of three academically focused activities are required.

	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Meet the Teacher	Principal	Parents/guardians met/established initial relationship with teacher, Continual communication	08/08 8:00am - 9:00am	Sign-in sheets, exit surveys
2	Title 1 Annual Meeting/ Open House	Principal	Explain Title 1 and services available to our families. Discuss policies, importance of family involvement on campus/provide opportunities. Families interact w/ teachers in classrooms	09/17 5:30pm 7:00pm	Sign-in sheets, exit surveys
3	Family Spooktacular Story Night	Horizon Elementary	Engage families, instilling importance of Reading, together at home/have info available. Activity stations Local Dental Office will explain to families/students dental hyQiene.	10/23 5 30pm - 6:30pm	Sign-in sheets, exit surveys
4	Veteran's Day Celebration	Horizon Elementary	First and fourth graders present celebration to our families who served in the military.	11/10 8:30 – 9:30	Number of participants, Title I Exit Surveys, and other parent input.
5	Family Winter Wonderland	Horizon Elementary	Second grade presents winter musical for families to celebrate winter holiday season	12/17 5:00pm - 7:00pm	Sign-in sheets, exit surveys
6	Family Science Night at MOAS	Horizon Elementary	Promote positive family engagement & communication to increase student achievement	February 2025	Sign-in sheets, exit surveys
7	Title I Annual Meetings	Principal	Promote positive family engagement & communication to increase student achievement	September 2025 & March 2026	Sign-in sheets, exit surveys

8	Parent Volunteer Program	Volunteer Coordinator	Promote positive family engagement & communication to increase student achieve.	Ongoing	Sign-in sheets

Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, administrators, and other staff in **how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent and family engagement programs, and build ties between parents and schools. Staff Training focusing on "Building Capacity"**

	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Building Capacity for Family Engagement	Title I Representative	Increase staff awareness of parent engagement opportunities	Fall 2025	Sign-in sheets, Meeting agendas Parent participation In campus events
2	Faculty Meetings	Administration	Increase student achievement	Monthly	Sign-in sheets, Meeting agendas
3	Collaborative Planning by Grade Level Teams (PLCs)	Administration and Academic Coach	Increase student achievement	Monthly	Weekly Lesson Plans
4	Effective Parent conferences	Administration and academic coach	Increase parent awareness and transparency	Fall 2025	Sign-in sheet, Meeting agendas

Communication

Describe how the school will provide parents and families of participating children the following:

- Timely information about the Title I programs;
- 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;
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- If the schoolwide program plan is not satisfactory to the parents of participating children, the school will submit the parents' comments with the plan that will be made available to the local education agency.

Response:

Convene an annual meeting, at a convenient time, twice a year, to which all parents shall be invited and encouraged to attend to inform parents of their school's participation in Title 1 and to explain the requirements of Title 1 and the right of parents to be involved. Teachers will hold annual conferences with parents to formulate individual education plans for their children.

Accessibility

Describe how the school will provide full opportunities for participation in parent and family engagement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs,

meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand.

Response:

Information regarding parent participation is provided to parents via the website, FOCUS Communication, parent/teacher conferences, student folders, workshops, and meetings. The complete Parent and Family Engagement Plan (PFEP) is posted on our website. Parents can access a hard copy of the PFEP in the main office. District information is available in English and Spanish. District provides a translator when needed for parent meetings when requested. Parents with special needs are accommodated. Horizon Elementary is wheelchair accessible. School Social Worker makes home visits as needed.

UPLOADS

Parent and Family Engagement Plan

Per Florida DOE Title I compliance, all schools are required to complete a Parent and Family Engagement Plan in conjunction with the School Improvement Plan (SIP) goals. **A copy of the completed and signed PFEP must be uploaded to the Title I Compliance TEAMS folder.**

School-Parent Compact (Elementary school only)

As a component of the school-level PFEP, each school shall jointly develop, with parents 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. **Copies of completed and signed compacts must be uploaded to the Title I Compliance TEAMS folder.**

Previous year's Parent & Family Engagement Plan (PFEP) Evaluation

Parent & Family Engagement summary (Building Capacity Summary)

Please make sure that the evaluation for last school year's activities is completed and turned in with this school year's PFEP. If an activity was proposed on last year's PFEP and did not take place do not evaluate or enter it. If an activity was not on last school year's proposed PFEP and took place, please evaluate it. The PFEP is a living document and changes with the school's needs.

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children. Include participation data on the Title I Meetings.

	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Meet & Greet New Principal	1	25	Promote positive family engagement & communication to increase student achievement
2	Meet the Teacher	1	588	Promote positive family engagement & communication to increase student achievement
3	Open House	1	509	Promote positive family engagement & communication to increase student achievement

4	Evening Family Events	4	Avg. 100 per event	Promote positive family engagement & communication to increase student achievement
5	SAC Meetings	6	Avg. 10 per mtg.	Promote positive family engagement & communication to increase student achievement
6	Title 1 Annual Meetings	2	Avg. 145 per mtg.	Promote positive family engagement & communication to increase student achievement

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school.

	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Faculty Meetings	6	Average of 60 per meeting	Increase student achievement
2	PLCs	14	Average of 65 per PLC	Increase student achievement
3	ERPLs	2	Average of 65 per meeting	Increase student achievement
4				

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parent and family engagement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Transportation	Change in student zoning; most who could not participate are in schools closer to home.
2	Notification	Some parents aren't as tech savvy; not present on social media communications
3		

4		

Best Practices (Optional)

Describe the parent and family engagement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

	Content/Purpose	Description of the Activity
1		
2		
3		
4		

Submission Procedures:

1. **Please submit completed Parent & Family Engagement Plan (PFEP) to the Title I Parent & Family Engagement office.**

2. **Once the PFEP is approved by the Parent Facilitator and initialed, it will be returned for signature and the watermark will be removed. Upon receiving an approved copy PFEP, upload it to the Title I Compliance Teams folder that will be shared with you through the Title I Compliance office at the beginning of the school year and keep a copy for your records. If you have any questions about compliance, please call Kristie Long, Federal Program Compliance Specialist, extension 23512.**

3. **Please make a copy available for parents to review as needed.**

If you have any questions, contact Sheila Rees ext. 44740

Approval check by PFE	JM