

2023-2024 Horace Mann Elementary School
Family and Community Engagement Plan (FACE)

Horace Mann Elementary has a school-wide Title I program. This means that all students in our school have equal access to resources provided by the Title I grant.

This school, family, and community engagement plan was developed jointly with, distributed to, and agreed upon with families of participating children.

- The HM Title I schoolwide plan will be disseminated at our Back to School Kahoot (9/21/23 – 4:30-6:30 pm)
- Families are notified about our school events, initially in the Welcome Back to School. We also notify families of upcoming events through flyers in the Tuesday folders, School Messenger (email, voicemail, and text) and Class Dojo.

HM shares information about our Title I programs and school goals through:

- School-wide communication system - Class Dojo
- Peach Jar – Flyer’s advertising family events
- School Messenger- Email, text, and voice messages
- Progress monitoring information – Wildly Important Goals (WIGS), Common Formative Assessments and End of Unit assessments, fact fluency progress in the Tuesday Folder and/or email, Class Dojo and through student-led conferences
- School, grade, and class WIGS (Wildly important goals) will be publicly visible and our lead measures (actionable steps) are updated by Achieve Goals Action Team
- The list of Family Events is posted on Class Dojo, sent out via email and text with reminders as the event date nears

Policy Involvement	<p>May 24, 2023, during our 3rd Annual Leadership Day, Mrs. Gorman shared out specific data about our 22-23 Growth Goals. K-2 and 3-5 grades all met their growth goals in Math.</p> <p>Sept. 21, 2023, Annual Meeting in to share the following information:</p> <ul style="list-style-type: none"> • 23-2024 Title I Schoolwide Plan • 23-24 FACE plan • 23-24 Student, Teacher, and Family Compact • <i>Comprehensive Needs Assessment (CNA)</i> • <i>Schoolwide Goals</i> • CNA completed by Katy Bray and Michelle Seaholm on Nov. 17, 2022 • Mission Statement: <i>Together with students, staff, and community, we learn, we lead, and we are family. We are one!</i> • Vision Statement: <i>Inspiring leadership, progress, and purpose</i>
Family Involvement	<p>To ensure involvement of families in supporting their child at school, the school will:</p> <ul style="list-style-type: none"> • Use Class Dojo as the main communication platform. It is through this that we can post pictures, videos,

	<p>and other important information for families.</p> <ul style="list-style-type: none"> • Students are involved in the development of their class and school community from the first day of school. PBIS expectations have been established in “hot spots” throughout different parts of our school. The expectations are taught, practiced, and reviewed at least 3 different times throughout the school year. If we notice an influx in office referrals, we stop and re-teach the expectations. In addition, there are student led videos that also show the expectations. Teachers at HM have access to these videos so they can reteach with their classes, as needed. These videos will also be available on Class Dojo for families to reference. • The First 8 Days instructional materials provide lessons that support the teacher and students in developing a learner-centered culture. Together they develop relationships, mission statements, expectations for how the environment needs to look, sound and feel for students and teacher to be successful. • Student-led conferences are used in every K-5 classroom. The focus of the conferences includes celebrations and learning that they are proud of, goals, lead measures, progress toward the goals and challenges that they are tackling. face through the children’s perception. • A Celebration of Learning will be held for our final conference day. Every child will lead their families through a student-led conference by sharing what they have kept in their Leadership Portfolios.
<p>Family Education</p>	<ul style="list-style-type: none"> • Progress toward our SI goals will be shared during student-led conferences, Class Dojo, through email on School Messenger, during family engagement events, leadership events and during school assemblies. • Engaging families in understanding the 8 Habits of Highly Effective People, topics for Conscious Discipline and the importance of attendance will also be incorporated into conferences, family events and during other leadership events at school. • Increasing parent participation in the educational process is one of our goals. Parents will help their children master addition, subtraction, multiplication, and division facts. • Family Engagement-Brandi Christoffer, RCPD-School Liaisons, State’s Attorney’s office, and McKinney Vento are all important to the success of our students.
	<ul style="list-style-type: none"> • Building Relationships with our families and connecting them to the learning process is one of our top priorities. We strive to maintain an open and welcoming school, where families understand we are here to help their children become the best individuals they can be. • Horace Mann Elementary School holds at least 4 family engagement nights per school year: Back to School Kahoot & Title I Review (Sept. 21, 2023), Turkey Bingo w/Learner Centered Components (Nov.10, 2023), Cultural Night (March 5, 2024), Penny Wars (Feb. 5-15, 2024) Leadership Day (May 14, 2024).
	<ul style="list-style-type: none"> • Learning and Modeling Action Team <ul style="list-style-type: none"> ○ Include students in teaching direct lessons focusing on the 8 Habits of Highly Effective People

Student Case Management

- Include students in learning about and teaching about different cultures with an emphasis on the Native American Culture. Our HM Champion Teacher will work with the Office of Indian Education to provide specific learning about the Native American Culture for our students.
- Both action teams will focus on learning how to develop both listening and speaking skills prior to teaching others Idea: focus on speaking publicly first and then add in teaching (idea: this team oversees announcements and assemblies)
- Develop and execute On-Boarding and on-going Training for New Staff: Staff from HM will be trained in teaching the 7 Habits of Highly Effective People in July 2023. These staff will then provide training for new HM staff and HM families. Training for new staff- 5 minutes at staff meetings to be dedicated to the upcoming focus habit of the week.
- **Shared Leadership Action Team**
 - Service-Learning Projects empowered and initiated by students with reflection on the impact.
 - Additional Student Leadership Roles through student voice throughout the school and update new roles frequently.
- **Achieve Goals Action Team**
 - Execute the implementation of the 4 Disciplines of Execution for students and staff (1 – Wildly Important Goal, 2-select a lead measure, 3-create a compelling scoreboard, and 4-have a system of accountability)
 - Create and maintain a Lead Measure Scoreboard and a WIG Scoreboard that will be updated at least quarterly.
 - Monitor and Celebrate our LEARNING progress.
- **Empowering Instruction Action Team**
 - All K-5 students will update and use leadership portfolios daily and intentionally.
 - **Adult Action Team:** Create PD and Boosters to help staff become experts about the 13 behaviors of trust and teach others about them.

Creating a Leadership Environment

- Deposit in the emotional bank account of staff and students by celebrating birthdays, providing attendance incentives, having dress up/spirit days and appreciation days etc.
- Create a physical school environment which represents our mission statement; learning, leading and family.
- **Family and Community Engagement**
 - Students become primary leaders, designers, and innovators for school events and annual traditions.
 - Partner with families as a team to support academic goals and a well-rounded child

	<p>If a child is referred to the office for a major incident the parent is notified, and a restorative conference is held. If the challenges continue, the child may be referred to the RTI (academics and/or behavior) and/or Attendance Team for more support. When this occurs, the parent is invited to a meeting where a Functional Behavior Assessment (FBA) is completed, and an intervention plan is developed. This plan is reviewed and revised at least every six weeks. If the plan works and the behaviors are replaced with more appropriate behaviors, the team will begin to reduce the support. If it does not improve, the team, along with the parent will revise and adjust the plan, adding more intensive support.</p>
<p>Partnerships</p>	<ul style="list-style-type: none"> ● US Bank, Black Hills Federal Credit Union, and Fountain Springs are some of our business partners. These partners support the development of leadership skills by participating in interviewing and hiring student candidates for leadership roles, volunteering at our family events and by attending our Tuesday & Friday Action Teams Meetings, when possible. ● In addition, US Bank supports our school community by funding the turkeys, pies, and hams we give away at Turkey Bingo and Fountain Springs, during Love Week painted our wall ball wall.
<p>Accessibility</p>	<p>Following the FACE requirements of our Title I program, the school, to the extent practicable:</p> <ul style="list-style-type: none"> ● Provide opportunities for families to be involved in every aspect of the school including: <ul style="list-style-type: none"> ○ Families who have limited English proficiency may notify the school to provide an interpreter as well as all communication written in their first language whenever possible. ○ Family members who have a disability may notify the school so appropriate adaptations can be made. ○ Family members of migratory children may notify the school so appropriate resources can be offered. ○ We will strive to make all communication in a family-friendly format, so all family members understand.