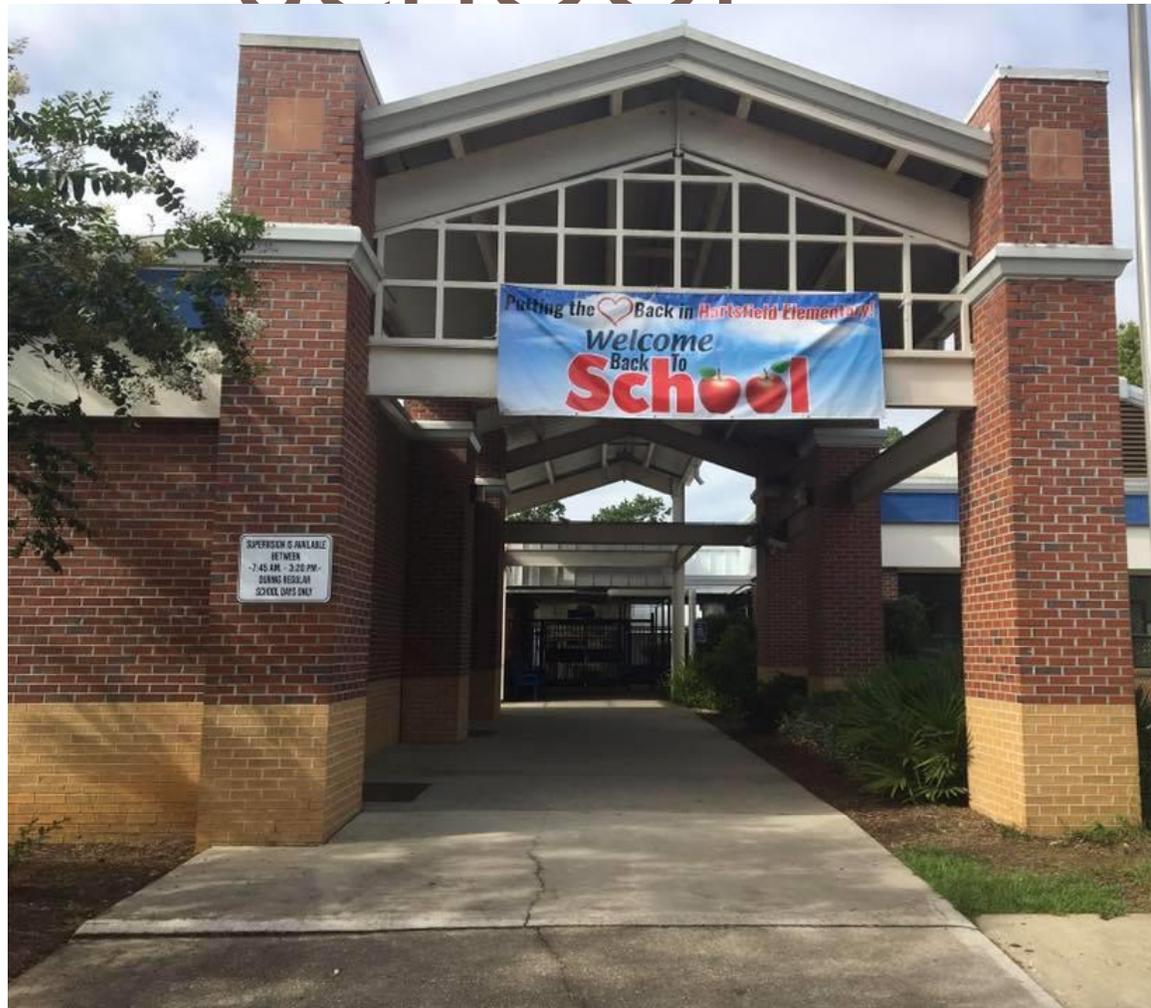


HARTSFIELD ELEMENTARY SCHOOL



2019-2020

Parent and Family Engagement Plan

Hartsfield Elementary School

Parent and Family Engagement Plan

Mission Statement

Parent and Family Engagement: Mission Statement (Optional)

The objective of the Hartsfield Elementary Parent And Family Engagement Plan is to involve families in the education of children both within the school setting and at home. The Hartsfield Elementary School staff believe that education is a partnership between the home, school and community, which requires concerted effort, collaboration and cooperation among all stakeholders in the school community. We strive to collaborate with families in establishing optimum conditions for the education of their children.

Involvement of Parents

Describe how the school will involve 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 [Sections 1116].

Response: The School Advisory Council of Hartsfield Elementary School serves in an advisory capacity in the process of improving school programs. They have the opportunity to provide input on the planning, review, and improvement of Title I programs and how funds for Parent and Family Engagement will be allocated. The PTO which provides support to school programs and functions in the best interest of students and teachers.

At the beginning of the school year, an Annual Title I Meeting will be held in conjunction with Open House. This meeting will take place **on September XX, 2019**. Parents will receive information on the purpose, requirements and the benefits of being a Title I School. Feedback will be provided through the use of parent feedback forms as well as the spring Title I surveys.

The school will also utilize lead classroom parents to help with inviting parents to participate in school activities. Lead parents will be oriented as to their role in ensuring that parents are informed about upcoming events and coordinating activities within the classroom. Lead parents will email invitations, make telephone calls and communicate with parents to share information about upcoming school events.

Parents on a contact list will opt in for communication from the lead parent at the Back to School Orientation or through communication with the teacher.

In addition, the school will broaden its concept of parent engagement to include not only volunteer efforts and participation in activities on our campus, but also volunteer efforts that can be carried out at home and participation in activities that the school will host in the community.

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

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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 [Section 1116].

count	Program	Coordination
1	Voluntary Pre- Kindergarten	<ul style="list-style-type: none"> District Pre-Kindergarten Program and the Early Learning Coalition
2	Title I	<ul style="list-style-type: none"> District Title I Program
3	21st Century Program	<ul style="list-style-type: none"> District Title I Program
4	Title II	<ul style="list-style-type: none"> District Staff Development Program
5	Community and Schools	<ul style="list-style-type: none"> Parent and Family Engagement Outreach Events <ul style="list-style-type: none"> Reaching out to involve families of students in the Orange Avenue Apt. Fall and Spring Outreach Event and Farm Share
6	Curriculum Nights	<ul style="list-style-type: none"> District Title I Program (School-based) HES will host a Fall Curriculum Night
7	Title 1, Part C	<ul style="list-style-type: none"> District Pre-Kindergarten Program, Children Medical Services and the Early Learning Coalition

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school’s Title I program, the nature of the Title I program (school-wide or targeted assistance), Adequate Yearly Progress, 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 [Section 1116].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Annual Meeting: Open House	Principal	September 6	Sign In Sheet
2	School Newsletter will be sent home with information pertaining to the annual meeting Information about Open House will be posted on the marquee and website	Parent Liaison/Principal Parent Liaison	Two Weeks before the meeting Two weeks before the meeting	Copy of Newsletters, List Serve communiqué, and Picture of Marquee
3	Meeting Reminder Flyer will be sent home to encourage parent participation	Parent Liaison/Administrators	Week before the meeting	Copy of Flyer
4	Agenda and materials developed	Administrators	Week of the meeting	Copy of Agenda
5	Prepare and print Sign-in sheets	Parent Liaison	Week of the meeting	Copy of Sign In Sheet
6	Reminders will be included in Class Newsletters	Classroom Teachers	Newsletters prior to meeting	Copies of Newsletters
7	Reminder information will be posted on website, school list serve and	Parent Liaison	Week of the meeting	Screenshots of information will be

	other social media outlets	Media Specialist		provided.
8	Meeting will begin with whole group	Principal	September 6	Agenda
9	Distribution of materials by staff members	Administrators/Parent Liaison	During the meeting	Number of materials packets distributed
10	Parents will be informed of Title I designation and all information pertaining to school choice and parent rights; Parent Compact will be reviewed and parents will be given a copy.	Principal/Classroom Teachers	September 6	PowerPoint Presentation and HES Title I Brochure

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and how will the school provide with Title I funds, transportation, childcare, or home visits, as such services related to parent and family engagement [Section 1116].

Response: The school will offer a flexible number of meetings at a variety of times. The meetings for parents will include, but not be limited to, Orientation, Open House, Parent/Teacher Conferences, and Curriculum Nights. In addition, parents are also invited to participate in monthly SAC Meetings and quarterly PTO Meetings.

Parent Teacher Conferences:

One example of how the school will offer flexible meeting times is during Parent/Teacher Conferences. The conferences are scheduled from 3:00 to 6:00 PM during the first and second semester (**dates to be determined**) to discuss student progress. To provide flexibility and ensure all parents are accommodated, conferences may also be scheduled before school and during teacher planning time as needed throughout the year. Parents can also request after-hour conferences anytime as needed as the teachers and administration welcome the opportunity to engage with parents. Telephone conferences also provide flexible options.

Parent Teacher Organization:

The PTO Meetings and calendar of events will be planned in advance. The dates and a list of planned events are located on the school website and will be distributed to parents during Open House. PTO General Meetings will be held quarterly. PTO Board Meetings are scheduled for the first Wednesday of each month. Reminders of the meetings will be distributed to parents via Hawk Talk, List-Serve, notices sent home, and other available social media methods. The school's Calendar Committee prior to the start of school sets additional parent involvement activities.

Other Parent Involvement Activities:

A variety of day and evening parent involvement opportunities will be provided throughout the school year, to ensure flexibility of meetings criteria.

- "Let's Do Lunch," offers a midday opportunity for parents/guardians to eat lunch with their child and his/her teacher;
- "Pastries for Parents/Partners" is a before school opportunity that brings together parents and community partners for conversation and connection.
- A Curriculum Night event which focuses on content areas such as math, science, literacy and cultural awareness is held during the school year. Parents will learn strategies and techniques to help their children achieve success in the classroom.
- During SAC and PTO meetings childcare will be provided.
- A Back-to-School Bash and Orientation will be held prior to the start of the school year in the late afternoon to acquaint parents and students with teachers and school staff.

Building Capacity

Describe how the school will implement activities that will build the capacity for strong parent/family involvement, in order to ensure effective involvement of parents and to support a partnership among the school, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child’s academic achievement. Include information on how the school will provide other reasonable support for parent/family engagement activities under [ESEA Section 1116].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	“Let’s Do Lunch” a lunchtime activity with the child and their classroom teacher	Classroom Teachers	Discuss upcoming school and classroom events	January/April	Observation and staff communication Parent Input Sign In Sheet Agenda
2	Curriculum Night (Reading, Math or Science – FCR-STEM)	Instructional Coach(es) and Curriculum Committee	Create an avenue for parents to learn strategies and best practices for working with their child at home in the core content areas.	Fall	Sign In Sheets Agenda Title I Parent Survey
3	Promotion of nightly reading at home	Classroom Teachers and Administrators	Improve literacy skills	August-May	AR Reports
4	Multicultural Fair and Holidays Around the World	Cultural Arts Team	To teach tolerance and promote awareness, celebration, and global mindedness of cultures around the world.	December and May	Parent Survey Sign In Sheets Agenda
5	Brain Smart Starts	Conscious Discipline Ambassadors, Classroom Teachers and Administrators	Increased social and emotional skills training and awareness and include Brain Smart Starts at parent assemblies and meetings.	August-May	Observations of practice and staff communication
6	Pastries for Parents and Community Partners	Parent Liaison	Increase communication between stakeholders	Fall and Spring	Observation and staff communication, Photos Sign In sheets Agenda
7	Parent and Family Engagement Conference	Conference Planning Committee	Providing parents and families strategies, best practices for highly effective parenting and connecting parents to resources within our community. Activities for Children are provided so that parents can be fully present in the sessions and activities of the conference.	Annually	Conference Evaluation, photos Sign In Sheets Agenda
8	Parent Compact Makeover	School Advisory Council	Engagement of parents in the revision of the Compact to	Annually	SAC minutes

			create a document that builds a relationship and accountability for partnerships with parents.		
10	Parents assisting with Morning Playground Support	School Dean, PTO, and SAC Parent Representatives	Developmental play before school improves cognitive, social and emotional development and readiness to learn.	August - May	Staff coordination with parents Photos Title I Parent Survey
11	Engagement with Indian Head Community	Parent Liaison and School Administration	Build partnership and support from the Indian Head community to engage more families that live in the school zone and to increase enrollment of families in Indian Head	Annually	Title I Parent Survey
12	Hawks Dads	School Dean	Increase presence of fathers as role models within the school and build partnerships with fathers on behalf of their children.	Annually	Sign In Sheets Title I Parent Survey
13	New and Improved Parent Resource Center	Parent Liaison, PTO and School Administration	The Parent Resource Center is a "home base" for partnerships and strengthening school/family relationships by providing information, awareness, engagement, productivity and connection.	Year Round	Sign In Sheets Title I Parent Survey

Staff Training

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in the value and utility of contribution of parents/families. Describe how the school will reach out, communicate with and work with parents/families as equal partners. As well as implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116].

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Presentation of Parent Involvement Plan at Faculty Meeting	Principal/Assistant Principal	Set clear goals of parental involvement with faculty including how to set up a positive dialogue with parents and how to enable parents to volunteer from home.	Fall	Staff Feedback Sign In Sheets Agenda

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2	Social Emotional Learning Focus: Conscious Discipline Training for Year 2 Implementation	Consultant and Conscious Discipline Ambassadors	Increased capacity for students to self-regulate and focus on academic learning. Educating students on the process of self-regulation to mitigate problem behaviors	August - May	Agenda Sign In Sheets
3	Primary Years Program Training	Administrators and Faculty	The PYP transdisciplinary framework focuses on the development of the whole child as an inquirer, both at school and beyond. Informed by research into how students learn, how educators teach, and the principles and practice of effective assessment, the program places a powerful emphasis on inquiry-based learning. The professional development in June will provide teachers with the knowledge and skills for creating the framework that will incorporate our standards based curriculum and improving proficiency for all learners.	August - May	Faculty and Staff Feedback Agenda Improved and sustained School Grade

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [ESEA Section 1116].

Response: Parent Conferences: Teachers and parents will discuss how to ensure the child's academic success and what the parent can do at home to help. Every parent is sent a conference form to sign up for a date and time to meet with their child's teacher.

Conscious Discipline: Parents will be provided with information about the implementation of the Conscious Discipline and Harmony in Schools programs and strategies that are incorporated daily in the classroom and can be incorporated at home to help their child develop skills for self-regulation.

Promotion Brochures: Promotion brochures that contain academic requirements and grade level expectations will be available for parents on the Leon County School District Website. Hard copies of the brochures will also be available for parents at Open House in September.

New and Improved Parent Resource Center: The Parent Resource Center is available to parents during the school day, Monday-Friday. **It is located in the school's media center and will be redesigned with a focus on being a "home base" for partnerships and strengthening school/family relationships by providing information, awareness, engagement, productivity and connection.**

Communication

Describe how the school will provide the following under [ESEA Section 1116].

- Provide a description of how parents/families will be given timely information about the Title I programs.
- Describe and explain the curriculum at the school, the forms of academic assessment used to measure student progress and the achievement level standards the students will obtain.
- If requested by parents, how will the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and

- Methods the school will use to submit parents/families comments if the school-wide program plan is not satisfactory to the parents of participating children, that will be made available to the local education agency [ESEA Section 1116].

Response: Response:

Title I Information

The school will inform parents of curriculum, assessments, meetings, student progress, proficiency levels, and Title I programs at the beginning of the year during the Title I Open House Annual Meeting. Time will be reserved at the beginning of the meeting to share information on the Title I Program. This will be reflected on the Open House Meeting agenda. Information will be presented at the meeting about the Title I program, the curriculum, academic assessments, and volunteer opportunities. Parents will learn how to schedule conferences and about the importance of participation in decisions related to the education of their child. The Parent-Teacher-Student Compact will also be discussed as a way to share expectations. A bi-monthly school newsletter, Listserv and social media outlets will inform parents of any new information and remind them of information that has already been sent home. Copies of all these documents will be kept on file.

On August 9, 2018 we will hold an Orientation/Back-to-School-Bash. This will be an opportunity for the parents to meet their child's teacher, become familiar with the campus and receive general information from the school principal in a welcome presentation. This event is designed as a Meet and Greet. In addition to welcoming parents, teachers will be expected to collect parent contact information and to ensure they know the mode of transportation home for students, solicit Classroom Lead Parents and encourage parents to sign up to receive communication through Listserv, and our social media outlets.

The Annual Title I Parent Survey and Parent Feedback Forms will be used to help us determine the effectiveness of our communication at these meetings.

The following is a list of different ways we will inform parents of curriculum, assessments, meetings, student progress, proficiency levels, and Title I programs:

- FOCUS – Our New Student Information System
- Student Planners - daily basis
- Use of School and District Website
- Require parental signatures on forms that go home
- Teacher email addresses are given to parents to maintain an open line of communication.
- Grade level student promotion criteria brochures are provided by the district and disseminated at the Open House and can be found on the district website
- Grade level expectations and grading policies are provided by teachers

Curriculum and Assessment

Florida uses the Mathematics and Language Arts Florida Standards, the Next Generation Sunshine State Standards for Science, and Florida's most recent social studies standards. The standards outline what students in each grade should be able to do by the end of the school year. They form the basis for the curriculum and lessons that are taught and practice assignments given to students to complete. Leon County elementary schools use the following curriculum to teach the standards:

- Language Arts - [Reading Wonders](#) by McGraw Hill
- Mathematics - [Go Math!](#) by Houghton Mifflin Harcourt
- Science - [ScienceFusion](#) by Houghton Mifflin Harcourt
- Progress monitoring programs that are used are as follows:
 - iReady for Reading and Math (K – 5th)
 - Acaletics Math Program (3rd – 5th)
 - STAR Reading Program (K – 5th)

The Florida Standards Assessment (FSA) is designed to document students' mastery of the standards and is given in the spring of each year to 3rd, 4th, and 5th grade students. Important information regarding the FSA will be sent

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home to parents as it becomes available. Parents are given the following links and attachments on this page for the latest information published by the Florida Department of Education.

- [FSA Portal](#) - important FSA information for all stakeholders (students, parents, educators, etc.)
- [FLStandards.org](#) - explanation of the purpose of the new Florida Standards
- [CPALMS.org](#) - database of all the new standards with resources for teaching them
- [FSA Parent Presentation Video](#) – Additional information about the FSA from LCS

Feedback and Improvement

The school will offer parents the opportunity to provide feedback and suggestions for improving programs through the following methods:

- Completion of surveys following Title I events
- The annual Title I Survey
- Open door policy to meet with the school's principal
- School Advisory Council or PTO meeting agendas

Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families and how the school plans to share information related to school and parent/family programs, meetings, school reports and other activities in an understandable, uniform format and in languages that the parents/families can understand.

Response: A variety of parental involvement activities will be planned to ensure that each parent has ample opportunity to participate. Attempts will be made to ensure that some events and meetings will be hosted at the Orange Avenue Apt. Community Center in order to increase accessibility. Multiple sources will be used to communicate opportunities for parent involvement. To provide full access and opportunities for all English Limited Proficiency students, school reports, and information letters from the school and or district will be provided in the child's home language according to federal/state guidelines. Steps will be taken to ensure that parents of students with disabilities have access to school events and information.

Discretionary Activities (Optional)

Activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
2	Developing opportunities for community-based organizations and businesses, including faith-based organizations, in parental involvement activities	* Farm Share Distribution * New and Improved Parent Resource Center	* Parent and Family Engagement Committee * Parent Liaison and Admin.	Promote awareness and healthy resources for parents	Ongoing
3	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times.	* Implementation of Student-Led Conferences * Screening of the video "Resilience" prior to the Parent and Family Engagement Conference.	School Adm. And Parent Liaison	Increased parental involvement and awareness of child's achievement and success	Ongoing

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement 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) [Section 1116].

Count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Employment	Different meeting times and locations
2	Time of activities	Flexible meetings times
3	Lack of childcare	Provide childcare at the parent meetings
4	Lack of means for communication	share information in a variety of ways: notes home, newsletters, telephone calls, school marquee, list-serve, email, social media outlets, translated documents
5	Transportation	As Title I funding is available, parents will be offered the option of transportation to major events, e.g. Parent and Family Engagement Conference.
6	Disengaged / Lack of Connection	Specifically call attention to targeted groups in outreach efforts.

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 [Section 1116 (e)(3)].

Count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Pre-planning Week for Teachers	1	70	Improve academic achievement and regulation of social emotional skills in students
2	Conscious Discipline Year 1 Implementation * Pre Planning * Monthly PLC	4	45	Increase the capacity of students to self-regulate and focus on academic learning

Evidence of Input from Parents/family members

Evidence of parent input in the development of the plan. (SAC agenda, sign in sheets, minutes and other document with parent input).

Submit Parent and Family Engagement Plan with principal signature.

Parent-School Compact

Note: As a component of the school-level parent and family engagement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement [Section 1116(d)].

Submit Parent-School Compact with principal signature.

Evidence of Parents/family members in development of Parent-School Compact

Note: As a component of the school-level parent and family engagement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement [Section 1116(d)].

Evidence of parent input in the development of the compact.
