

2025 – 2026 Parent and Family Engagement Plan

Hartsfield Magnet School for International Studies

School

Meeting Date:	Approval Date:	Mid-Year Review:	End-of Year Review:

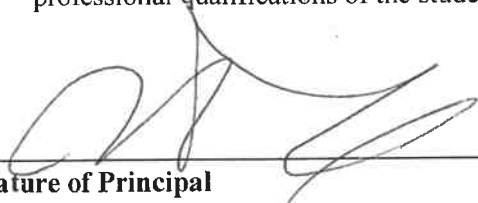
2025 – 2026 Parent and Family Engagement Plan

School Name	Hartsfield Magnet School for International Studies
LEA	Leon County Schools

I, **John T. Olson**, 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 outlined in Section 8101, ESEA; as amended by ESSA.
- Involve parents/families 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 and family engagement plan, distribute it to parents of participating children, and make available the parent involvement plan to the local community.
- Involve parents and family members in an organized, ongoing, and timely way, in the planning and review, of the school parent and family engagement plan.
- Use the findings of the parent and family engagement policy to review and design strategies for more effective family engagement, and to revise, if necessary, the school's parent and family engagement plan.
- 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 to the local educational agency.
- Provide to each parent an individualized student report about the performance of their child (ren) on the state assessment in ELA, Math and Science.
- Provide each parent timely notice when their child has been assigned or been taught for (4) four or more consecutive weeks by a teacher who has not completed the criteria for state certification.
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.


Signature of Principal

5/9/25
Date Signed

Mission Statement

Parent and Family Engagement: Mission Statement (Optional)

Response:

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.

Engagement 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 (SAC) 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 Parent Teacher Organization (PTO) which provides support to school programs and functions in the best interest of students and teachers.

In preparation for the upcoming school year, the SAC provides input into the development of the Parent and Family Engagement Plan at a SAC meeting held in the Spring of each year. In the meeting, the previous year's plan is reviewed and input for the upcoming year's plan is developed.

Additionally, 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 shortly after the start of school in the Fall of 2025. 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 PTO joins the school's efforts to engage parents and inform them of activities throughout the school year and electronic communications (FOCUS, school website and social media) are all outlets for informing parents and enlisting engagement.

The school will continue to 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 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 V [Section 1116].

Count	Program	Coordination
1	Early Childhood Programs	District Pre-Kindergarten Program and the Early Learning Coalition
2	Title IV, Part B 21st Century Program	Funds will be used to support academic achievement and enrichment activities.
3	Title II	District Staff Development Program
4		
5		
6		

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]. ***Include translated version of all documents.***

Steps	Annual Title I Meeting(s) Activities/Tasks	Person(s) Responsible	Timeline	Evidence of Effectiveness
A	Determine date for Annual Title I Meeting	Administration	August/ September 2025	
B	Prepare presentation, handouts, and agenda	Administration	August/ September 2025	Copy of: presentation, handout, agenda
C	Create notification informing families of the meeting (include translated versions)	Administration	August/ September 2025	Copy of: notification
D	Create sign-in sheet "Annual Title I Meeting" (include school name; date; location; time; parent/guardian's name; student name(s); phone number; email address; and role) and create evaluation	Administration	August/ September 2025	Copy of: sign in sheets, survey results
E	Distribute initial meeting notifications at least three (3) weeks prior to the meeting date	Administration Media Specialist Tech Con	At least three (3) weeks prior to the meeting	Copy of: notification, survey results

F	Distribute notices via various platform i.e. website; social media; marquee; Parent Portal; Remind, student agenda book	Administration Media Specialist Tech Con Teachers	One (1) week prior to the meeting	Copy of: notification, survey results
G	Conduct meeting and record minutes	Administration	August/ September 2025	Copy of: sign in sheets, agenda, minutes, survey results
H	Provide opportunities for feedback	Administration	August/ September 2025	Copy of: Parent Feedback forms, survey results
I	Complete and upload required documentation for compliance to SharePoint folder	Parent Liaison Compliance Contact	By September 30, 2025	Copy of: notification, agenda, minutes, sign in sheets, presentation, handout, survey results

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, Parent/Teacher Conference, Orientation, Open House, Curriculum Nights and Data and Dine Student-Led Conference Night. 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; one in the Fall 3:00 PM to 6:00 PM 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 and Zoom 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, 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.

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].

Family Capacity Building: Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Annual Title I Meeting	Administration	To inform and to help families understand school procedures, the purpose of Title I programs, how Title I funds support the school, and ways to support academic achievement	By September 30th	<ul style="list-style-type: none"> • Survey results • Attendance log • Agenda • Notification of Meeting
Parent Bootcamp	School Counselors, Teachers	To increase families understanding of how to access Parent Portal to monitor their child's academic progress, attendance, etc.	Fall 2025	<ul style="list-style-type: none"> • Parent Portal login reports • Survey results
Community and Schools	Administration, Instructional Coaches, Teachers	Parent and Family Engagement Outreach Events Outreach and Programming through the Family Resource Center	Fall 2025	<ul style="list-style-type: none"> • Survey results • Attendance log • Agenda • Notification of Meeting
Curriculum Nights	Administration, Instructional Coaches, Teachers	District Title I Program (School-based) HES will host Curriculum Nights to be held at HES or offsite in the community.	Fall 2025 Spring 2026	<ul style="list-style-type: none"> • Survey results • Attendance log • Agenda • Notification of Meeting
Data and Dine	Administration, Instructional Coaches, Teachers	HES will host Conference Night: Fall Edition	Fall 2025	<ul style="list-style-type: none"> • Survey results • Attendance log • Agenda • Notification of Meeting

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].

Staff Capacity Building: Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Annual Title I PFE Training	Administration, Parent Liaison, or Principal Designee	Staff will be equipped with strategies designed to foster, strengthen, and improve communication with families.	By September 30, 2025	<ul style="list-style-type: none"> • Parent survey results • School Climate survey results • Sample parent communication documents
Data Chats	Administration, Instructional Coaches, Teachers	Teachers will utilize data from assessments to prioritize student groupings, to inform instruction, and to communicate more effectively with parents	On-going	<ul style="list-style-type: none"> • Progress monitoring assessment results • Benchmark assessment results • School Climate Survey

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. Parents are invited to a face-to-face conference with their child's teacher in the fall.

Conscious Discipline: Parents will be provided with information about the implementation of the Conscious Discipline program that is 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 the Open House in September.

HES Family Resource Center: The Family Resource Center will have hours of operation during the school day. The FRC was designed with a focus on strengthening school/family relationships by providing education, empowerment, and engagement avenues for parents and families. Additional outreach efforts will include Career Source assistance for parents; The Florida Center for Reading Research quarterly workshops; and financial literacy workshops and other knowledge-building workshops.

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 provide 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:

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, 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.

In the Fall of **2025**, we will hold **Back-to-School Orientation**. 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 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 Student Information System
- 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.
- Teacher notification via the Remind App.
- 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 Benchmarks for Excellent Student Thinking (B.E.S.T.) standards for Math and Language Arts, 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 – SAAVAS Reading by McGraw Hill
- Mathematics - Go Math! by Houghton Mifflin Harcourt
- Science – Florida Science by Houghton Mifflin Harcourt
- Progress monitoring programs that are used are as follows:
 - iReady for Reading and Math (K – 5th)
 - Acaletics Math Program (2nd – 5th)
 - Acaletics Science Program (5th)
 - STAR Reading Program (K – 5th)
 - STAR Math Program (1st - 5th)
 - Reflex Math Fluency Program (K – 5th)
 - Lexia Core 5 (K – 5th)

The Florida Assessment of Student Thinking (F.A.S.T.) is a progress monitoring assessment used for reading and math that is administered three (3) times each year to track student progress.

- **F.A.S.T. Portal** – important F.A.S.T. information for all stakeholders (students, parents, educators, etc.)
- **FLStandards.org** – explanation of the purpose of the Florida Standards
- **CPALMS.org** – database of all standards with resources for teaching them

Feedback and Improvement

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

- The Fall and Spring Title I Parent and Family Engagement Survey
- Open door policy to meet with the school's principal
- School Advisory Council or Parent Teacher Organization agenda

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 in our neighborhood communities to increase access. 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 when needed 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)

The Parent and Family Engagement Plan includes the following discretionary activities that the District, in consultation with parents, chose to undertake to build parents' and families' capacity for engagement in the school and school system to support their children's academic achievement.

Count	Content/Type of Activity	Description of Implementation Strategy	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline
1	Developing opportunities for community-based organizations and businesses, including faith-based organizations, to support parental involvement activities.	*HES Family Resource Center *Presentation of how business can help support activities and volunteer their services.	Parent and Family Engagement Committee, Parent Liaison, and Administration	Promote awareness healthy foods and resources for parents	On-going
2	Allocating Title I budget to pay reasonable expenses associated with parental engagement Activities to enable parents to participate in school-related meetings and education sessions.	*Providing light refreshments *Providing childcare for parents	Administration and Parent Liaison	Increased parental involvement and awareness of child's achievement and increased student success	On-going
3	Ongoing partnerships with surrounding neighborhood associations (Indian Head, Woodland Drives. Meyers Park).	*Presentations, mentoring, and communications (newsletters with neighborhood associations)	Administration	Ongoing community partnership with surrounding neighborhoods; positive impact on students that are being mentored	On-going

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].

Barrier	Steps to Overcoming Barrier	Persons Responsible	Timeline
Scheduling	Flexible meetings times	Administration	On-going
Childcare	Provide childcare at the parent meetings	Administration	On-going
Communication	Share information in a variety of ways: notes home, newsletters, telephone calls, school marquee, list-serve, email, social media outlets, translated documents	Administration	On-going

Provide a description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency and parents/families of migratory children)? [Section 1116].

Response:

A variety of parental involvement activities will be planned to ensure that each parent has ample opportunity to participate. The school will offer a flexible number of parent meetings and events at a variety of times both during the day and in the evening. Childcare at events and meetings will be provided if possible.

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. The school will continue to provide a variety of outreach efforts.

Evaluation of the Previous School Year's Parent and Family Engagement Plan

Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1116]. **Include participation data on the Title I annual meeting.**

Count	Content and Activity Type	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Annual Title I Meeting	1	50	To inform and to help families understand school procedures, the purpose of Title I programs, how Title I funds support the school, and ways to support academic achievement

2	HMSIS Curriculum Night	1	108	Parents will learn strategies and best practices for working with their children at home.
3	Math Carnival	1	34	Parents will learn various math strategies that will better enable them to assist their child at home.
4	Data and Dine Conference Night	1	100	To engage families in their children's learning by having students lead conferences, and sharing their progress and data, while fostering a sense of community through a shared meal.

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 Activity Type	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Annual Title I PFE Training	1	50	Staff will be equipped with strategies designed to foster, strengthen, and improve communication with families.
2				
3				
4				

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 documents 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.