

# **Hamburg School District Family and Community Engagement District Plan**



**2020-2021 School Year  
Superintendent, Tracy Streeter  
District Parent Coordinator, Michelle Dunbar**

**Hamburg School District**  
**Family and Community Engagement, District Plan**  
**2020-2021 School Year**  
**Superintendent---Tracy Streeter**

**Schoolwide Title I**

**Parent Engagement Committee Members:**

Michelle Dunbar, Special Programs (District Parent Coordinator)

Tracy Streeter, Superintendent

Debbie Jackson, Board Member

Tricia Johnson, Allbritton Elementary Principal

Doretta Griffin, Equity/Compliance/504

Tim Outlaw, High School Principal

Sara Watson, Middle School Assistant Principal

Kelley Bozeman, Parent

Kendra Galloway, Parent

Larhonda Wooden, Parent

Jeanette Mondragon, Parent

Brandi Poole, Parent

Janet White, Teacher

Evan Owens, Teacher

**1: Jointly Developed Expectations and Objectives**

**Does the District Parent and Family Engagement Plan describe how the district will accomplish each of the required components?**

The Hamburg School District will create an environment of collaboration and learning by nurturing strong relationships with families and community to improve student reading achievement, as measured by growth in the number of families and community members who attend a meeting or training from year to year. Hamburg School District will make the district parent and family engagement plan available to the families and the local community by:

The plan was approved by the board on July 13, 2020 and sent to the state for review. We have also placed a copy of the plan on our District's website.

Signatures will be obtained from parents at the beginning of school stating receipt of the District's Family and Community Engagement plan. A summary of that plan is also placed in the student handbook.

Hamburg District Support Plan--

<https://docs.google.com/document/d/1Cq1Af9BkLdhzqKOfmm2fufCnQ8QHtO11Ot0ZcFsYHH0/edit?usp=sharing>

The District Support plan will be posted to the website which also includes the Ready for Learning Plan for all parents to access.

COVID-19 Clause: In the event there is a need for virtual learning and students are not present on campus, ALL materials will be made readily available to parents and students through our district's website, Facebook page, and/or paper copies and Google Classroom.

The Hamburg School District will encourage participation of staff in parent and family engagement trainings throughout the state where new strategies and activities will be discussed. Partnerships among school, parents, and the community will be fostered through policy and procedures to improve student achievement:

1. Develop district parental and family engagement committee to create a parent and family engagement plan and implement parent and family engagement activities as well as disseminate information to the community to promote parent and family engagement in the Title I, Part A schools. We will revisit the plan in October to update or make any revisions. We will revisit building plans as well.
2. Michelle Dunbar, Special Programs Coordinator, will conduct an annual meeting in the spring to update policy for next year's Title I, Part A program. This is done within our School Improvement plan and separately. Parent and family engagement is a part of our plan. Each building as well as the district starts reviewing surveys and looking at ways to improve the upcoming year. This will take place May 5, 2021.
3. Reserve a minimum of 1% of the Title I, Part A allocation for parent and family engagement, with 95% going to Title I, Part A schools. For the 2020-2021 school year, \$6000 has been budgeted for Parent and family engagement. This has been all allocated at the building level. Each building has priorities and actions for the spending of this money.
4. Coordinate parent and family engagement activities with those of other programs. We conduct transition activities with our pre-K program, First Step and HIPPIY. They visit our schools and learn what to expect once they become kindergarteners. We also host parent nights to educate parents concerning our reading and math programs. We conduct family science nights. Parents are invited to visit the libraries and encourage reading throughout the building. Mrs. Susan Smith will help with Early Childhood and Michelle Dunbar will oversee the entire district.
5. Establish parent and family engagement contact person at each of the Title I, Part A schools. Terri Riley--High School, Janet White---Middle School, Evan Owens---Noble Elementary and Ramona Sivils--- Allbritton Elementary, Brandi Poole---Portland, and Michelle Dunbar--- District
6. Conduct an annual review of the effectiveness of the parent and family engagement policy. Mr. John Spradlin is the data collecting person in Hamburg School District. He works with building principals, ACSIP chairpersons and parent and family engagement coordinators to collect data from various surveys given throughout the school year. Google surveys are created as well. This data is used in ACSIP with actions and priorities written as a result. When the parent and family engagement committee looks at the parent and family engagement plan and revisions are made, those changes are made based on the results of this

data. This starts taking place as early as September and continues throughout the summer as the updating process is continuous.

7. Ensure that parents of children with disabilities or Limited English Proficiency have the same access as other parents including information in a language and form they can understand. All material for parents is being made available in Spanish. There are people appointed in each building that is working to make that happen. Our Migrant worker, Lucy Hernandez also is checking on this as she monitors each building.

## **2: Building Staff Capacity through Training and Technical Assistance**

### **Does the District Parent and Family Engagement Plan describe how the district will accomplish each of the required components?**

COVID-19 Clause: In the event there is a need for virtual learning and students are not present on campus, ALL materials will be made readily available to parents and students through our school's website, Facebook page, and/or paper copies.

Administrators and teachers will meet the professional development requirements of parent engagement training listed by the state's rotation model. Teachers will obtain two hours and administrators will obtain three hours. Documentation will be turned in at the district office.

1. Funds will be allotted to each building for parent and family engagement activities. The District will pay a parent facilitator in each building to coordinate parent activities. Technical assistance and other support will be provided from Central Office when requested or needed and will include:
  - Conduct ongoing site visits to observe parent and family engagement practices. Michelle Dunbar will regularly attend Parent Teacher conferences. She will observe and give feedback to each building administrator. Parent events such as PIE Meetings, PTO Meetings will be observed. Ballgames and other events that parents are invited to participate in will be readily observed by Michelle Dunbar.
  - Provide materials and training not otherwise available to assist parents in supporting their child's academic achievement. Parents are strongly encouraged to get involved in their child's academic life. Schools have to implement into their parent and family engagement plans ways they support parents in the process of helping their child academically.
  - Enhance the awareness and skills of teachers, pupil service personnel, principals, and staff in reaching out to, communicating with, and working with parents as equal partners. Teachers are encouraged to do this through training under parent and family engagement. It is also a part of their evaluation model. Domain 4 addresses working with parents and community. Teachers are evaluated and trained in this model. All teachers in Hamburg School District were trained in all four Domains and will be evaluated in these domains this school year.

- Ensure, to the extent possible, that information is sent home in a language and form parents can understand. All material for parents is being made available in Spanish. There are people appointed in each building that is working to make this happen. Our Migrant worker, Lucy Hernandez also checks on this as she monitors each building.
- Provide information on adult literacy training available in the community. Hamburg has an Adult Literacy Program referred to as Adult ED. This is where people can attend to get their GED and other elements of learning.
- Provide a copy of the school policy at each school for parents to view as well as provide a copy to each parent. This is in the handbook as well.
- Michelle Dunbar, Special Programs Coordinator, will monitor each Title I, Part A school to ensure that each school performs the following tasks:
  - Develop parent and family engagement policy. ---this has been done in each building and through Indistar.
  - Offer flexible meeting times. ---Our teachers throughout the district all have scheduled prep times that can be used for meeting with parents. However, they are also required to be flexible to accommodate the schedule of parents.
  - Provide information to parents about the school's program, include parent information guide. Teachers are also required to share the curriculum with parents and how that curriculum is carried out through the classrooms.
  - Develop and use the School-Parent 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 the state's high academic standards. All stakeholders will sign the compact at the beginning of the school year.
  - Provide training for parents in working with their child to improve academic achievement, to include training on the phone notification system in order to have real-time access to their child's attendance and achievement. Parents are offered to attend academic meetings periodically throughout the school year. Due to COVID-19, parents will be trained on how to use Google in order to better communicate with the school and assist their children when at home.

2. Reinforce parenting skills to support the acquisition of academic skills and their application in real-life situations for parent use.

3. Encourage parents to visit/volunteer at school by assisting staff in developing volunteer opportunities as well as training staff to encourage and build volunteer efforts.

4. Encourage parent participation through innovative scheduling of activities through strategies such as holding meetings at a variety of times, such as morning and evening, in order to maximize the opportunities for parents to participate in school-related activities.

5. Coordinate and integrate parent and family engagement strategies and staff training with the Readiness Coalition Committee.

6. Convene annual school meeting to inform parents of their school's participation in the development of the parent and family engagement policy and their right to be involved. This is happening at least two times a year in the spring and in the fall. It is also happening through our school improvement teams as an ongoing process.

### **3: Building Parent Capacity**

#### **Does the District Parent and Family Engagement Plan describe how the district will accomplish each of the required components?**

COVID-19 Clause: In the event there is a need for virtual learning and students are not present on campus, ALL materials will be made readily available to parents and students through our district's website, Facebook page, and/or paper copies

The District will seek to build the schools' capacity for strong parent and family engagement by the following activities:

1. Provide information to participating parents in such areas as national, state, and local education goals, including parents' rights as defined in Title I, Part A. This meeting will take place with a meeting at Central Office. This information was also sent to each building to share with parents at Parent/Teacher Conferences and other parent meetings. There is also our annual Report to the Public on October 12, 2020.
2. Assist in the development of parent engagement groups at each school. Michelle Dunbar has worked with each campus and will continue to work with each campus through ACSIP and Parent and family engagement to increase the support of parent and family engagement. The push to make sure parents are involved in all aspects of committees is a priority at the time.
3. Encourage the formation of partnerships between schools and local businesses that includes roles for parents. Stakeholders are invited to all meetings of school improvement. The Hamburg School Foundation is helping us bridge this gap. We have teamed up with them to help provide teachers grants and support.
4. Provide resources for parents to learn about child development, child rearing practices, and academic strategies that are designed to help parents become full partners in the education of their child. The Parent Center set up at Noble for the district is full of resources and people that can help parents with skills they want to learn to help their child. The high school has recreated their center. Our hope is to attract more secondary parents into our schools.
5. Involve parents through an annual survey to improve school effectiveness. This is happening multiple times a year as required and needed to support overall school improvement.
6. Approve reasonable and necessary expenses associated with parent and family engagement activities. These expenses are automatically approved through ACSIP. Michelle Dunbar is the person that approves this spending along with actions and priorities. All spending follows the Title I-A requirements for the parent and family engagement money.

## **4: Reservation and Evaluation**

### **Does the District Parent and Family Engagement Plan describe how the district will accomplish each of the required components?**

The Hamburg School District will reserve a minimum of 1% of the Title I, Part A allocation for parent and family engagement, with 95% going to Title I, Part A schools. For the 2020-2021 school year, \$6000 has been budgeted for Family and Community engagement activities. This has been all allocated at the building and district level. Each building has priorities and actions for the spending of this money.

Hamburg School District will conduct evaluation of content and effectiveness of the Parent and family engagement Policy as it relates to strategies for increasing parental participation and identifying barriers to greater participation by:

1. Survey parents annually, including questions to identify barriers to parent and family engagement. This is done at least two times a year through the school improvement process. This data is disseminated by John Spradlin, our school improvement coordinator and the information is given to each building and district to make adjustments as needed.
2. Provide an opportunity for the parents to assist in the development of the evaluation procedures, including analysis of data collected. Parents are invited to serve on committees for ACSIP. This gives them the opportunity to provide input into the complete school improvement model and data that correlates with that.
3. Develop procedures for collecting parent participation documentation through sign-in lists for workshops, meetings, and conferences; schedules; brochures; meeting notes; and other means as appropriate throughout the school year. We also have ESC works we use to hold our Professional Development data. Someone at each building collects sign-in sheets for ACSIP Meetings and Michelle Dunbar collects them at the district level.
4. Use findings from evaluation process to improve the way we are doing things.
5. Make recommendations to each participating school for parent and family engagement policy revision. The parent and family engagement plan is viewed at the District level by Michelle Dunbar and the process that is used for ACSIP is basically the same process followed. Each building works on their plan and it is submitted to the district person then the district person submits the district plan to the state.
6. Provide suggestions for designing school improvement policies, as they relate to parent and family engagement. This is done annually. Parent Engagement is a part of School Improvement. It is a committee within itself. Suggestions are made and put in place each year. These suggestions are found in each building's School Improvement plan.
7. Develop and disseminate an annual parent activity evaluation report to share with parents, staff and the community. The building Parent and Family Engagement Coordinators are also responsible for collecting this data.

All school plans were sent to District Coordinator for review. The coordinator sent plans back for revisions through Indistar. School facilitators made revisions and after approval by District Coordinator, submitted their school's plan

## **5: Coordination**

**Does the District Parent and Family Engagement Plan describes how the district will accomplish each of the required components?**

1. Parents will be recruited to serve on each building's School Improvement committees. They will offer input to each building on ways to improve instruction and work collaboratively. There will also be parents that serve on the district plan to help with the planning of school improvement. Sign-In sheets validate this at each building. We also have parents that serve at the district level, along with stakeholders. These meetings are held in the spring and fall. Building checks are done at mid-year to just visit where each building is in the school improvement process.
2. The Special Programs Coordinator will recruit parents to serve on the district Parent Advisory Committee. This committee will offer input to the district on ways to improve in several different areas. This District Committee will meet for the first time this year on September 17, 2020. They will meet again in the spring to revise the plan based on the school year, data and needs of the district and each building. However, there have been meetings at the buildings before this district meeting.
3. Surveys will be given to parents at the beginning of the school year and at the end of the school year. Partnerships will continue to be built throughout the community in each building as well as at the Central Office.