

Harrisburg School District Parent and Family Engagement Plan 2020-2021

District Name:	Harrisburg School District
Coordinator Name:	Julie Isbell, Federal Programs Director
Plan Review/Revision Date:	7/31/2020
District Level Reviewer, Title	Chris Ferrell, Superintendent

Committee Members, Role:

First Name	Last Name	Position
Katie	Dale	Parent Facilitator at Harrisburg Elementary School
Chris	Hicks	Parent Facilitator at Weiner Elementary School
Karla	Garrison	Parent Facilitator at Harrisburg Middle School
Brooklynne	Rapert	Parent Facilitator at Harrisburg College and Career Prep School

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?

- Involve parents in the development of the district parent and family engagement plan, the schoolwide program plan, and support and improvement plans - Conduct an annual meeting in the spring to update policy for next year's Title I, Part A program. (May, 2021) Julie Isbell, Federal Program Coordinator, 8705782416) Develop and disseminate district parent and family engagement plan. (Julie Isbell, Federal Program Coordinator, 8705782416, Parent Facilitators Katie Dale 8705782413, Karla Garrison 8705782410, Brooklynne Rapert 8705782417, and Chris Hicks 8706842252 Oct 2020)
- Establish expectations and objectives for meaningful involvement, reflecting the specific needs of students and families - Establish parent and family engagement contact person at

each of the Title I, Part A schools. (Parent Facilitators Katie Dale 8705782413, Karla Garrison 8705782410, Brooklynne Rapert 8705782417, and Chris Hicks 8706842252) Conduct an annual review of the effectiveness of the parent and family engagement policy. (Parent Facilitators Julie Isbell 8705782416, Katie Dale 8705782413, Karla Garrison 8705782410, Brooklynne Rapert 8705782417, and Chris Hicks 8706842252, May, 2021) Coordinate parent and family engagement activities with those of other programs. Playschool Daycare and an ABC Program are operated in Harrisburg. Parent and family engagement activities will be coordinated with those specific per school programs in our district. (Julie Isbell, Federal Program Coordinator, 8705782416; Parent Facilitators Katie Dale 8705782413, Karla Garrison 8705782410, Brooklynne Rapert 8705782417, and Chris Hicks 8706842252)

- Make the district parent and family engagement plan available to the families and the local community
 - ✓ File with the Department of Education by August 1
 - ✓ Place a copy on the district website by August 1
 - ✓ Place a parent-friendly summary/explanation of the parent and family engagement plan online and as a supplement to the student handbook
 - Obtain signatures from each parent acknowledging receipt of the parent and family engagement plan summary
- Involve parents and families in the decisions regarding how funds reserved for parent and family engagement are allotted for activities - we do not receive a Title I allocation greater than \$500,000.
- Involve parents and families meaningfully in the evaluation, and update, at least annually, of the district parent and family engagement plan - Conduct an annual meeting in the spring to update policy for next year's Title I, Part A program. (May, 2021) Julie Isbell, Federal Program Coordinator, 8705782416)
- Ensure adequate representation of parents and families of participating children in the process -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. (Crissie Parks, LEA and Julie Isbell, Federal Program Coordinator, 8705782416) Each school within the district will include parents on a building level committee who will participate in the school review and improvement process. (Building Principals Suzanne, HES Principal 8705782413, Cindy Armstrong, HMS Principal 8705782410, Jay Murphree, HHS Principal 8705782417, Pam Hogue, WES Principal 8706842252)
- Incorporate the parent and family engagement plan into the schoolwide plan

- Submit to the State the comments from parents who deem the schoolwide plan unsatisfactory

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?

- Ensure professional development requirements are met for teachers and administrators
 - 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. (Julie Isbell, Federal Program Coordinator, 8705782416, Building Principals Suzanne Proctor, HES Principal 8705782413, Cindy Armstrong, HMS Principal 8705782410, Jay Murphree, HCCPS Principal 8705782417, Pam Hogue, WES Principal 8706842252 August, 2020)
- Provide coordination, technical assistance, and other support to schools in
 - ✓ jointly-developing school parent and family engagement plans
 - ✓ implementing effective parent and family involvement activities
 - ✓ jointly-developing school-parent compacts

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. (Building Principals Suzanne Proctor 8705782413, Cindy Armstrong 8705782410, Jay Murphree 8705782417, Pam Hogue 8706842252, throughout the school year) Encourage parent participation through innovative scheduling of activities through strategies such as holding meetings at a variety of times (morning and evening), in order to maximize the opportunities for parents to participate in school related activities. (Building Principals Suzanne Proctor 8705782413, Cindy Armstrong 8705782410, Jay Murphree 8705782417, Pam Hogue 8706842252, throughout the school year)

- Train teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in:
 - ✓ the value and utility of contributions of parents
 - ✓ how to reach out to, communicate with, and work with parents as equal partners
 - ✓ how to implement and coordinate parent programs
 - ✓ how to build ties between parents and the school

Monitor each Title I, Part A School to ensure that each school performs the following tasks: (Julie Isbell, Federal Program Coordinator, 8705782416 ongoing) Develop parent and family

engagement plan. Offer flexible meeting times. Provide information to parents about the school's program, including a parent information guide. Develop and use the SchoolParent Compact. 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. (Building Principals Suzanne Proctor 8705782413, Cindy Armstrong 8705782410, Jay Murphree 8705782417, Pam Hogue 8706842252; Parent Facilitators Julie Isbell 8705782416, Katie Dale 8705782413, Karla Garrison 8705782410, Brooklynne Rapert 8705782417, and Chris Hicks 8706842252)

Involve parents through an annual survey to improve school effectiveness. (Parent Facilitators Katie Dale 8705782413, Karla Garrison 8705782410, Brooklynne Rapert 8705782417, and Chris Hicks 8706842252)

- May include meaningful consultation with families and/or community - Convene annual school meetings to inform parents of their school's participation in the development of the parent and family engagement plan and their right to be involved. (Julie Isbell, Federal Program Coordinator, 8705782416, Katie Dale 8705782413, Karla Garrison 8705782410, Brooklynne Rapert 8705782417, and Chris Hicks 8706842252)

- Provide training at least annually for volunteers - Provide materials and training not otherwise available to assist parents in supporting their child's academic achievement. (Julie Isbell, Federal Program Coordinator, 8705782416, Building Principals Suzanne Proctor, HES Principal 8705782413, Cindy Armstrong, HMS Principal 8705782410, Jay Murphree, HHS Principal 8705782417, Pam Hogue, WES Principal 8706842252)

- Place a parent-friendly summary of the (district) parent and Family engagement plan as a supplement to the student handbook - Provide a copy of the school policy at each school for parents to view as well as provide a copy online. (Building Principals Suzanne Proctor 8705782413, Cindy Armstrong 8705782410, Jay Murphree 8705782417, Pam Hogue 8706842252)

- ✓ Obtain signatures from each parent acknowledging receipt of the parent and family engagement plan

- Ensure information is sent in a language and format parents and families can understand - to the extent possible, that information is sent home in a language and form parents can understand. (Julie Isbell, Federal Program Coordinator, 8705782416, Building Principals Suzanne Proctor, HES Principal 8705782413, Cindy Armstrong, HMS Principal 8705782410, Jay Murphree, HHS Principal 8705782417, Pam Hogue, WES Principal 8706842252)

3: Building Parent Capacity

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

- Provide assistance to parents, as appropriate, in understanding
 - ✓ the challenging State academic standards
 - ✓ State and local academic assessments
 - ✓ the requirements of Title I, Part A
 - ✓ how to monitor a child's progress and work with educators to improve the achievement of their children

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. (Julie Isbell, Federal Program Coordinator 8705782416; Building Principals Suzanne Proctor, HES Principal 8705782413, Cindy Armstrong, HMS Principal 8705782410, Jay Murphree, HHS Principal 8705782417, Pam Hogue, WES Principal 8706842252) Assist in the development of parent engagement groups at each school. (Parent Facilitators Katie Dale 8705782413, Karla Garrison 8705782410, Brooklynne Rapert 8705782417, and Chris Hicks 8706842252)

- Provide materials and training to help parents to work with their children to improve their children's achievement
 - ✓ such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement

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. (Parent Facilitators Katie Dale 8705782413, Karla Garrison 8705782410, Brooklynne Rapert 8705782417, and Chris Hicks 8706842252)

- Provide such other reasonable support for parental involvement activities under this section as parents may request
- Describe how each discretionary item your district and parents chose will be implemented

Encourage the formation of partnerships between schools and local businesses that includes roles for parents. (Teachers, staff)

4: Reservation and Evaluation

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

- Reserve at least 1 percent of district allocation under Title I, Part A
 - ✓ Does not apply if the district receives an allocation less than \$500,000
 - ✓ Ensure a minimum of 90% of that 1% goes to schools, with priority given to high-need schools

Harrisburg School District does not receive more than \$500,000 in Title I funds.

- Ensure parents and families are involved in the decisions regarding how funds reserved for parent and family engagement are allotted for parental involvement activities
- Ensure the funded activities and strategies are consistent with the district parent and family engagement policy

Approve reasonable and necessary expenses associated with parent and family engagement activities. (Julie Isbell, Federal Program Coordinator, 8705782416; Building Principals Suzanne Proctor, HES Principal 8705782413, Cindy Armstrong, HMS Principal 8705782410, Jay Murphree, HHS Principal 8705782417, Pam Hogue, WES Principal 8706842252 as needed) Provide any reasonable support for parent and family engagement at the request of participating Title I, Part A schools. (Julie Isbell, Federal Program Coordinator, 8705782416 as needed)

- Conduct an annual evaluation identifying
 - ✓ barriers
 - ✓ needs
 - ✓ strategies

Survey parents annually, including questions to identify barriers to parent and family engagement (Parent Facilitators Katie Dale 8705782413, Karla Garrison 8705782410, Brooklynne Rapert 8705782417, Chris Hicks 8706842250 and Julie Isbell, Federal Program Coordinator 8705782416)

Provide an opportunity for the parents to assist in the development of the evaluation procedures, including analysis of data collected. (Parent Facilitators Katie Dale 8705782413, Karla Garrison 8705782410, Brooklynne Rapert 8705782417, Chris Hicks 8706842250 and Julie Isbell, Federal Program Coordinator 8705782416)

Develop procedures for collecting parent participation documentation through sign-in lists for workshops, meetings, and conferences; schedules; brochures; meeting note. Katie Dale

8705782413, Karla Garrison 8705782410, Brooklynne Rapert 8705782417, and Chris Hicks 8706842252 (ongoing)

- Use the findings from the evaluation to design evidence-based strategies for more effective parental involvement

Use findings from the evaluation process to: Make recommendations to each participating school for parent and family engagement policy revision. Provide suggestions for designing school improvement policies, as they relate to parent and family engagement. (Julie Price, Federal Program Coordinator 8705782416) Develop and disseminate an annual parent activity evaluation report to share with parents, staff and the community at Annual Title I meetings. (Parent Facilitators Katie Dale 8705782413, Karla Garrison 8705782410, Brooklynne Rapert 8705782417, Chris Hicks 8706842252, and Julie Isbell, Federal Programs 8705782416)

- Review and approve the plan for each school - (Julie Isbell, Federal Programs)
- Review and update the district plan annually by August 1

(Julie Isbell, Federal Programs; Parent Facilitators Katie Dale 8705782413, Karla Garrison 8705782410, Brooklynne Rapert 8705782417, Chris Hicks 8706842252)

5: Coordination

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

- Coordinate and integrate programs and activities with other Federal, State, and local programs
- Conduct other activities, such as parent resource centers, that encourage and support parents

Recruit parents to serve on the District Federal Programs Committee to develop the Title I Application. In order to recruit parents to serve on the District Federal Programs Committee to help develop the Title I Application, parent survey forms are developed by the district, asking parents to indicate whether they would like to serve on the District Federal Programs Committee. These survey forms are used by building principals and Federal Coordinator. Building principals and/or Federal Program Coordinator will contact those parents who indicated an interest in serving on this committee. (Building Principals Suzanne Proctor, HES Principal 8705782413, Cindy Armstrong, HMS Principal 8705782410, Jay Murphree, HHS Principal 8705782417, Pam Hogue, WES Principal 8706842252, and Julie Isbell, Federal Coordinator 8705782416)