



FULL-SERVICE COMMUNITY SCHOOL PLAN

2017 Full-Service Community Schools (FSCS)
School District – St. Paul Public Schools #625
School Building – Hamline Elementary

INSTRUCTIONS

According to the 2016 Minnesota Statutes, the school leadership team at each school site must develop a Full-Service Community School (FSCS) Plan detailing the steps the school leadership team will take to implement FSCS programs. The FSCS Plan must meet the requirements described in the [2016 Minnesota Statutes 124D.231 subdivision 2 sections g and h](#). You may use this form, which addresses all of the required elements, or you may create your own FSCS Plan template that includes all of the required elements.

A. School Leadership Team

- 1) *Please describe how the school will ensure the consistent operation of the school leadership team and ongoing monitoring of the development and implementation of the full-service community school operations and programming at the school site.*

Hamline Elementary School will ensure the consistent operation of the school leadership team and ongoing monitoring of the development and implementation of the full-service community school operations and site programming by: continuing to meet twice a month to review the plan in conjunction with current and future programming; continuing to connect with families to get feedback on the effectiveness of programming and resources provided through focus groups, PTA meetings and maintaining an open door serving as a platform for parents to provide feedback and suggestions on what is needed; monitoring effectiveness through surveys, event exit slips and etc.; and by continuing to meet with the Hamline's Leadership Grant Team which consists of parents, community members, staff, school administration and the grant site coordinator on a monthly basis. ***Please see supporting material and documentation provided as to note the ways that we connect with the team and to ensure that we are adhering to our plan.***

- 2) *Please describe the plan for school leadership team development.*

Hamline Elementary School's Grant Leadership Team presently consist of parents, school administration, teachers; school mental health professions; community partners; several representatives from the district research & evaluation team; representatives from SPPS grant office; and the designated site coordinator. The team has already contacted persons currently serving on the grant team requesting for their support in the upcoming SY 17 18. The outreach to team members has come electronically and verbally. Prior to the SY 17 18, Hamline's administration point person and grant site coordinator will reach out again to current members

asking about their participation and extend an invitation for membership to those suggested by current members.

The team will continue to meet once a month and have a working group meeting every month as well to make sure that the school is in compliance with maintaining the objectives and programming that aid students, families and staff in exceling holistically.

3) *Please describe how the school will inform parents and community members of the school leadership team meetings, agendas, meeting minutes, and annual reports.*

Hamline Elementary School informs parents and community members of the leadership team of meetings, agendas, meeting minutes and annuals reports by: sending the information via email; uploading documentation in a designated Google Document Folder which members have full access; as well as sending out weekly correspondences (newsletters, flyers and text messages) keeping members abreast of various events happenings so that they have a good handle on the pulse of our school; and maintaining the school website so that information is up-to-date and well organized so that persons will be able to access the information needed. ***Please refer to supporting material and documentation.***

B. Community Stakeholders

4) *Please describe how the leadership team will ensure and document meaningful and sustained collaboration between the school and community stakeholders, including local governmental units, civic engagement organizations, businesses, and social service providers.*

Hamline’s Grant Leadership will ensure and document meaningful and sustained collaboration between the school and community stakeholders, including local governmental units, civic engagement organizations, businesses and social service providers through the following methods:

- Maintaining open communication by using various platforms (email, google doc, weekly newsletters, hard copies of documents, face-to-face meetings, conference calls, district approved social media alerts, blackboard communication forums, and etc.) to keep aforementioned persons aware of current and future happenings by making meeting minutes, meeting dates and times, and grant plan as well as meeting outcomes readily accessible and available
- Attending community and district forums, functions that allows for persons in the Hamline Midway Community and beyond to be aware of the purpose of being a full-service community school which is to remove the barriers and provide access to needed resources, targeted to our families’ needs—cultivating a path to equity and excellence. Additionally, resources and venues needed to help met the
- Maintaining a standard of providing opportunities for feedback/suggestions when programming takes place, as well as when partnerships connections are solidified.
- Connecting with organizations and community members that are in alignment to meeting the goals of our full-service plan which is to:
 - Increase student and family access according to their identified needs to resources and services provided by community partners

- Increase parent engagement by creating a needs based parent room and providing resources and supports as needed

5) *Please describe the plan for establishing and maintaining partnerships with institutions, such as universities, hospitals, museums, or not-for-profit community organizations to further the development and implementation of community school programming.*

Hamline Elementary School’s plan for establishing and maintaining partnerships with institutions, such as universities, hospitals, museums or not-for-profit community organizations to further the development and implementation of community school programming through the following ways:

- Designating a site grant coordinator whose job function is centered around ensuring that Hamline is in compliance with defined grant objectives, goals and needs based assessment check points. The site coordinator primary function will be to maintain and acquire viable partnerships, present to the staff in meetings as to ensure that all are onboard with their role of helping students, families to excel holistically; and meet regularly with current and prospective partners. Documentation of these meetings and interactions will be maintained on an action register log that will be updated regularly and accessible to all those on the grant leadership team as to have a system of checks and balances in place to ensure that specified standards are upheld, maintained.
- Ensure that the family liaison serves on the grant team providing input as to the needs and services that our family have identified; thus, helping to monitor the effectiveness of programming as to meeting the needs of Hamline families
- Work with the Hamline-to-Hamline Partner Liaison in helping to maintain solid enriching programming with our partners in higher education (Hamline University) and allowing the focus to be solely on this method of connection only as to ensure that Hamline students have a full partnership where they regularly go to the college campus and obtain academic parings that are beneficial to their academic & educational journey
- Maintaining a standard of providing opportunities for feedback/suggestions when programming takes place, as well as when partnerships connections are solidified

C. Services and Programming

6) *Programming Types*

Please select at least two of the following types of programming that your school site will implement and that are designed to align community assets and meet the school and community needs identified in your baseline analysis.

To select a program type:

1. *Double click on the check box in front of the appropriate program type.*
2. *A pop up window will appear.*
3. *Change the default value to “Checked.”*

Academic

Academic support and enrichment activities, including expanded learning time

- Summer or after-school enrichment and learning experiences
- Job training, internship opportunities, and career counseling services
- Programs that provide assistance to students who have been truant, suspended, or expelled
- Specialized instructional support services

Community Involvement

- Adult education, including instruction in English as a second language
- Service and service-learning opportunities
- Homeless prevention services

Early Childhood

- Early Childhood Education
- Child Care Services

Mental and Physical Health

- Mentoring and other youth development programs, including peer mentoring and conflict mediation
- Juvenile crime prevention and rehabilitation programs
- Home visitation services by teachers and other professionals
- Developmentally appropriate physical education
- Nutrition services
- Primary health and dental care
- Mental health counseling services

Parental Involvement

- Programs that promote parental involvement and family literacy
- Parent leadership development activities
- Parenting education activities

Positive Discipline Practices

- Positive discipline practices programming

Other programming type, please describe

- Insert description here:

7) *Please describe each of the FSCS programs that you will offer. For each program, please include the:*

- targeted audience
- need(s) identified in the baseline analysis that the program will address
- community partners
- location, time(s) and frequency the program will be offered

The Purpose:

The hope and goal of designing a full-service community school is to remove barriers and provide access to needed resources, targeted to our families’ needs—cultivating a path to equity and excellence.

Goal One: Increase students and family access according to their identified needs to resources and services provided by community partners.

Goal Two: Increase parent engagement by creating a needs based parent resource room and providing resources and supports as needed.

Partner: Hamline University

Building and strengthening the collaborative community through relationships, shared learning and cultural diversity

In 1991, the collaboration between Hamline University and Hamline Elementary officially became the first university-elementary partnership of its kind in the country. This partnership helps enhance learning for students on both sides of Snelling Avenue. Students, staff and faculty from bot campuses work together throughout the learning process to enhance instruction and programming opportunities.

- More than 70 Hamline University students tutor in our classrooms and with individual students on a daily basis
- Academic and athletic pairings at each grade level
 - o Mock Trial with the Law School
 - o Music Partnerships
 - o Theatre Performance and Stage Visit
 - o Music Partnerships
 - o Monthly Swimming Lessons
 - o Service Learning Projects
 - o Gardening
- Hand in Hand Mentoring Program
 - o More than 40 Hamline University students visit weekly
- The Snelling Connection
 - o A newspaper published by elementary and university student editors
 - o Attend a Young Writers Conference at Bethel University every year to connect with other aspiring writers
- Hamline Elementary students are eligible for Hamline University Scholarship

Targeted Audience	Needs identified	Location	Time	Frequency
Students/Families	Academic Support Tutoring Art Service Learning	Hamline Elementary Hamline University	9am – 2:30pm	Daily

Partner: Hamline Church

This partnership was formed in February of 2017. Hamline Church has opened her doors to Hamline Elementary by allowing use of her facilities and resources. Through this partnership, students are able to give back and a regard for humanity is being continually fostered through this connection.

- Third Grade students third graders at Hamline Elementary will use the Community Bread Oven
 - o Students will gather wood for the fire
 - o Learn the history of the bread oven and how they were used in previous centuries

- Students will learn how to work together and the process of making and preparing bread
- These baking endeavors will be documented by SPPS PR Team
- Students will help prepare bread for the “seasoned (elderly)” neighbors in the Hamline Midway Neighborhood
- Students will also help to prepare a “Thank You” meal for Hamline University students at the end of the semester

Targeted Audience	Needs identified	Location	Time	Frequency
Students/Families	Service Learning	Hamline Elementary Hamline Church	TBA, Depends on Classroom Schedule	Varies Per Event

Hamline Midway Coalition

Hamline Midway Coalition (HMC) is an action-oriented neighborhood organization that develops and supports initiatives in Community Building, Transportation, Economic Vitality, Sustainability, Neighborhood Identity and more. HMC also coordinates participation in public policy decision-making and provides high-quality information to the community on matters of public interest.

Our partnership with the HMC has opened doors for securing needed resources and more connections to adequately address the needs and concerns of our families

- HMC regularly provides information concerning Hamline University and the connections being made so that Hamline Midway Neighbors and organizations can plug into the work that we are doing
- Responsible for leading the initiative to get a crosswalk/traffic light installed so that Hamline Elementary & Hamline University students will be able to be safe when crossing Snelling Avenue
- Responsible for helping Hamline Elementary to get a chair/mini dental office established for next school year, in addition to a Health & Wellness Dental Campaign established at Hamline Elementary
- Connecting Hamline Elementary with Neighborhood Works so that families can get help with purchasing homes and rental assistance as well
- Promoting Hamline Elementary by inviting the school leadership team to present to partners and other organizations that HMC is connected with so that our work can be even more supported by community persons, groups and businesses
- Providing consultation concerning the full grant initiatives so that we will have needed direction and sustainability to continue developing into a successful full service community school

Targeted Audience	Needs identified	Location	Time	Frequency
Students/Families Staff	Academic Support Academic Enrichment Food/Personal Supplies Housing Resources	Hamline Elementary	9am – 2:30pm	Meets face-to-face twice (or more) a month & assists with every school event

	Employment Resources			
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Partner: Hamline Midway Elders

This partnership was formed in February of 2017. The Hamline Midway Elders are our partners in *Reading Buddies*, an intergeneration reading program that takes place the last Wednesday of every month with third graders from 10:45am – 11:30am.

- Third graders social skills are being cultivated by connecting with persons who are much older than they are
- Reading skills are being honed as the third graders are reading to the elders
- Students feel as sense of responsibility and leadership as they have to honor their commitment to reading
- Students are learning to share their talent, time and resources with our seasoned neighborhoods, thus developing a deeper respect and reverence for the elderly

Targeted Audience	Needs Identified	Location	Time	Frequency
Third Grade Students & Families of these students	Service Learning Reading	Hamline Elementary	10:45am – 11:30am	Every 3 rd Wednesday

Partner: Hancock Recreation Center

Hancock Recreation Center offers educational programs, after school activities, open gym, tot time, family events, athletics, field rentals, rental space for parties, meetings, and events, and much more.

- After School Programming for families
- Monthly BBQs for Hamline families and Hamline Midway Community Members
- Providing meeting spaces and avenues for parent groups and community members to connect
- Expanding programming by diversifying offerings, appealing to the whole family
- Serving as an outlet for community persons and families by hosting information meetings to connect various community groups
- Connecting with Hamline Elementary to partner and create community events which hosts resource fairs and a student showcase

Targeted Audience	Needs Identified	Location	Time	Frequency
Students, Families & Staff	After School Field Trips Service Learning Tutoring Arts & Crafts Parent Meet-ups Community Meeting Space	Hamline Elementary School Hancock Rec Center	3:00pm – 6:00pm Varies, depending on event	Daily Varies, depending on event

Partner: Central Baptist Church After/Summer Programs

This partnership was reignited in February of 2017. Central Baptist Church is our partner in providing after school tutoring services (including transportation & snacks at no charge) to our students. This takes place Monday through Friday.

- Parents can sign their students up at no charge
- Students receive transportation from school to the site
- Tutoring and homework help is provided
- Snacks are provided
- Art & Crafts Workshops are provided

Targeted Audience	Needs Identified	Location	Time	Frequency
Students, Families	After School Homework Help Arts & Crafts Parent Meet-ups	Central Baptist Church	3:00pm – 6:00pm	Daily

Partner: Hamline Parent Teacher Association

This partnership has been ongoing since the opening of the school. Our parents have an active role on our school leadership team as well as a good pulse on community happenings. They are EXTREMELY valuable to the school community. Hamline Elementary is able to make the connections it has through the support and input from our parents!

- PTA meets every 2nd Monday at 5:30pm, providing meals and childcare
- Give input as to program needed
- Serve on the leadership team
- Plan and create events, working with the school leadership team, that have been identified
- Participate in focus groups
- Volunteer in the classroom
- Volunteer for field trips
- Help to run and maintain the Parent Resource Room
- Help with community outreach
- Works closely with the Grant Site Coordinator, Family Liaison & Partner Liaison

Targeted Audience	Needs Identified	Location	Time	Frequency
Students, Families & Staff	All school events, functions and activities	Hamline Elementary School	5:30pm, Meetings Varies, depending on events	2 nd Mondays Varies, depending on events

Partner: Metro Social Services

This partnership has been ongoing for several years. This partnership, allows those students who have been identified to receive mental health support at no cost. This partnership has been extremely

helpful to our school. Additionally, these students have session during school hours and are able to attend an after-school program free of charge as well.

- Meets weekly with identified students
- Provide needed mental health services
- Work with school leadership, parents & teachers to set up classroom support
- Provide after school programming at no charge
- Provide transportation to after school site at no charge

Targeted Audience	Needs Identified	Location	Time	Frequency
Students, Families & Staff	Mental Health Classroom Support	Hamline Elementary School	Varies, depending on student schedule	Varies, depending on student schedule

8) *Each of the FSCS programs offered must include at least one goal that is Measurable and Aligned to the District’s World’s Best Workforce goals. Please provide at least one goal for each of the FSCS programs that you will offer.*

Hamline Elementary School will ensure that current and future FSCS programming will aid the students in acquiring a full orb ed academic/educational journey by having the following goals for all programming:

- Achievement gaps are closed by providing avenues for tutoring, academic support and academic enrichment to all students. For example, the *Reading Buddies Program* is geared for third graders in making sure that they are at reading level. However, the partnership with Hamline University provided assistance with reading for ALL students as it is a larger organization. Presently, twenty-one Hamline Midway Elders assist with the Reading Buddy Program, making it possible for every student in a designated class to have a consistent elderly reading partner.
- Ensure that the programming provides opportunities to have a platform for creative works of expression, service learning components and the extension of classroom as to improve critical thinking and writing skills which prepare them for post-secondary education.
- Reading Buddies Program—ensures that third grade students are able to read at their grade level with the help of Hamline University’s Mentoring/tutoring Program
- Ensuring that the organizations whom partnership is establish reflect the diversity and diverse needs of our student population
- Ensure that parents, community members, staff, school administration and other stakeholders are involved in the process of selecting programming and monitoring the effectiveness and progress of it so that it best meets the needs of our school community
- Provide hard copies, electronic copies of documents, providing programming, test scores and other resources/measurement aids that help regulate connectivity of programming in observance of outlined grant, school objectives
- Hamline will measure programming/test scores/behavior data with those of the district to ascertain that it is in alignment with those set forth with the Saint Paul Public Schools System.

- Programming **WILL NOT** discriminate or segregate the student or family population racial background, cultural belonging, ethnic background, religious beliefs, economic status or sexual orientation.

9) *Please detail how the school will ensure that all FSCS programs comply with the district nondiscrimination policy.*

Hamline Elementary School is in full agreement with Saint Paul Public School’s Non-Discriminatory & Student Rights Policy concerning providing a safe learning environment and upholding students’ rights and privileges by NOT being discriminatory based on a student/family/staff/community member’s:

- Religious Beliefs
- Race
- Ethnic Group
- Economic Status
- Sexual Orientation
- Mental Health/Emotional Health
- Physical Being

Please see https://www.spps.org/cms/lib/MN01910242/Centricity/Domain/1329/2016-17_RRSummary_English.pdf

10) *Please describe the plan for maintenance of attendance records in all FSCS programming components.*

Hamline Elementary School will maintain all attendance records for FSCS programming by having a sign-in sheet and filing it both electronically and in hard copy form so that this information can be used to see if methods of communication are proving successful as well as monitor program relevancy to the student and family population at Hamline Elementary.

D. Measuring Impact

11) *Please describe the plan for maintenance of measurable data showing annual participation and the impact of programming on the participating children and adults.*

Hamline Elementary School will measure data showing annual participation and the impact of programming on participating children and adults by:

- Maintaining attendance records and comparing them to previous school year events—This method of measurement will look at how the information was communicated, distributed and advertised to Hamline Elementary Families as well

- Maintaining a standard of providing opportunities for feedback/suggestions when programming takes place, as well as when partnerships connections are solidified
- Provide surveys and suggestions boxes that will log data to see what has been suggested and review feedback provided—once changes have been implemented, more feedback will be ascertain to see if programming is to be continued
- Looking at test scores with the implementation of new practices/programming to see if improvement has been made—obtaining student feedback as well to ascertain this method of measurement
- Using district approved social media and black forums to obtain feedback and monitor program effectiveness