



Family Engagement Plan

Boys Totem Town
Juvenile Detention Center
2018-2019

Dear Parents and Guardians,

This is our guide to help you find meaningful engagement with the school and your child's educational experience during their placement. We want to ensure that you feel welcomed to contact school staff, attend school events, and/or play a role in school decision making. You are welcome to take advantage of all of these family engagement opportunities.

The Family Engagement Plan (FEP) is organized into four impact areas: (1) Welcoming Environment, (2) Family Partnerships, (3) Teaching and Learning and (4) Community Partnerships.

Mission -

Our mission is to collaborate with Ramsey County Corrections, to provide rigorous personalized learning to increase academic achievement. Racial/ethnic identity is honored and incorporated in learning activities to strengthen students' self-awareness, self-control, contributions and connections. Building strong, positive connections to community is our goal for every student as they transition from our program.

Welcoming Environment -

- ❑ The Principal (Dan Wolff, 651-744-1900) and Family Liaison worker (Jasmine Zavala, 651-266-5033) are available for you to discuss this plan, ask questions and/or seek school related assistance during school hours.
- ❑ Our school communicates with families in many ways.
 - Visit our web site: www.spps.org/boystotemtown
 - Call our school office: 651-266-5245.
 - We provide a parent information intake packet with contact numbers and information. The packet is handed out at student intake. When necessary, the packet is mailed to a parent/guardian. This packet contains staff phone numbers and email addresses. When families call or email, we do our best to respond within 24 hours.
 - Fall Parent-Teacher Conferences (from 5:00 pm to 6:15 pm) and Title One Parent Information Meeting (from 6:15 pm to 6:30 pm) on Wednesday, November 14th.
 - Spring Parent-Teacher Conferences (from 5:00 pm to 7:00 pm) on Thursday, April 11th.
 - Parents/guardians of students receiving special education services are invited to attend any needed IEP or Evaluation meetings.
 - Teachers conduct monthly parent check-in calls.
 - Positive parent postcards.
- ❑ The achievement gap, or rather "opportunity gap," between students of color and white students in Saint Paul Schools is unacceptable. Our school is working to change practices and systems by identifying the barriers that make it harder for students of color to succeed and for their families to support their learning.
 - All staff receive district equity training.
 - On-going professional learning works to address the learning needs of our students.
- ❑ Transitions between schools can be challenging. We work to help families and students prepare when they enter and leave our school.
 - BTT corrections provides all students with an orientation upon entering the program.

- The school counselor or social worker will meet with students upon entering the program to learn more about the students and/or help them with their transition.
- During the student's placement they receive career / college planning training and academic planning and credit / transcript support. Under the Juvenile Justice ReEntry Federal Grant Program (JJREP), students can participate in afterschool Career/Technical Training.
- A Navigator is a staff member hired to assist students to better take advantage of their learning opportunities during their placement and to follow and support students when they return to their home school.
- The Transition Coordinator works with the student and their families to make successful arrangements to prepare to exit BTT and return to the home school.

Family Partnership -

- ☐ Our school-parent compact establishes the shared responsibility for student success between the school, families, and students. Families and teachers work together to develop the compact.
 - We will provide parents/guardians with a copy of the compact upon admission to BTT. At any time parents/guardians can give their input to either agree or make suggestions for revisions. Parents/Guardians may provide their input in person at any school event, over the phone or by email.
 - The compact is revised in the Fall.
- ☐ There are many opportunities for families to build connections to the school.
 - Parent-Teacher Conferences
 - Title One Annual Meeting where we will share information about the school program (Fall Conference).
 - Monthly Evening Skills Streaming / parent forum meeting - joint collaboration between corrections and school.
 - Home visits
 - National African American Parent Involvement Day (NAAPID) will be on Friday, February, 22 2019 between the hours of 8:30 and 2:00 pm. .
 - Call to speak with a teacher or support staff.
 - Drop-in when on-site.
 - Parent/ Guardian open invitation to participate in Leadership / professional development days (November 16th, January 25, March 1st and April 19th, 2019)
- ☐ We work to make these meetings and events available for every family in the school.
 - Translation and interpretation services are available through District resources. Please make a timely request to any school staff.
 - Transportation is available to attend school related events. This includes, but is not limited to: parent-teacher conferences/meetings, parent forums, parent involvement day, parent/school workshops, parent visits, special education meetings.
 - English Language Learners are supported through the District's Multilingual Learning Department.
- ☐ Our school supports families as advocates and provides opportunities for parent leadership and learning.
 - Parents are able to bring concerns regarding their child's learning to the appropriate staff member. Classroom teachers, the school counselor, the school social worker, the reading specialist, transition coordinator, Assistant Principal and Principal are all open to working with parents.
 - Yearly, the school social worker provides staff with professional development about working with families. Staff are able to take advantage of training opportunities that support the success partnership with families.
 - Parents/guardians are invited to participate in school improvement and family engagement leadership conversations and training opportunities. Interested parents/guardians can let either the Assistant Principal or Principal know of their interest and steps will be taken to include them.

Teaching and Learning -

- ☐ Our school shares information about student achievement with families in several ways.
 - When school is in session, parents/guardians are always able to contact classroom teachers for an update on their child's academic performance.

- Upon entry, students complete a series of pre-assessment tests that are used to measure growth over time. (STAR reading and math assessment is used for measuring reading and math growth).
- Parents/guardians can plan on attending parent-teacher conferences scheduled in Fall and Spring.
- Progress reports are sent out quarterly during the school year.
- Students who receive special education services, have a yearly IEP meeting.
- Eligible students participate in State Testing. Individual results are sent to the student's home.
- School-wide results can be found on the Minnesota Department of Education's web site (<http://education.state.mn.us/MDE/Data/>)

- ❑ An after school, college and technical education teacher meets with students twice a week to develop post-secondary plans.

Community Partnership -

- ❑ Our school develops community partnerships to provide additional support for students and their families.
 - While residing at BTT, students receive safe and secure shelter, meals, supervision, Skills Streaming training, individual and family therapy. Parents can also receive transportation and interpreters through Ramsey County.
- ❑ Federal grant - JJREP to support re-entry in the community.
 - A team of staff (Transition Coordinator, Navigators, Counselor) work to break the cycle of students reoffending by supporting successful re-entry into the community.