



2019-20 Family Engagement Plan



At Highland Park Elementary (HPE) we encourage international-mindedness by empowering students to take action and to become lifelong learners through collaboration, inquiry and critical thinking.

The Family Engagement Plan (FEP) is organized into four impact areas. We will be working together this year to build positive and goal-oriented relationships in each area. Families and staff at school developed this plan together.

Welcoming Environment	
<p>Our school has staff member(s) available for families to discuss this plan and ask questions.</p>	<ul style="list-style-type: none"> • Family Liaison: Kara Kipfmueller • Principal: Nancy Flynn
<p>Our school communicates with families in many ways.</p>	<ul style="list-style-type: none"> • <u>School Newsletter</u>: emailed to parents the first Thursday of every month or sent home in Thursday communication folders when emailing is not an option • <u>Classroom Newsletters</u>: weekly, biweekly, and monthly (varies by grade level) newsletters are emailed or sent home in backpacks • <u>PTA Notes</u>: newsletters from the Parent Teacher Association (PTA) are prepared, as needed, to communicate upcoming events, announcements and other important PTA related information • <u>Communication Folders</u>: containing student work and school wide informational flyers are sent home weekly in student backpacks on Thursdays; families should return folders to the teacher the following school day • <u>Student Planners</u>: student organizational tool for students in several grade 1 – 5 classrooms; method for two-way communication between parents and teachers to keep parents informed about their specific child’s homework and progress; planner should be used by parents to communicate daily transportation changes to teachers • <u>School Website</u>: (http://highlandel.spps.org/) contains information about upcoming events, no school dates, calendar of events, classroom and specialist information, library information, staff email directory, PTA and family engagement information

- PTA Website and PTA Facebook Group:
<https://hpepta.wordpress.com> and
www.facebook.com/groups/937615499597558/
- See Saw: Pre-Kindergarten through third grade teachers use this app to share student work with parents
- Class Dojo: classroom communication app used by some teachers to share reports with parents
- Calendar of School and PTA Events: sent home in backpacks in September; distributed at other events throughout the year; printed in the family handbook; posted on school website; given to new students during registration; available in the office throughout the year
- Family Handbook: contains important information for families and is emailed to families in September; posted on the school's website and available in the office
- Student Behavior Handbook (Rights and Responsibilities): is available at <http://www.spps.org/Page/3249>
- Informational Posters: displayed in school entrance areas to provide visual references containing details of all school events
- Email Communication: HPE teachers and administrators regularly email families regarding their students, school events and general announcements; to ensure important information is received, parents should contact the school office if their email address changes
- PTA Electronic Communication: the PTA emails families regarding events, fundraisers, meetings, volunteer opportunities and other important matters; PTA maintains a social media site for PTA related announcements
- Automated Phone Calls: used to invite families to participate in school events and activities, as well as for general announcements, including evening bus delays of more than thirty minutes; to ensure important information is received, parents should contact the school office if their phone number changes
- Family Directory: Families receive yellow directory forms in the fall to opt in to the directory; only the contact information that families choose to provide on the form is included in the directory; the directory gives the families a way to communicate and connect outside of school and serves as a method to help build community
- Response Time: HPE staff will do their best to respond to calls, emails and notes from families within 24-48 hours

<p>The achievement gap, or rather the “opportunity gap,” between students of color and white students in Saint Paul Public 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.</p>	<p>Highland Park Elementary is implementing the following practices in 2019-20 to increase student achievement</p> <p>Small group intervention in Math, Math Review, Guided Reading, Fountas & Pinnell Phonics, Spelling, Word Study Lessons program in grades K – 2 and Social Skills</p> <p>HPE has an equity team that meets monthly to discuss racial disparities in academics and behavior. The team looks for way to interrupt the predictability of how race shows up in the reports and test scores.</p>
<p>Transitions between schools can be challenging, and we work to help families as their children start and leave our school.</p>	<p>For new students and families, we support the transition by:</p> <ul style="list-style-type: none"> • <u>Pre-Kindergarten and Kindergarten Summer Play Group:</u> Families of incoming students are given the opportunity at the spring orientation night to sign up to participate; the group meets at the school’s playground on set dates to give families and incoming students the opportunity to get to know each other during the summer months leading up to the first day of school • <u>Fall Open House:</u> August 29, 2019 an opportunity for students and families to meet their new teacher and tour the school building • <u>Goal-setting Conferences:</u> allows students in 5th grade and their parents/guardians to meet with their teacher in September 2019 and set academic and social goals for the school year • <u>Pre-K and Kindergarten Conferences:</u> September 3 & 4, 2019 to familiarize families and kindergarten students with the classroom and building routines • <u>Bring Your Parent to Pre-K Days:</u> Families of Pre-Kindergarten students join their children in the classroom for a day in the fall to support the transition to Pre-K and build relationships with each other; Parents learn about the Pre-K curriculum, standards and approaches to learning at home and at school; families join their children in the classroom on 2/6/20 to learn about the transition to Kindergarten • <u>Family Handbooks:</u> a useful resource for new families • <u>PTA Family Events:</u> provide opportunities for families to get to know each other and learn more about HPE throughout the year • <u>Community Outreach:</u> families of children attending local ECFE and Head Start preschool programs are invited to attend various family nights as a way to introduce them to our school and programs • <u>Pre-K and Kindergarten Orientation:</u> May 28, 2020, specifically for our incoming Pre-K and Kindergarten students and their families

	<ul style="list-style-type: none"> • Pre-K students visit Kindergarten classrooms in late spring as a way to prepare them for what Kindergarten will look and feel like when they return in the fall • Kindergarten students visit first grade classrooms in late spring to see the rooms, meet the teachers and hear a story about moving on to first grade • <u>End of Year Picnic</u>: June 8, 2020, incoming families are invited to attend the picnic to allow them an opportunity to meet other HPE families <p>For students and families moving to the next school in their pathway, we support the transition by:</p> <ul style="list-style-type: none"> • <u>Highland Park Middle School Events</u>: throughout the year, HPMS invites HPE students to visit and participate in a variety of events, helping HPE students become familiar with the middle school building and experience being part of the middle school community • <u>Middle School Tours</u>: HPE students are excused from elementary school to tour middle schools of their choice • <u>Middle School Registration Open House Nights</u>: 5th grade students are encouraged to attend spring 2020 open house registration events at the middle school they will be attending for 6th grade • <u>5th Grade Exhibiton</u>: In the final year of the IB Primary Years Programme (PYP), 5th grade students at HPE participate in an extended, in-depth, collaborative project known as the PYP Exhibition. In the spring 5th grade students present their work on Exhibition Day to other students and their families • <u>5th Grade Celebration</u>: held in June to honor the hard work and accomplishments of the 5th grade students as they complete their last year of elementary school and transition to middle school
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Family Partnerships	
<p>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.</p>	<ul style="list-style-type: none"> • <u>Grade Level Compacts</u>: the compacts, updated and jointly developed by parents and staff, describe school actions, parent actions and student actions to support academic success for all students; the compact also stresses the importance of communication throughout the school year; distributed to all families at November parent teacher conferences or sent home with students whose families were unable to attend conferences; distributed to new families throughout the year during registration; available on the school website: http://highlandel.spps.org/; available in the school office, upon request • The compact was updated in the spring of 2019

There are many opportunities for families to build connections to the school and to each other.

- Annual Title I Meeting: November 7, 2019
HPE presents information about the Title 1 program and how these funds are used to support student achievement at our school
- PTA Meetings: PTA meets monthly, from 6:00-7:30 p.m.; meeting dates can be found on the school calendar and the school's website; free childcare is available at all meetings
- HPE and HPE's PTA host a Back to School Night and other family events throughout the school year including: Coffee Connection, Fall Festival, Disco Bingo, Cultural Night, Fun Run, and School Picnic
- National African American Parent Involvement Day (NAAPID): February 10, 2020; all HPE families are invited to celebrate NAAPID by attending a Coffee with the Principal followed by a visit to their child's classrooms to participate in their learning
- Classroom Showcase Events: families are invited into the classroom two times during the year so students can showcase their work to their families
- Award Recognition Assemblies: each month teachers select students to be recognized for student of the month, mountain climber, and students that have demonstrated the monthly learner profile; school-wide award assemblies are held to recognize these students along with students who have had perfect attendance and classrooms who have earned the monthly cafeteria golden tray award; parents of students who are receiving awards are notified and invited to attend the monthly assemblies
- Family Seminar will be held on a date TBD in 2020
- Home Visits: HPE has a social worker, some teachers and a parent liaison trained in the Parent Teacher Home Visit Project

We work to make these meetings and events available for every family in the school.

- HPE has an ELL EA who provides translation for our Oromo and Amharic families
- Hmong, Spanish and Somali interpreters are available upon request
- Our ELL teachers and ELL EA work to get information to our ELL families in a timely manner
- HPE has a language line account to access interpreters for any language needed
- Written and automated phone messaging communications are translated in other languages when required
- School communications to families include footnotes in other languages to indicate the information is available in a specific language upon request
- Bring Your Parent to Pre-K Day invitations and handouts are available in Spanish, Somali, Hmong, Karen and English

	<ul style="list-style-type: none"> • Free childcare is provided for our monthly PTA meetings and any other special events that require parent participation without their child • Transportation is available upon request • The school works to provide flexible meeting times and days of the week and when possible provide childcare, food and transportation to remove barriers to participation
<p>Our school supports families as advocates and provides opportunities for parent leadership.</p>	<ul style="list-style-type: none"> • Parents are encouraged to email, call or schedule a meeting with classroom teachers if they have questions or concerns regarding their child’s learning; if after that they are not satisfied with the result, families should schedule a meeting with the principal • Parents are invited to participate in the PTA and meetings to provide input on school improvement and family engagement • All parents are invited to participate in the Family Engagement Plan development and review; the PTA and school staff also provide input and review the draft before the plan is finalized • Parents are invited to participate in SPPS District Parent Advisory Councils and other school/district advisory focus groups • Bring Your Parent to Pre-K Day event encourages parents to be advocates • HPE’s Early Childhood Family Education (ECFE) program builds advocacy with parents • Teachers are encouraged to provide families with opportunities to volunteer in the classroom or chaperone field trips • Parents are encouraged to volunteer in the classrooms and at school events; parents should contact teachers directly to learn of classroom volunteer opportunities and to make arrangements to volunteer in the classrooms; parents should contact the PTA’s Volunteer Coordinator at highlandparkel.pta@gmail.com to sign up to volunteer at PTA or school events • Parents are surveyed at various events throughout the year for feedback and input on how to better meet their needs; survey results are shared with the school’s staff • Teachers and staff will be provided with information about working with families during a staff meeting

Teaching and Learning

Our school shares information about state standards, assessment and student achievement with families in multiple ways.

- Report Cards: HPE distributes student report cards to parents or guardians at conferences in November and March; end of year report cards are mailed home to families in June
- Several grade 1 - 5 classrooms have student planners and these are used to communicate with families regarding specific learning goals, homework or areas of strengths and areas of growth specific to the individual student
- Student Led Parent-Teacher Conferences:
 - November 12, 2019 (grades Pre-K – 5 evening)
 - November 14, 2019 (grade Pre-K morning)
 - November 14, 2019 (grades Pre-K – 5 evening)
 - November 15, 2019 (grades Pre-K – 5 morning)
- Student Led Parent-Teacher Conferences:
 - March 17, 2020 (grades Pre-K – 5 evening)
 - March 19, 2020 (grade Pre-K morning)
 - March 19, 2020 (grades Pre-K – 5 evening)
 - March 20, 2020 (grades Pre-K – 5 morning)
- Parents are encouraged to read daily with their children and to check in about what they are learning in school
- The family handbook provides information on our International Baccalaureate (IB) Primary Years Program (PYP) or you can find more information at ibo.org
- Individual classrooms and grade levels have events throughout the year, connected to the PYP, where families learn more about the standards and the curriculum, along with seeing their students engaged in learning
- Monthly building newsletters provide information regarding curriculum and PYP
- Classroom newsletters provide grade level specifics around the content being studied
- K-1 and ELL Teachers utilize take-home reading book bags for parents to use at home for reading with their students
- See Saw: Pre-Kindergarten through third grade teachers use this app to share student work with parents
- Families with students in 4-5 grades are notified when their children receives support from Math Corps volunteers
- HPE encourages parents to help their students improve their reading comprehension by helping them make connections of what they are reading to what they already know; when parents are reading with their children they are encouraged to ask them two questions: who are the main characters in the text? what is the story about?

<p>Our school will engage families in Personalized Learning as a key strategy to accelerate student achievement, as these changes come to our school.</p>	<ul style="list-style-type: none"> • <u>Schoology</u>: can be accessed at spps.org/onestop; parent log-in information can be obtained by calling the school's office • Upon completion of a technology loan agreement, students in grades K-5 are issued iPads that are used by direction of the teacher for learning in the classroom • <u>See Saw</u>: Pre-Kindergarten through third grade teachers use this app to share student work with parents • Many teachers at HPE post student assignments and work on their classroom webpage
<p>Many before- and after-school enrichment and support opportunities are available for students.</p>	<ul style="list-style-type: none"> • HPE offers Extended Day Learning (EDL) for students in grades 3 - 5 on Monday and Wednesday nights • Flyers with after-school Community Education class offerings held at schools near HPE are sent home in communication folders • Other before-, during-, and after-school enrichment activities include: Band, Orchestra, Spelling Bee, Geography Bee, Math Masters, Destination Imagination, Drama and Lego League • Pre-K students may register for and attend evening ECFE classes with their families

Community Partnerships	
<p>Our school develops community partnerships to provide additional support for students and their families.</p>	<ul style="list-style-type: none"> • <u>AmeriCorps</u> • <u>St. Catherine University</u> • <u>Highland Park Middle School</u> • <u>Highland Park Senior High School</u> • <u>University of Minnesota</u> • <u>Junior Achievement</u> • <u>Cretin-Derham High School</u> • <u>SPPS Community Education</u> • <u>Minnesota Historical Society</u> • <u>Como Zoo</u> • <u>Minnesota Zoo</u> • <u>Belwin Conservancy</u> • <u>Bakken Museum</u> • <u>Como Planetarium</u> • <u>Minneapolis Institute of Arts</u> • <u>City of Saint Paul Urban Forestry Department</u> • <u>Saint Paul Fire Department</u> • <u>Highland Park Library</u> • <u>Gibbs Farm</u> • <u>Gloria Dei Lutheran Church</u> • <u>Saint Paul Chamber Orchestra (CONNECT)</u> • <u>3M Corporation Visiting Wizard Program</u>

	<ul style="list-style-type: none"> • <u>National Park Service</u> • <u>Minnesota Energy Challenge</u> • <u>Minnesota State Fair Education Department</u> • <u>Midwest Food Connection</u> • <u>PepsiCo Recycling Returns</u> • <u>Rotary Club</u> • <u>Farmer Nelson</u> • <u>Kate Egan DDS</u> • <u>Artists in Residence</u> (COMPAS, etc.) HPE's PTA provides funding for various artists in residence throughout the year • <u>Various Community Volunteers</u>: neighbors, retired teachers, alumni students and other community volunteers
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This plan is available on our school website at <http://highlandel.spps.org/>, and printed copies are available in the office.

English: To receive this information or any other school information in another language, please contact Highland Park Elementary.

Spanish: Para recibir esta información o cualquier otra información de la escuela en otro idioma, por favor comuníquese con Highland Park Elementary.

Hmong: Yuav kom tau txais cov ntaub ntawv no los yog lwm yam tsev kawm ntawv nyob rau hauv lwm yam lus, thov hu rau Highland Park Elementary.

Amharic: yihini mereja weyimi lēla k’wanik’wa lēla maninyawimi yetimihiriti bēti mereja lemek’ebeli, hayilanidi pariki Elementary yanegagiru.

Somali: Si aad u hesho warbixin ama macluumaad kasta oo dugsiga kale ee luqad kale, fadlan kala soo xiriir Highland Park Elementary.