

**Highwood Hills Title I Family Engagement Plan**

**School Year 2019-2020**

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.

<b>Welcoming Environment</b>	
<p>Our school has staff member(s) available for families to discuss this plan and ask questions</p>	<ul style="list-style-type: none"> <li>● Hold monthly Title I school administration-parent discussions about school matters in the Common Ground Conversations events</li> <li>● Principal: Dr. Fatima Lawson</li> <li>● School Clerk: Ms. Nyia Vang</li> <li>● Somali-speaking staff: Ms. Khadra Ali, Mr. Ahmed Ali, and Ms. Luul Osman</li> <li>● Hmong-speaking staff: Ms. Vang, Ms. Klee Thao, May Thao</li> <li>● Karen-speaking staff: Ms. Nue Nu, Mr. Hsa Win Kay</li> <li>● Oromo-speaking staff: Ms. Eman Abdullahi</li> <li>● Spanish Speaking Staff: Grecia Flores Hernandez</li> <li>● Classroom Teachers</li> <li>● Leadership Team Members</li> </ul>
<p>Our school communicates with families in many ways.</p>	<ul style="list-style-type: none"> <li>● The Principal’s newsletter will be shared bi-monthly with families</li> <li>● All student work and important papers go home in students’ Classroom Folders.</li> <li>● Teachers will provide feedback for homework.</li> <li>● Families will be invited to interact with the school's website at <a href="http://highwoodhills.spps.org">highwoodhills.spps.org</a> for more information.</li> <li>● School will share pertinent information through Connect Ed when needed, and direct phone calls will be utilized to inform families.</li> <li>● Principal available for meetings or conference without prior appointment and as time allows.</li> </ul>
<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>	<ul style="list-style-type: none"> <li>● The Family Engagement Committee will create activities in collaboration with the other standing committees.</li> <li>● School is working towards changing practice and systems to increase engagement in the following ways:</li> <li>● Staff meets in PLCs and disaggregate data by race and ethnicity.</li> <li>● Professional Development for staff focusing on the 4 R's- Relationship, Rigor, Realness, and Relevance</li> <li>● Professional Development for staff focusing on engagement strategies and proactive behavior management systems like MeMoves, PBIS, and Zones of Regulation for some.</li> <li>● Common Ground Conversations and vice versa.</li> </ul>
<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"> <li>● Open House</li> <li>● Tour of school</li> <li>● Principal and/or teachers greet new students and families when they register.</li> </ul> <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"> <li>● Pre-K families visit Kindergarten classes and teachers.</li> <li>● KG families visit classes and teachers.</li> </ul>

	<ul style="list-style-type: none"> <li>● Teachers and counselor will implement middle school transition lessons for fifth graders and tour of the middle school.</li> <li>● Fifth graders visit Middle school principal and staff from Battle Creek Middle to ask questions about transition.</li> </ul>
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Family Partnerships	
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.	<ul style="list-style-type: none"> <li>● Copies of the compact are available at the following areas: <ul style="list-style-type: none"> <li>● Front Office</li> <li>● Family/Title I Events</li> <li>● Registration Packet</li> <li>● SCIP website</li> <li>● The compact will be updated: Fall 2019</li> </ul> </li> </ul>
There are many opportunities for families to build connections to the school and to each other.	<ul style="list-style-type: none"> <li>● Title I Annual Meeting where we will share information about school programs in August.</li> <li>● Parent-Teacher Conferences</li> <li>● Scheduled Parent Meetings</li> <li>● Classroom Celebrations welcome families to drop-in during the day to visit and observe.</li> <li>● Family Events including Movie/Popcorn Night, Title I Math and Literacy events, and Multi-cultural Night</li> <li>● Parent Education opportunities with community partnership from Afton View, Shamrock, and Johnson Parkway apartments</li> <li>● Work with District-Wide, Somali, Karen, Latino, African-American Parent Advisory Committees</li> </ul>
We work to make these meetings and events available for every family in the school.	<ul style="list-style-type: none"> <li>● Translation for Spanish, Karen, Hmong, and Somali speaking families as needed.</li> <li>● Childcare, food, or transportation will be provided as needed.</li> <li>● Interpreters for families of English Learners are provided in the following languages: Somali and Karen.</li> </ul>
Our school supports families as advocates and provides opportunities for parent leadership	<ul style="list-style-type: none"> <li>● The process for parents to follow if they have concerns about their child's learning is as follows: <ul style="list-style-type: none"> <li>● Parent contacts classroom teacher</li> <li>● If needed, academic and behavior interventions are coordinated through the Student Assistance Team (SAT).</li> <li>● If needed, hold parent meetings that may include many school support staff such as special education teachers, ELL, staff, principal and coaches.</li> <li>● Parents will be recruited for the Common Ground Conversation program at Highwood Hills. Parents will help recruit and retain families by giving testimonials why their children attend the school.</li> <li>● Parents provide feedback on the SAT and SCIP processes.</li> </ul> </li> </ul>
Parent Academy provides the foundation of parents' information and skills for becoming more involved in our school.	<ul style="list-style-type: none"> <li>● Parent Academy Classes and Seminars will be held in collaboration with the Office of Family Engagement and Community Partnerships.</li> </ul>

Teaching and Learning	
Our school shares information about student achievement with families in multiple ways	<ul style="list-style-type: none"> <li>● Report cards and progress reports will be distributed at conferences and sent via snail mail.</li> <li>● Parent-Teacher conferences are held in November 2019 and March 2020.</li> <li>● Family Engagement Events: One per semester</li> </ul>
Our school will engage families in Personalized Learning as a key strategy to accelerate student achievement, as these changes come to our school	<ul style="list-style-type: none"> <li>● Under the advisement of Personalized Learning, staff will learn strategies on how to accelerate learning through the use of iPads. Highwood Hills proud to be a part of the Personalized Learning Through Technology (PLTT) Pilot in partnership with the district and Apple Computer.</li> </ul>
Many before- and after-school enrichment and support opportunities are available for students	<ul style="list-style-type: none"> <li>● Extended Day Learning available after school for students who seek enrichment.</li> <li>● Title III Tutoring and Mentoring program will be offered in collaboration with the Office of Multilingual Learning and St. Paul Park and Rec.</li> <li>● Homework help available to students once staffing is on board.</li> </ul>

Community Partnerships	
Our school develops community partnerships to provide additional support for students and their families	<ul style="list-style-type: none"> <li>● Work with Horn of Africa organization for academic and recreational activities</li> <li>● Christ United Methodist Church provides support for families and staff at Highwood Hills, such as food during conferences, care packages, volunteer recruitment.</li> <li>● Partnership with St. Paul Police Department to conduct Junior Police Cadets Academy program</li> <li>● Partnership with St. Paul Park and Rec to hold after-school programs</li> <li>● Partnership with Afton View Residential management to share space at Highwood for community meetings and help with recruitment efforts. Also our secondary Evacuation Site.</li> <li>● Sheridan Project provides bags of food for students every week on Fridays (50 students).</li> </ul>

This plan is available as part of our school’s SCIP, or School Comprehensive Improvement Plan at [scip.spps.org](http://scip.spps.org), is on our school website at [highwoodhills.spps.org](http://highwoodhills.spps.org), and printed copies are available in the office.