

2018-19 Family Engagement Plan – Phalen Lake Hmong Studies Magnet

Phalen Lake Hmong Studies Magnet students are confident, creative, thinkers who seek and use knowledge in a changing world.

The Phalen Lake school community is committed to providing a welcoming environment that respects and honors the contributions of all families in our community. Many strategies are in place to remove barriers including bilingual support, transportation for school events as needed, childcare as needed and scheduling activities at a variety of different times of day to encourage a high rate of participation.

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>	
<b>Our school has staff member(s) available for families to discuss this plan and ask questions</b>	<ul style="list-style-type: none"> <li>Family Liaisons: Family Room Staff: Thao Lor Lee, Neftali Ramirez, and Win World</li> </ul>
<b>Our school communicates with families in many ways.</b>	<ul style="list-style-type: none"> <li>School communicates with families through bimonthly school newsletters and flyers, parts of which are translated into Hmong, Spanish, and Karen. In addition, classroom teachers communicate with parents through weekly or monthly classroom newsletters (including the Parent Involvement Menu of Options), personal phone calls, SeeSaw, via emails, and Schoology. Information about school programs and activities is posted on our website: <a href="http://spps.org/phalen">spps.org/phalen</a> and reminders are sent using Connect 5 phone calls, texts and emails. Home visits are done for a variety of reasons throughout the school year.</li> <li>Phalen Lake has an open door approach to serving our families. Bilingual staff are available to help families, as needed, and phone calls from parents are returned the same day, when possible. Parents are given school contact information for Family Room staff and school administrators at school events and home visits.</li> </ul>
<b>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.</b>	<ul style="list-style-type: none"> <li>For more about our work on racial equity, contact: Principal Catherine Rich or Assistant Principal Sue Vang</li> <li>Leadership/Equity Team members: Dr. Chue Yang, Chao Vang, Neftali Ramirez, Beth Thompson, Kethkeo Vichaiyath, Kurt Hacket, Michelle Brown-Ton, Kate Sinakhone, Erika Chisholm, Megan Pille</li> </ul>

**Transitions between schools can be challenging, and we work to help families as their children start and leave our school.**

**For new students and families, we support the transition by:**

- **Incoming student transitions:**

New families to Phalen are invited to tour the school and meet the teacher when they register. Parents are informed of opportunities to become involved in school and offered community resources at all grade level and school-wide events. Open House is designed so as to introduce parents to teachers, classroom expectations and routines. In addition, several Phalen Lake teachers participate in the Teacher Home Visit Project.

Phalen Lake aligns a transition event with SPPS school choice to provide families an opportunity to learn about our programs. Additionally, we encourage 5th grade families to learn more about their choices for middle school including the location of their community school, since we serve Area A, Area B and Area C (east).

In the spring, transition events are held for families of pre-k, kindergarten, and 5<sup>th</sup> graders to help them navigate the academic, emotional, and cognitive aspects of each transition. Family Room staff, Office of Early Learning, Content coach and counselor continue to be available to assist parents in advocating for their children as they enter middle school and high school.

Phalen Lake Family Room staff provides parents with encouragement, support, and information for enrolling their children in pre-school programs including our Two Way Immersion and inform them of deadlines, and assist with application process.

**For students and families moving to the next school in their pathway, we support the transition by:**

- Inviting counselors and students from other school/program to present information to parents at two transition events for 5<sup>th</sup> graders. The first event is held before the school choice deadline, to inform parents about the school choice process and considerations in choosing a middle school. At the second event in the spring, topics include middle school expectations and cognitive and social emotional issues of students at those ages.
- Phalen Lake provides two transition events for new enrolling and new perspective families. The first event is held during our open house before school choice deadline to inform parent of our programs, and authentic experience tours are offered. The second event is during the spring and where new families are invited to visit Phalen Lake during kindergarten showcase that includes a "Getting Ready" for school packet.

### Family Partnerships

<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>• <b>Copies of the compact are available:</b> At all school events, in the Family Room, during conferences, parent meetings and on the website. It is available in Hmong, Karen and Spanish to families upon request.</li> <li>• <b>The compact will be updated by:</b> June 1, 2019.</li> </ul>
<p><b>There are many opportunities for families to build connections to the school and to each other.</b></p>	<ul style="list-style-type: none"> <li>• Title I Annual Meeting where we will share information about school programs will take place during the Fall of 2018.</li> <li>• Parent meetings are scheduled throughout the year and include Monthly PTO meetings, and school program showcases.</li> <li>• <b>National African American Parent Involvement Day (NAAPID) will be on February 11, 2019.</b> Hmong/Karen New Year Showcase, Latino Family Night, TWI program parent meetings are among the culturally specific activities offered at Phalen Lake.</li> <li>• <b>Family Seminars will be held in TBD.</b></li> <li>• Home visits are an integral part of Phalen Lake’s efforts to build connections with school families. In addition to bi-lingual Family Room staff, several Phalen Lake teachers conduct HVs through the teacher HV project.</li> </ul>
<p><b>We work to make these meetings and events available for every family in the school.</b></p>	<ul style="list-style-type: none"> <li>• Phalen Lake activities always include bilingual staff support for Hmong, Latino, and Karen families. All flyers for school events are translated and recruitment reminder calls, and emails are made in 4 languages, and via texts messages.</li> <li>• Meetings are scheduled during the day (both morning and afternoon) and in the evening so as to be accessible to the greatest number of school families. Childcare, food, and transportation are available to all families, when possible.</li> <li>• See above</li> </ul>
<p><b>Our school supports families as advocates and provides opportunities for parent leadership</b></p>	<ul style="list-style-type: none"> <li>• Phalen Lake’s principal and assistant principal are very accessible to parents with an “open door” policy. Family Room staff is available to help parents address concerns through translation and advocacy at the building and district level.</li> <li>• Ongoing Equity training remains an important component of Phalen Lake staff development.</li> <li>• Through parent meetings and PTO involvement, parents will be engaged in providing input into the school plan. In addition, the Partnership Agreement and SCIP including the FEP will be available to parents in summary form at school events, school website, in the school office and in the Family Room. (Available in Hmong, Karen and Spanish to families upon request)</li> </ul>

### Teaching and Learning

**Our school shares information about student achievement with families in multiple ways**

- Report cards and progress reports will be distributed at fall and spring conferences and mailed to current address on file at the end of the year.  
In addition, teachers send weekly progress reports, notifications, self evaluations, weekly folders, SeeSaw and Schoology to maintain parents informed of their child's progress.
- Parent-Teacher conferences are held twice yearly in the fall and spring. Teachers are available for individual conferencing based on parent request throughout the year. Parents are provided with specific information regarding their child's literacy development and grade level expectations.
- Information about specific ways families can help build reading and math skills forms will be provided to parents during events including, Take Your Parent To School Days, Spooky Literacy/Math Night and Latino Family Night. Individual student assessments will be available to parents during conferences and as requested by parents.
- Families participate in Two Way Immersion Curriculum Family Night to learn about the content , goals and expectations for the school year. Parents receive periodic reports from classroom teacher regarding student work completion and progress reports.
- During Family Night events, parent receive additional information about reading skills and how to select "just right" books for their children. They are invited to select free "just right" books for their children to build their home library. Free books are available for families during family events. Also, information about different reading Apps is available for families, including RAZKids and Saint Paul Public Library.

**Our school will engage families in Personalized Learning as a key strategy to accelerate student achievement, as these changes come to our school**

- Parent log-in information can be accessed at [spps.org/onestop](http://spps.org/onestop) or by asking the school clerk and Family Room Staff.
- Parents will have hands-on experiences with the various options students have to demonstrate their learning in the classroom. Some options include selection of Apps to enhance learning such as RazKids, Newsela, ABC Mouse and scholastics.
- Parent will be provided with web resources and Apps to continue learning at home such as RazKids, Pebble Go, Scholastic, Ten Frame, Geoboard, Number Writing, Kahoot It, Google Maps, Notability, iBook, iMovie, Powerpoint, Front Row, Number Line, Number Frame, Domino Addition, Educreation, Keynote, Dragon, AA Math, Digit Whiz, Moby Max, Newsela, ABC Mouse, Google Apps (Drive) - Pages,

	<p>Docs, Slides, Schoology and SeeSaw</p> <ul style="list-style-type: none"> <li>• Schoology- During the fall, the Phalen Lake fifth and fourth grade team invites families to provide information about schoology implementation, access and communication between the parent and the teacher. Parents can access grades, receive emails and monitor student's work.</li> </ul>
<p><b>Many before- and after-school enrichment and support opportunities are available for students</b></p>	<ul style="list-style-type: none"> <li>• Phalen Lake's EDL program is held twice a week and includes academics and enrichment activities such as band and performing arts. Parents are provided with information about enrichment opportunities outside of school including those offered by city Parks and Rec programs, the Public Library, and Sprockets at school activities throughout the year.</li> <li>• Parents are informed of Discovery Club that support learning and social development.</li> </ul>

**Community Partnerships**

<p>Our school develops community partnerships to provide additional support for students and their families</p>	<p><b>Formal Partners Organization Names</b></p> <p>Experience Corps-Mentors</p> <p>America Reads Program-U of MN-Mentors</p> <p>Century College Service Learning-Mentors</p> <p>Lutheran Social Services- Senior Corps Foster Grandparents-tutors</p> <p>Johnson High School- JROTC</p> <p>Harding High School- JROTC</p> <p>3 M company-donations</p> <p>University of Minnesota Multicultural Center for Academic Excellence- Mentors</p> <p>St. Catherine University Center for Community Work and Learning and Service Learning- Mentors</p> <p>Reading Partners</p> <p>East Side Arts Council</p> <p><b>OTHER PARTNERS</b></p> <p>CHILDREN'S DENTAL SERVICES-free dental care</p> <p>EASTSIDE FAMILY CENTER-community resource info.</p> <p>PHILLIPS EYE</p> <p>WILDER FOUNDATION</p> <p>SOUTHEAST ASIAN SERVICES (WILDER FN)</p> <p>CONCORDIA UNIVERSITY</p> <p>HUBBS CENTER-Adult Literacy</p>
---	--

HEALTH EAST ROSELAWN CLINIC HAP SAINT PAUL PUBLIC LIBRARY-ARLINGTON HILLS
---

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 [spps.org/phalen](http://spps.org/phalen), and printed copies are available in the Family Room in Hmong, Karen and Spanish upon request.