

Highland Park Middle School

2019-20 Family Engagement Plan

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"> • Principal: Charlene Hoff • Assistant Principal: Nancy Veverka • Assistant Principal: John Andrastek • Counselors: Nou Katzmarek and Elisabeth Mulvaney • Family Liaison: Camila Carroll
<p>Our school communicates with families in many ways.</p>	<ul style="list-style-type: none"> • Families at HPMS are sent a weekly e-mailed bulletin called the Scots' Scoop that is also translated in Spanish. The Scot's Scoop explains events and announcements that are happening around the building. (New info, Celebrations, Flipside, Athletics, Parents Corner, Teacher Requests, & Old News). • Families can monitor student grades and attendance through Schoology. Schoology accounts can be activated by contacting the school office. All 5th grade families are encouraged to register and are trained in Schoology at 6th grade registration (Spring of 2020). • Families can stay informed of daily/weekly class happenings by checking Schoology. • All teachers stay connected with families through Schoology, phone, e-mail contacts, Parent Portal and conferences. • All school events will be announced through BlackboardConnect emails and phone calls. All BlackboardConnect communications are made in English and Spanish. • Our school website is updated with important information on a regular basis. We encourage families to visit it often at http://highlandms.spps.org • When families call, email or send a note, we do our best to respond within 24 hours. • Parent Community Connection (PCC) meetings are held monthly alternating from morning and evening times. Meetings address community building, principal update, upcoming events and an educational topic such as: Adolescence, Self-Esteem, MYP/Grading Policy, Personalized Learning (iPads), utilizing Schoology and Transitioning to High School.

	<ul style="list-style-type: none"> • Office staff are available during school hours to answer questions. • HPMS will host informational events for our families throughout the year. They include: Incoming 6th grade registration, 5th grade Meet and Greet, PCC, Orientation, Family Information night, Open House, Sports information nights, Honor Roll Breakfast, NAAPID, 6th grade Academic Showcase, Recognition Evening, History Day, Spelling Bee, Science Fair, Arts Showcase, Model UN, Conferences, and Intentional Social Interactions (IZI). • WEB (Where Everyone Belongs, 8th grade student leaders) will meet and greet, hand out fliers and be available to answer questions at all school events. • Interpreters will be available as needed. • Agendas and Sign-ins will be kept for each event. • Weekly electronic announcements keep families informed (Scot Scoop). • 6th grade welcome picnic will be offered by parent volunteers.
<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"> • For more about our work on racial equity, contact: a member of our equity team; Charlene Hoff, Nancy Veverka, John Andrastek, Adayle Andrews, Kristin King and Andrew Bacskai. • Staff will continue to attend Beyond Diversity Training and partake in Courageous Conversations. • Staff will continue to learn the most effective ways to integrate personalized learning into the daily routine of their students’ classroom experiences. • Culturally relevant instruction is a focus for teachers at HPMS: rigor, relevance, realness and responsive. • Principal meets with staff 1:1 twice a year to determine strategies that are successful with our historically underserved students. • Data teams report out specific strategies used to improve scores of all student achievement levels.
<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"> • HPMS offers several one hour group tours in December, January and February • Half-day shadowing opportunities in December, January and February • Showcase night • Registration night • Meet and Greet in May for our incoming 6th graders and their families • Full-day Orientation in August before school starts, • Parent Orientation meeting and a Parent Information Night about MYP/Rubrics/Grading Policy/Parent Portal in September and, • Open House.

	<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"> • Shadowing opportunities are available at the High Schools. • Counselors will be available to answer questions regarding the transition to high school. • HPMS and HPSHS provide opportunities for students and families to become familiar and comfortable with the Senior High via a variety of academic events. • Parents are informed of the opportunities available to students to participate in high school level events and classes when appropriate.
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Family Partnerships	
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<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"> • Copies of the compact are available at all school events and on our website. • The compact will be updated: In Spring of 2020.
<p>There are many opportunities for families to build connections to the school and to each other.</p>	<ul style="list-style-type: none"> • Title I Annual Meeting is held in October 2020 • IZI meetings in October 2019 • 5th grade Meet and Greet, PCC, Orientation, 5th grade Orientation, Family Information night, Open House, Sports information nights, Honor Roll Breakfast, NAAPID, 6th grade Academic Showcase, Recognition Evening, History Day, Spelling Bee, Science Fair, Model UN and Conferences, Arts Showcase, National African American Parent Involvement Day (NAAPID)—the NAAPID date is February 10, 2020. • HPMS provides opportunities for families to volunteer throughout the year via the Scoop and the volunteer list serve.
<p>We work to make these meetings and events available for every family in the school.</p>	<ul style="list-style-type: none"> • Student Progress Reports are mailed to families at each quarter mid-way point and at the end of each quarter. • We work to make these meetings and events available for every family in the school. • Interpreters are provided for all school events as needed. • A light snack will be provided at all school events. • Families without internet capabilities will be given the option to receive paper copies of our electronic communications. • We will have a full time Spanish Interpreter on staff. • Our Spanish interpreter will provide translations of paper materials as needed.

	<ul style="list-style-type: none"> • HPMS will use BlackboardConnect for email and text communications with families as needed.
Our school supports families as advocates and provides opportunities for parent leadership	<ul style="list-style-type: none"> • If a parent has a concern about a child’s learning, they are encouraged to contact their child’s teacher or counselor via phone, email or in person. • All parents are invited to join our school improvement team, volunteer for a variety of events and attend our PCC meetings. • Parent leader(s) will develop and support our PCC. • Our PCC will have space on the Scoop and will report regularly. • School administrative team continually encourages feedback from families. • Parents have an opportunity to review and contribute to any editing of the HPMS Compact and HPMS Family Engagement Plan (FEP) in the spring. • A parent survey will be sent to the families at the end of the school year
Parent Academy provides the foundation of parents’ information and skills for becoming more involved in our school.	<p>Parent Academy will be held in:</p> <ul style="list-style-type: none"> • The Fall of 2019. • The Spring of 2020.

Teaching and Learning	
Our school shares information about state standards, assessment and student achievement with families in multiple ways	<ul style="list-style-type: none"> • Report cards and progress reports will be distributed eight times a year through the mail. • Parent-Teacher conferences are held in the spring, winter and fall. • HPMS teaches families awareness and understanding of Parent Portal and Schoology. • School administrative team continually informs families about student achievement at all school events. • Student achievement is incorporated at all school events: 5th grade Meet and Greet, PCC meetings are held to discuss topics such as: Adolescence, MYP/Grading Policy and Transitioning to High School.), Orientation, Family Information night, Open House, Sports information nights, Honor Roll Breakfast, NAAPID, 6th grade Academic Showcase, Recognition Evening, History Day, Spelling Bee, Science Fair, Model UN and Conferences, Arts nights, NAAPID, and IZIs.

<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"> • All students will be given an iPad for the 2019-20 school year. • Professional Development opportunities related to iPad use in the classroom are provided for staff on a regular basis. • Support in utilizing Schoology will be offered to parents at all open houses and Parent-Teacher Conferences. • Our Technology Specialist is available to families to assist with questions at all time. • Students will facilitate family learning regarding technology in the classroom.
<p>Many before- and after-school enrichment and support opportunities are available for students</p>	<ul style="list-style-type: none"> • Our Extended Day Learning (EDL) program offers several after school enrichment programs including academic, and extension options.

Community Partnerships	
<p>Our school develops community partnerships to provide additional support for students and their families</p>	<ul style="list-style-type: none"> • HPMS offers support to our students through the The Saint Paul Conservatory of Music, Jewish Community Center, University of MN, and Project TRUST

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