

# Highland Park Middle School

## 2023-24 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><b>Our school has staff member(s) available for families to discuss this plan and ask questions</b></p>	<ul style="list-style-type: none"> <li>• Principal: John Andrastek</li> <li>• Assistant Principal: Hibaq Mohamed</li> <li>• Assistant Principal: Lois Pantoja</li> <li>• School Counselors: Nou Katzmarek, Elisabeth Mulvaney, and Danielle Seifert</li> </ul>
<p><b>Our school communicates with families in many ways.</b></p>	<ul style="list-style-type: none"> <li>• Families at HPMS are sent a weekly e-mailed &amp; texted bulletin called the Scots’ Scoop that is also translated in multiple languages via the online service Smore. The Scot’s Scoop explains events and announcements that are happening around the building, e.g.: new information, celebrations, flipside, athletics, family information, teacher requests, &amp; old news.</li> <li>• 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 2024).</li> <li>• Families can stay informed of daily/weekly class happenings by checking Schoology.</li> <li>• All teachers stay connected with families through Schoology, phone, e-mail contacts, Parent Portal, hand mailed postcards, and conferences.</li> <li>• All school events will be announced through BlackboardConnect emails, text, and phone calls. All BlackboardConnect communications are translatable via the Smore newsletter service that Highland Park Middle School uses.</li> <li>• Our school website is updated with important information on a regular basis. We encourage families to visit it often at <a href="http://highlandms.spps.org">http://highlandms.spps.org</a></li> <li>• When families call, email or send a note, we do our best to respond within 24 hours.</li> <li>• Family Community Connection (FCC) 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,</li> </ul>

	<p>Personalized Learning (iPads), utilizing Schoology and Transitioning to High School.</p> <ul style="list-style-type: none"> <li>• Office staff are available during school hours to answer questions.</li> <li>• HPMS will host informational events for our families throughout the year. They include: Incoming 6<sup>th</sup> grade registration, incoming 6<sup>th</sup> grade Meet and Greet, FCC, Orientation, Family Information night, Open House, Sports information nights, Honor Roll &amp; Rising Stars Celebration, NAAPID (National African American Parent Involvement Day), 6<sup>th</sup> grade Academic Showcase, Recognition Evening, History Day, Spelling Bee, Science Fair, Arts Showcase, Model UN, Conferences, and Intentional Social Interactions (IZI).</li> <li>• 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.</li> <li>• Interpreters will be available as needed.</li> <li>• Agendas and Sign-ins will be kept for each event.</li> <li>• Weekly electronic announcements keep families informed (Scots Scoop).</li> </ul>
<p><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></p>	<ul style="list-style-type: none"> <li>• Staff will continue to attend SPPS Racial Diversity/Equity Series professional development.</li> <li>• Staff will continue to learn the most effective ways to integrate personalized learning into the daily routine of their students’ classroom experiences.</li> <li>• Culturally relevant instruction is a focus for teachers at HPMS: rigor, relevance, realness and responsive. Staff will specifically focus and receiving professional training on Zoretta Hammond’s <i>Culturally Responsive Teaching</i>.</li> <li>• Data teams report out specific strategies used to improve scores of all student achievement levels.</li> <li>• With the new addition of a school-wide data coach, teacher Caitlin Bailey, PLCs &amp; teams will look at student work through the lens of equity and application of <i>Street Data</i> (Dugan &amp; Safir), teams will look at data in more frequently.</li> </ul>
<p><b>Transitions between schools can be challenging, and we work to help families as their children start and leave our school.</b></p>	<p><b>For new students and families, we support the transition by:</b></p> <ul style="list-style-type: none"> <li>• HPMS offers several one-hour group tours for families and students in December, January and February,</li> <li>• Showcase night</li> <li>• Registration night</li> <li>• Meet and Greet in May for our incoming 6<sup>th</sup> graders and their families</li> <li>• Full-day Orientation in August a week before school begins</li> <li>• Parent Orientation meeting and a Parent Information Night re: MYP/Rubrics/Grading Policy/Parent Portal in September, as well as monthly FCC meetings</li> </ul>

	<ul style="list-style-type: none"> <li>• Open House.</li> </ul> <p><b>For students and families moving to the next school in their pathway, we support the transition by:</b></p> <ul style="list-style-type: none"> <li>• Shadowing opportunities available at the High Schools for prospective 9<sup>th</sup> graders/current 8<sup>th</sup> graders</li> <li>• Counselors being available to answer questions regarding the transition to high school</li> <li>• HPMS and HPSHS providing opportunities for students and families to become familiar and comfortable with the Senior High via a variety of academic events</li> <li>• Parents being informed of the opportunities available to students to participate in high school level events and classes when appropriate.</li> </ul>
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<b>Family Partnerships</b>	
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<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>• Copies of the compact are available at all school events and on our website.</li> <li>• The compact will be updated: In Fall of 2023 and again in Spring of 2024.</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 is in September 2023.</li> <li>• Meet &amp; Greet for incoming 6<sup>th</sup> graders, FCC, 6<sup>th</sup> grade orientation, Family Information night, Open House, Sports information nights, Honor Roll &amp; Rising Stars, NAAPID, 6<sup>th</sup> grade Academic Showcase, Recognition Evening, History Day, Spelling Bee, Science Fair, Model UN and Conferences, Arts Showcase, NAAPID.</li> <li>• HPMS provides opportunities for families to volunteer throughout the year via the Scoop and the IZI event.</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>• Interpreters are provided for all school events as needed.</li> <li>• A light snack will be provided at all school events.</li> <li>• Families without internet capabilities will be given the option to receive paper copies of our electronic communications.</li> <li>• We will have full-time interpreters on staff.</li> <li>• Our interpreters will provide translations of paper materials as needed.</li> <li>• HPMS will use BlackboardConnect for text, email, &amp; phone communications with families, as needed.</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>• 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.</li> <li>• All parents are invited to join our school improvement team, volunteer for a variety of events and attend our FCC meetings.</li> <li>• Parent leader(s) will develop and support our FCC.</li> </ul>

	<ul style="list-style-type: none"> <li>• Our FCC will have space on the Scoop and will report regularly.</li> <li>• School administrative team continually encourages feedback from families.</li> <li>• A parent survey will be sent to the families at the end of the school year</li> <li>• We provide transportation and child care at parent meetings. Please contact the main office at (651) 293-8950 if either of those services are needed.</li> </ul>
<b>Parent Academy provides the foundation of parents’ information and skills for becoming more involved in our school.</b>	<p>Parent Academy will be held in:</p> <ul style="list-style-type: none"> <li>• Dates and times to be determined.</li> </ul>

<b>Teaching and Learning</b>	
<b>Our school shares information about state standards, assessment and student achievement with families in multiple ways</b>	<ul style="list-style-type: none"> <li>• Report cards and progress reports will be distributed eight times a year via Parent Portal.</li> <li>• Student-led conferences are held in the fall, winter and spring.</li> <li>• HPMS teaches families awareness and understanding of Parent Portal and Schoology.</li> <li>• School administrative team continually informs families about student achievement at all school events.</li> <li>• Student achievement is incorporated at all school events: Meet &amp; Greet, FCC –where 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, 6<sup>th</sup> grade Academic Showcase, Recognition Evening, History Day, Spelling Bee, Science Fair, Model UN and Conferences, Arts nights, NAAPID, and IZIs.</li> </ul>
<b>Our school will engage families in Personalized Learning as a key strategy to accelerate student achievement, as these changes come to our school</b>	<ul style="list-style-type: none"> <li>• All students are issued an iPad for the school year.</li> <li>• Professional Development opportunities related to iPad use in the classroom are provided for staff on a regular basis.</li> <li>• Support in utilizing Schoology will be offered to parents at all open houses and Student-led conferences.</li> <li>• Our Technology Specialist is available to families to assist with questions at all time.</li> <li>• Students will facilitate family learning regarding technology in the classroom.</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>• Our Flipside program offers several after school enrichment programs including academic, athletic, arts, and extension options.</li> </ul>
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<p style="text-align: center;"><b>Community Partnerships</b></p>	
<p><b>Our school develops community partnerships to provide additional support for students and their families</b></p>	<ul style="list-style-type: none"> <li>• HPMS offers support to our students through various community student and family counseling services, as well as other community based organizations (CBOs) in the Twin Cities area.</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 <http://highlandms.spps.org>, and printed copies are available in the office.