

The Heights Community School

2023-24 Family Engagement Plan

Introduction:

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: Julie Wellman
<p>Our school communicates with families in many ways.</p>	<ul style="list-style-type: none"> • All student work and important papers come home in a Thursday folder • Teachers send home classroom newsletters with information specific to their classroom and grade level. • Our monthly family newsletter is full of important information for families and is posted on our website and sent out to families via email. • Our family calendar lists all the events for the school year. The calendar is distributed at Open House in August/September and is posted on our website. • Flyers regarding family events are distributed through use of the Thursday folders, Blackboard Connect emails and are posted on our website. • Information on the outside marquis is updated in a timely manner • Flyers of upcoming events are posted on the front doors and the main entrance • When families call, email or send a note, we do our best to respond within 24 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>	<ul style="list-style-type: none"> • For more about our work on racial equity, contact: Hatti Moeller, Principal

<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"> • Offering a PreK and Kindergarten registration and orientation during May for the following fall. • Holding an Open House in August/September the week before fall classes start for new and existing families to meet the teacher, specialists, support staff and community partners <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"> • PreK parents will be offered training on the “Take Your Parent to School Days”. The October TYPTSD will focus on training parents on the preschool program and how they can help their students learn at home. The April TYPTSD will focus on transitioning from PreK to kindergarten. Parents will tour the kindergarten rooms and receive information on working with their children over the summer to be ready in the fall. • PreK students will tour the kindergarten classes as part of their May curriculum. • PreK families will be invited to attend the May registration and receive an orientation and information on transitioning to kindergarten in the fall. • Working with the Area A middle schools to inform parents when they will be holding open house and transition meetings for incoming students. • 5th Grade families will receive information about days and times for middle school Open Houses. Students may be able to tour the schools as a field trip during their school day. • Each April the counselor and 5th grade teachers help prepare 5th graders for middle school by presenting a variety of lessons, activities and discussions focusing on middle school expectations. Students will wear “High Trust” buttons and travel as “middle school” students without teachers in the hallways.
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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.

- **Copies of the compact are available:** On our website, November conferences, family nights, PTA & SCIP Update meetings, registration for new families and upon request. They are also available in the main office and the parent room.
- **The compact will be updated:** In April and May at PTA & SCIP Update meetings, The End of the Year meeting and spring Family Events.

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

- Title I Annual Meeting where we will share information about school programs will be during Family Events in Oct: PreK Family Day, Chat with the Principal and Academic (Math or Reading) Family Night
- PTA Meetings: PTA will meet virtually 5:30-6:00pm on the following dates:
 October 24, 2023 (1st SCIP Updates Mtg)
 January 16, 2024
 March 19, 2024 (2nd SCIP Updates Mtg with Budget Conversation)
 April 23, 2024 (End of the Year Mtg, Finalize FEP, Compact)
 May 21, 2024 (PTA Budget & Officers)
- Family Nights such as:
 Tues, August 29, 2023: Outdoor Open House: Meet the Teachers
 Thurs, October 26, 2023: Camp Read-A-Lot Read Family Night Night & Title I Annual Mtg
 Thurs, January 25, 2024: STEM Family Night
- National African American Parent Involvement Day (NAAPID) will be on Monday, February 12, 2024.
- Chat with the Principal: Reading Information and training will be given to parents before November conferences in October or Nov.
- Title I Budget: Parents will be invited to attend a budget planning meeting in the spring. The budget meeting will be held during the PTA meeting scheduled for March and April.

<p>We work to make these meetings and events available for every family in the school.</p>	<ul style="list-style-type: none"> • Family Nights will be held on Tuesday or Thursday evenings. • Chat with the Principal: Reading Information and training will be given to parents before November conferences in October or November. Translated fliers will be provided as needed. • Food will be provided at family events. • Interpreters will be available as needed through in-house staff, language line and district interpreters. • Transportation will be available upon request. • Information will be available upon request for families who could not make the events. • The specific outreach strategies for families of English Learners includes having Hmong and Spanish information translated by our MLL EAs in our building and by district employees fluent in other languages. Phone calls/emails are conducted in necessary languages. Interpreters are provided at events especially during conferences. • Google Meets may be used so parents can attend meetings virtually
<p>Our school supports families as advocates and provides opportunities for parent leadership</p>	<ul style="list-style-type: none"> • Process for parents to follow if they have concerns: Parents are asked to first bring their concerns to their child/ren’s teacher and then to the principal if the parent deems it necessary. • Describe staff professional development about working with parents: Staff will be provided with workshops on communicating with parents with a focus on topics such as school climate using input from parents via surveys completed during November and March conferences. • Describe how families will be involved in planning for school improvement and family engagement: Parents and families will have opportunities at all PTA meetings, Family Nights and Chat with the Principal events to be presented with Title I and school wide information. Parents will be asked for their input at events and through surveys during conferences.

<p>Volunteer Opportunities</p>	<ul style="list-style-type: none"> • Parents are welcome at The Heights at any time. Parents wishing to volunteer in teacher requested classrooms and at activities in the building to support partnerships during the year need to fill out a volunteer form each year. • Parents who want to go on field trips will need to have an approved background check to chaperone. Background checks require a completed background check form and \$20 cash deposit submitted to the school. Please allow 2 weeks for processing. The deposit will be returned when parents are approved and attend one field trip. PTA will pay for background checks at this time. • APPT - <u>If school participates</u>; share how families can be involved in the Action Team. The Heights does not participate in APPT at this time.
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<p style="text-align: center;">Teaching and Learning</p>	
<p>Our school shares information about state standards, assessment and student achievement with families in multiple ways</p>	<ul style="list-style-type: none"> • Report cards and progress reports will be distributed during conferences in November and March of each year. • Parent-Teacher conferences are held in November and March with two evening conferences and one all day conference for each month. The November evening conferences will be held on Thursday, Nov 9 from 2:20-6pm with a daytime conference on Friday, November 10 from 8am-3pm. The March evening conferences will be held on Thursday, March 28 from 2:20-6pm with a daytime conference on Friday, March 29 from 8am-3pm. Interpreters and transportation will be provided as needed. • APTT: Academic Parent Teacher Teams (APTT), if school has teachers who are participating. The Heights does not have teachers participating at this time. • Information on students' reading in K-3, if not at grade

	<p>level: Teachers will inform parents if their child/ren are not reading at grade level. Grade level teachers meet twice a week with the building coach and principal as a Professional Learning Community (PLC) to assess individual performance based on benchmark testing and daily student performance.</p> <ul style="list-style-type: none"> • Curriculum nights scheduled for 2023-24: The Heights’ Family Nights are all designed with an academic focus in mind. Standards and expectations for students to achieve academic success will be addressed at each event. Parents will be given information to help their child/ren learn at home. • The 2023-24 Academic Family Nights are as follows: October 26, 2023: Camp Read-A-Lot Family Night & Title I Annual Mtg January 25, 2024: STEM Family Night • Academic Family nights – how are they specifically aligned with SCIP goals: The SCIP goals for the 2023-24 school year will be reading and math with strategies for reading, math and behavior. The parent liaison will work closely with the learning lead to make sure that activities and information presented at the Family Nights meet the SCIP goals and provide meaningful strategies for families to help their child/ren at home achieve academic success. • Provide specific ways families can help build reading skills at home in K-3, if not at grade level: Families are encouraged to have their child/ren read thirty minutes every night. Classroom teachers will send home family reading tips in their classroom newsletter. Information will be available at literacy-based Family Nights. Students can check out materials from The Heights’ media center. The librarians from the Hayden Heights Library provide information about Homework Help and digital resources for families to use at home.
Our school will engage in personalized learning	<ul style="list-style-type: none"> • Parent log-in information can be accessed at

<p>as a key strategy to accelerate student achievement. Parents can get more information using many tools</p>	<p>spps.org/onestop or by asking the school clerk</p> <ul style="list-style-type: none"> • iPads use at The Heights: Students/families will fill out the technology use agreement. Technology resources will be added to math and literacy family academic nights. Technology resources and information regarding how iPads support classroom instruction will be shared at conferences. • Schoology Implementation at The Heights: Staff will be given the information to create a school-wide page that will be used for staff communication and resources.
<p>Many before- and after-school enrichment and support opportunities are available for students</p>	<ul style="list-style-type: none"> • EDL (Extended Day Learning) is provided after school on Tuesdays and Thursdays.

<p style="text-align: center;">Community Partnerships</p>	
<p>Our school develops community partnerships to provide additional support for students and their families</p>	<ul style="list-style-type: none"> • Junior Achievement in collaboration with Cretin Durham Hall • “Rec Check” at Hayden Heights and Hazel Recreation Centers • Hayden Heights Library • 3M • St. Paul Parks & Rec “No School Days Program” • Hill-Murray High School Helpers

This plan is available as part of our school’s SCIP, or School Comprehensive Improvement Plan at spps.org/scip, is on our school website at spps.org/heights, and printed copies are available in the office and parent resource room.