



YES Prep Southeast Elementary School  
Parent and Family Engagement Policy  
ESSA ; Section 1116  
2022- 2023

In support of strengthening student academic achievement, YES Prep Southeast Elementary receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

YES Prep Southeast Elementary is committed to the education of the children in our community. We strongly believe that family engagement is an essential piece in ensuring that our students are successful in school. We believe that when parents/ guardians and families are more engaged in the academic process, school becomes more of a priority for their children.

YES Prep Southeast Elementary's mission is that ***we exist to equip and empower our diverse community of families, students, and staff members through equitable, data-driven decisions, and high quality educational opportunities so that all SPARKS achieve their fullest potential to live choice-filled lives.*** We hope that this mission resonates in our community and to bring it to life with the support of our families.

YES Prep Southeast Elementary agrees to implement the following requirements as outlined by Section 1116:

- ❑ Involve families, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school improvement plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- ❑ Update the school parent and family engagement policy periodically to meet the changing needs of families and the school, distribute it to the families of participating children, and make the parent and family engagement policy available to the local community.
- ❑ Provide full opportunities, to the extent practicable, for the participation of families with limited English proficiency, families with disabilities, and families of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language families understand.
- ❑ If the school improvement plan under Section 1114(b) of the ESSA is not satisfactory to the families of participating children, submit any family comments on the plan when the school makes the plan available to the local educational agency.
- ❑ Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition: Parent and

Family Engagement means the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) families play an integral role in assisting their child’s learning;
- (B) families are encouraged to be actively involved in their child’s education at school;
- (C) families are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
- (D) other activities are carried out, such as those described in Section 1116 of the ESSA.

**JOINTLY DEVELOPED** YES Prep Southeast Elementary will take the following actions to involve families in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by families, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

During scheduled parent engagement meetings throughout the school year, YES Prep Southeast Elementary parents and families will have the opportunity to offer feedback to the YES Prep Southeast Elementary student and family handbook. Upon receipt of the parental feedback, YES Prep Southeast Elementary administration will post a revised copy of the handbook.

During monthly meetings named Coffee with the Principal guardians will have an opportunity to review the Parent and Family Engagement Policy and revise it, as well as be informed on the school’s progress towards the Campus Improvement Plan and formulate suggestions and to participate and its revisions, as appropriate.

Families are invited to participate in a variety of meetings and activities over the course of the school year. A Back to School event is held in August and Spark Your YES Home visits are held in September and October to provide families the opportunity to formally visit with their child's teacher to collaborate with their teacher about their goals and dreams for their students. Family -teacher conferences are held in the fall and the Spring to support families in becoming better informed about grade level expectation and their student's academic progress. In order to meet the needs of our diverse group of parents, trainings on a multitude of topics are obtainable year-round between the hours of 8:00 am and 6:30 pm. Formal trainings and workshops scheduled throughout the year are guided by guardians input and survey data and vary in date and time.

In cases in which transportation is a barrier for a parent to become involved in our school, the Administrative Team and the Family Fellow make special arrangements to link that family to needed resources and events. Due to the hectic and varying schedules of our school family, effort will be made to provide training opportunities to parents via links on our school website and ClassDojo (our main way of communication with families) making information accessible twenty-four hours a day. Families will be invited to participate in a Family- teacher conference at least twice a year to discuss their child's progress. Teachers will provide different times and days (if needed) for families to sign up for the virtual or in-person meetings to accommodate as many reciprocating parents as possible.

## ANNUAL TITLE I MEETING

YES Prep Southeast Elementary will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all families of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the families' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

YES Prep Southeast Elementary will host its annual Title 1 meeting Thursday, November 3<sup>rd</sup> from 8:00 to 9:00 am in-person and Tuesday, November 8<sup>th</sup> from 6:00- 7:00 pm virtually. This will be used to inform families of the requirements of Title I and the school's participation as well as the families rights to be involved. The inaugural Title I meeting will be used to ask for family input and provided as an opportunity to disseminate information and ensure families have access to the policy and compact.

Our families will also be invited to review the Campus Improvement Plan and get updates on the schools' progress towards our school goals on regular basis and during strategic meetings during Coffee with the Principal in December, February, and April.

Our school will offer opportunities for our families to engage in different ways .

## COMMUNICATIONS

YES Prep Southeast Elementary will take the following actions to provide families of participating children the following:

- ❑ Timely information about the Title I programs.
- ❑ Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, childcare or home visits, as such services relate to parent and family engagement.
- ❑ Information related to the school and parent programs, meetings, and other activities, is sent to the families of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the families can understand.

YES Prep Southeast Elementary student and family handbook will be made available to families during the second week of school and will be posted on the campus website. ClassDojo will be use consistently to provide families access to critical information.

Our school will distribute flyers at dismissal, post on social media and ClassDojo to inform families in a timely manner about the Title I meetings.

Our school communicates with families often the state, district and school's curricular and assessment expectations, school wide requirements in relation to the delivery of instruction, the strategies utilized to evaluate student work, and individual classroom support and routines pertinent to the academic and social emotional success of our students.

We use a variety of communicative techniques such as our School district Handbook, Individual Campus Supplement, Classroom Friday Newsletters, School Sparks News weekly Family Newsletter, Calling Campaigns, Panorama Family Surveys, School Website, ClassDojo Class and School Stories, Teacher/Family Conferences, School Support Team (SST) Meeting, Individual Education Plan (IEP) Meetings, Sparks Family Association Meetings, Individual notes/calls home, Family Fun Nights, Surveys (electronic and phone), Parent Resource Room, Parent Workshops, Welcome to YES Night, STAAR Night, Progress Reports, Report Cards, Measure of Academic Progress (MAP) results reports, MAP and Texas English Language Proficiency Assessment System (TELPAS) informational Meetings, etc. to solicit parent participation and deliver important information in hopes of creating productive dialogue between home and school concerning improved student achievement.

All communication is provided in at least two languages, Spanish and English. We also offer an interpreter for a family who requires sign language.

## SCHOOL-PARENT COMPACT

YES Prep Southeast Elementary will take the following actions to jointly develop with families of participating children a school-parent compact that outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and families will build and develop a partnership to help children achieve the state's high standards.

During family engagement meetings, families will have the opportunity to review the school-parent compact and offer feedback for revisions. After revisions are made, an updated version will be posted on the official YES Prep Southeast Elementary website.

## COORDINATION OF SERVICES

YES Prep Southeast Elementary will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support families in more fully participating in the education of their children by:

YES Prep Southeast Elementary will partner with Baker Ripley Cleveland Campus, North Pasadena Community Outreach, Head Start Programs, Depelchin.org, Food Bank, Legacy, Community Colleges and Public Libraries in the Pasadena and Houston City to offer:

- Information about free or low-cost English as a Second Language (ESL) Classes for families.
- Resources for free vaccines, therapy, and food pantry.
- Information about free or low-cost classes for parents/families to education and training in technical skills to support small business' development.
- Information on Kindergarten readiness.
- Our school will also offer opportunities for parents/families to learn about:
  - Measure of Academic Progress (MAP) testing and how its results are used to inform instruction.
  - MAP testing and how parents/families can support student achievement at home using MAP RIT scores.
  - STAAR testing and impact in students' academic journey.
  - Resources to support their students learning at home.
  - Texas English Language Proficiency Assessment System (TELPAS) and how this test is used by the school to drive the support the school gives English Learners in their language acquisition and how this can be supported at home by their families.
  - Social Emotional Learning (SEL) and how the role of the school counselor and Legacy Clinic counselor can support the student's social-emotional development and family engagement in supporting this development.
  - Literacy and activities families can do at home to support their students' literacy skills and promote early literacy through Family Literacy Night.
  - Science and math activities families can do at home to support their students' math skills and promote early numeracy through Family STEM Night.
- Standards-based Grading.

## BUILDING CAPACITY OF SCHOOL STAFF

YES Prep Southeast Elementary will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of families, in the value and utility of contributions of families, and in how to reach out to, communicate with, and work with families as equal partners, implement and coordinate parent programs, and build ties between families and the school by:

Throughout the school year, YES Prep Southeast Elementary teachers will participate in professional development and Professional Learning Communities regarding literacy, numeracy, early childhood development, and family engagement.

YES Prep Southeast Elementary Teachers will participate in:

- English Language Proficiency Standards (ELPS) series training to promote knowledge on ways to promote students' language acquisition and increase students' bilingualism and biculturalism.
- Antiracism training to promote cultural responsiveness in our staff so that we serve our families in a culturally responsive way.
- Professional Learning Community (PLC) on how to run Teacher-Family Conferences effectively as partners in their students' education.
- PLC on resources on family engagement from the "Planning for Family Engagement in the Charter School Life Cycle: A Toolkit for School Leaders" from the National Charter School Research Center.
- PLC on how to effectively support families in engaging in understanding STAAR, MAP and TELPAS scores to support their student's academic achievement.

Faculty and staff members will be cognizant of educational research on parent engagement. Family input will be solicited throughout the year in meetings, through surveys and during one-on-one conferences. Information derived will be utilized by the school's Leadership Team and staff members to strengthen the tie between school and home for the purpose of increasing student achievement. The Family Fellow, along with the school's Family Engagement Ambassador and Event Planning Committees, will take the lead in providing a multitude of opportunities for families to become involved in our school over the course of the year in order to take full advantage of the benefits that come with active family engagement.

Families will have opportunities to provide feedback during the monthly Coffee with the Principal meeting on the professional development opportunities offered to our staff members.

YES Prep Southeast Elementary will provide other reasonable support for parent and family engagement activities under Section 1116 as families may request by:

- Completing a survey after each Family Fun Night and/or Family Workshop
- Writing an email to the Principal Diana Rios at [diana.rios@yesprep.org](mailto:diana.rios@yesprep.org) or to the Family Engagement Ambassador, Executive Assistant- Suyapa Gomez at [Suyapa.gomez@yesprep.org](mailto:Suyapa.gomez@yesprep.org).

YES Prep Southeast Elementary will host a summer family academy. During this program, parents will learn research-based strategies that will develop students academically, socially, and emotionally as they transition to a new grade level at YES Prep Southeast Elementary.