



**YES Prep West Secondary  
School Parent and Family Engagement Policy  
ESSA Section 1116  
2020-2021**

In support of strengthening student academic achievement, **YES Prep West** 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 West**

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.

*Description of how the school will implement required school parent and family engagement policy components:*

## JOINTLY DEVELOPED

YES Prep West will utilize our numerous communication systems (Family Notes, Family Portal, social media, What's App, Alpha Pack) as well as direct invites to involve families in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs. During scheduled parent engagement meetings throughout the year, YES Prep West families will have the opportunities to offer feedback on regular meeting times, if requested by families, suggestions for improvement and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as possible. YES Prep West administration will post a revised copy of the handbook based on feedback and agreed upon changes to the Families page of the YES Prep West website.

Family Notes detail the current priorities of the campus, as well as communication as to how the campus is moving forward as a PACK. Family Portal is an application that allows our campus and stakeholders to intimately connect despite perceived language barriers. The West social media pages highlight current cultural activities and a focus on community. The Alpha Pack, the dedicated parent leaders from the ranks of our families, operate as West's liaisons that connect campus and off-campus community.

## ANNUAL TITLE I MEETING

Opportunities for families to attend the campus' annual Title I meetings will be Monday, January 11<sup>th</sup> from 9 am-10 am, as well as the evening of January 11<sup>th</sup> from 5-6 pm. Differentiated times will allow families choice in attending and receiving information about the requirements of Title I and the school's participation, as well as the families' rights to be involved. The Annual Title I meeting will be used to ask for family input, provide an opportunity to digest and respond to information, and ensure families have access to the policy and compact. The meeting will also review the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

## COMMUNICATIONS

**YES Prep West** will take the following actions to provide students' families 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, child care 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:

## SCHOOL-PARENT COMPACT

**YES Prep West** 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.

## COORDINATION OF SERVICES

**YES Prep West** will seek opportunities, within their capacity, to coordinate and include parent and family engagement programs and activities, such as parent resource centers and parent training organizations, that assist encourage and support families in more fully participating in the education of their children. Our partnerships with organizations like Crime Stoppers, HealthCorps, Depelchin and the Chinese Community Center allow our students and families a supportive place to access safety information, training on mental health maintenance, health and wellness supports, parenting skills and student interventions as well as after-school support and extracurricular activities, career trainings and immigration support provide a holistic approach to developing healthy habits and empowered individuals who are able to learn, grow and create positive impact in their communities.

## BUILDING CAPACITY OF SCHOOL STAFF

Throughout the school year, YES Prep West will provide professional development trainings based on campus need and family input, with the consideration of value and impact on families and students, to improve personal and academic outcomes for students. Professional development and region-wide conferences will include trainings regarding literacy, numeracy, early childhood development and parental engagement. Professional development trainings will also address how to reach out to, communicate with, and work with families as equal partners as well as how to create and begin parent programs, and build ties between families and the school.

**YES Prep West** will provide other reasonable supports for parent and family engagement activities under Section 1116 as families may request by emailing the school principal Sara Kaveeshwar at [sara.kaveeshwar@yesprep.org](mailto:sara.kaveeshwar@yesprep.org) or by emailing the Family Engagement Ambassadors, Rachel Warner and Gaquez Jackson at [rachel.warner@yesprep.org](mailto:rachel.warner@yesprep.org) or [gaquez.jackson@yesprep.org](mailto:gaquez.jackson@yesprep.org). You may also contact our front office at 713-967-8200.

YES Prep West is committed to providing research-based development academies to families during the school year and over the summer. We will start by researching and selecting resources and will use the Parent Pack to regularly communicate offerings. Our goal is to enable families to assist in developing their students academically, socially, and emotionally as they learn and grow throughout their journey at YES Prep West.

**NOTE:** This is a sample template for developing the school parent and family engagement policy. Although schools are not required to follow this sample; this sample demonstrates the topics of information that must be included in order to meet the requirements in Section 1116 (b), (c), and (e). Schools are required to include parents in the process of developing, reviewing, revising, and agreeing upon the parent and family engagement policy.

**NOTE:** The statutory references do not need to be included in the policy, but the activities, examples, actions, etc. must meet the requirements of the statute.