



JUBILEE ACADEMIC CENTER FAMILY ENGAGEMENT PLAN 2016-2017

Jubilee Academic Center schools will implement Family Engagement Strategies to support High-Quality Prekindergarten programs in each of its regions of Texas, Rio Grande Valley and South Central San Antonio.

“Family: Family includes adults and children significant in the child’s life who support the early learning and development of the child.”

“Family Engagement: Family engagement is the mutual responsibility of families, schools and communities; which builds relationships to support student learning and achievement and to support family well-being, family-student relationships and on-going learning and development of children, families, and educators. Family engagement is fully integrated in the child’s experience and supports the whole child. It is culturally and linguistically responsive and is continuous through a child’s life.”

Vision: Jubilee Academic Center schools embrace a collaborative environment for students, parents, teachers, staff and community that support quality family engagement and promote the social, emotional and academic growth of our children.

Mission: “Provide a Nurturing Community Focused on Leadership and Educational Excellence”

Core Values: The Jubilee Way: Joy, Understanding, Balance, Integrity, Leadership, Empowerment, Excellence

Beliefs: Parents are their children’s first teacher and should be respected as valuable and necessary assets to their children’s education.

Parents and schools have a shared responsibility for the academic achievement of their children.

Parents, regardless of education level, socio-economic status, ethnicity or culture, must be empowered by schools to support their child’s education.

Parents have the right to be involved and informed about school policies and their children’s academic progress.

Parents have a right to hold schools accountable for a welcoming, safe and quality learning environment.

Parents have a right to be meaningfully engaged in the decision-making process of the School.

Goals:

1. Collaboration of Mutual Partners
2. Training and Learning that is Child-Centered and Family Driven
3. Two-Way Communication
4. Family Participation in Decision Making
5. Professional Development for Educators
6. Community Network
7. Evaluation for Continuous Improvement

SECTION 1: Collaboration of Mutual Partners

ACTION STEPS

- A parent network will be established so that parents can exchange information. During Back to School Orientation parents will be given an opportunity to exchange cell phone numbers for telephone tree, e-mail address, set up a Pre-K Facebook account and twitter account.
- Each school will provide an orientation to welcome the parents to the school, to meet their educators, and to meet other parents. The prekindergarten student program and the family engagement plan will be shared. Communication avenues will be discussed and parent resources will be shared. A parent survey will be conducted to gather information from parents on the kind of training, classes, and presentations needed to assist and sustain positive parenting practices.
- Parent networking sessions will be held three additional times per year in addition to the initial orientation. These may be held in conjunction with an educational opportunity for parents.

SECTION 2: Training and Learning that is Child-Centered and Family Driven

ACTION STEPS

- Parent educational opportunities will be provided in several formats to include face-to-face meetings/conferences, electronic access to information, and written handouts/letters.
- Parent Meetings/Training, videotapes, computerized telephone messages will be provided to assist families with parenting and child-rearing skills.
- Parent Meetings/Training will be provided to assist families with establishing a home environment that supports learning. (logs of such trainings will be kept at each campus for proper grant documentation)
- Parent Meetings/Training will be provided with information on support programs to assist families with health, nutrition, and other services.
- Neighborhood meetings will be held to help families understand schools and to help schools understand families.
- Literacy Night will be held - Example: "Children and parents are invited to come to school in pajamas, bring blankets and pillows, and settle in for an evening of reading and learning together." We will advertise through Newsletter, Website, Facebook, and Twitter Account
- Math Night will be held: "Focus on Math to share some simple math strategies with parents and students. Teachers guide families to talk with their children about math at dinner time, bath time, or other free time at home."
- Individual parent/teacher conferences will be held to discuss student progress throughout the school year. Meet after BOY and EOY CIRCLE Progress Monitoring assessment and Parent

Sign-in sheets and agenda will be kept as proof of such meeting. Also meetings with parents to discuss report card grades, homework assignments and attendance.

- Parent conference will be conducted so parents can share with teachers, information on students' interest and talents, also to give opportunities for families to share stories about family backgrounds and traditions and parents' observations of whether students are struggling with homework. Conferences will be held every six-weeks.
- Campus Administration and Classroom Teachers will meet with families and be available to make home visits on parent request, to assist parents as their child transitions to Kindergarten.
- Parents will be provided electronic access to ReadyRosie.com and the Parent section of the CLI ENGAGE website www.cliengage.org that provides education activities that parents can provide at home.
- Parents will be provided take home activities provided by the classroom teacher, cliengage.org and or Circle Activity Collection on a weekly basis. Families give feedback on whether their child understood the homework, whether they enjoyed the activity together, and whether additional instruction may be needed.
- Face-to face meetings will be held quarterly for education presentations to parents. Topics will be developed by each school to meet the needs of their parents. Since each school is a leadership school, *Stephen Covey's, The 7 Habits of Highly Effective People* will be provided as an education session for parents. Other topics should include parent advocacy, developmental expectations, and creating a home learning environment.
- Parents will be provided with monthly calendars of activities.
- Translators will be provided at each educational Meeting/Training session if needed.
- Parents are invited to provide feedback on Meeting/Training sessions through the use of evaluations.

SECTION 3: Communication

ACTION STEPS

- Schools and parents will engage in regular, two-way communication about school programs.
- Communication will be provided in the language parents understand.
- Processes will be implemented to enable families to share information with schools about background culture, talents, and goals.
- Weekly or monthly folders of student work will be sent home for review and comments.
- Open House, PRE-K grade level parent meetings will be implemented to inform parent about academic goals, class work, grades and homework.
- Consideration will be provided to parents who do not speak English well, do not read well or need large print.
- Communicate to parents via newsletter, notes, cell phone, telephone tree, text messages, and website, Facebook and Twitter
- Conferences will be held with every parent at least once a year to discuss student progress and ongoing learning goals.
- Parent/student will pick up report card during conferences and suggestions may be given on improving grades.
- Mechanisms will be implemented for parents to document concerns and for concerns to be addressed.
- Communicate homework policies and how to monitor and discuss schoolwork at home.

- Communicate through face-to-face meeting, socials, Facebook, Twitter and notes home with families on skills required for students in Pre-K

SECTION 4: Family Participation in Decision Making

ACTION STEPS

- A prekindergarten advisory committee will be established at each school to serve as parent champions and to assist in planning, in implementing, and evaluating the Family Engagement Plan. Parents can volunteer to serve on the committee, along with the campus administrator and classroom teacher.
- Provide prekindergarten advisory committee orientation to all new parents to understand advisory committee's roles, rights and obligations as members.
- Provide training to enable advisory committee leaders to serve as representatives of other families, with input from and return of information to all parents.
- Quarterly meetings will be held to implement the plan, evaluate the implementation and make any needed revisions, evaluate the entire plan at the end of the year, and make any needed revisions to the plan for the following year.

SECTION 5: Professional Development for Educators

ACTION STEPS

- Prekindergarten teachers, paraprofessionals, and campus administration will be provided professional development sessions on implementation of curriculum aligned to the Texas Prekindergarten Guidelines, 2015. Professional development sessions may be face-to-face and/or online. Each campus will be required to keep all professional development documentation (agenda, sign-in sheets, minutes)
- Prekindergarten teachers will be provided training on the use and implementation of the progress monitoring instrument. Campus Administrators will conduct Classroom walkthroughs to ensure successful implementation of monitoring instrument.
- Provide training for Prekindergarten teachers and paraprofessionals on supporting parenting styles of diverse cultures and families.
- Prekindergarten teachers, paraprofessionals, and campus administration will participate in training on how to create a family-friendly school and positive school culture.
- All school staff will receive professional development on "Customer Service."
- All school staff will receive professional development on communication and family and community engagement.

SECTION 6: Community Network

ACTION STEPS

- Each Jubilee school will seek out and establish partnerships to support the unique needs of their students and their families in each of the different areas of Texas.
- A Community Network Packet will be developed to include a contact list of those providing direct services to students and families based on identified needs and parent interest. Any brochures and collected will be included in the packet. The community network packet will be

updated as partners are added and flyers from events will be added. The Community Network Packet will be available in the parent portal on the school's web site and hard copies will be made available if there are families who do not have electronic access. Information will be made available in English and Spanish.

- Community Partners will be invited to network with parents during one of the parent networking sessions and also may be called upon to provide information to parents.
- Information will be provided on community activities that link to learning skills and talents, including summer programs for students.

SECTION 7: Evaluation for Continuous Improvement

ACTION STEPS

- Upon notification of the grant award, the district will collect required data and report it through the Early Childhood Data System (ECDS). Data to be collected includes:
 1. Name of specific curriculum;
 2. Name of each prekindergarten instrument selected to monitor progress;
 3. Beginning of year and end of year results for each student enrolled in prekindergarten classes;
 4. Name of the kindergarten readiness instrument to measure effectiveness of High-Quality Prekindergarten program classes;
 5. Results for at 95% of kindergarten students on the kindergarten readiness instrument beginning with results from the fall 2016 administration to set a baseline, a description of the family engagement plan implemented by the charter school; and the type of additional teacher credentials obtained by each teacher.
- The Family Engagement Plan will be posted on the web site.

A calendar of program implementation will be developed along with scheduled data collection events by date.

A session evaluation will be developed for each parent session and for each educator session. Each orientation, networking, and education session will conclude with a written session evaluation and an opportunity for written feedback.

Data collected (Family engagement plan component implementation, educator professional development, and program implementation) will be analyzed to assess progress and to plan adjustments.

Data collected and analysis of data will be archived for review along with the end of year evaluation results in one final evaluation document.

The Parent Advisory Committee will meet with educators to review program implementation and assist in making adjustments to the implementation.

The Final evaluation will be used to make adjustments to the Family Engagement Plan for the following year.