

## Texas Connections Academy @ Houston Title I Parent and Family Engagement Policy 2022-2023

Parent and family engagement is a centerpiece of the Texas Connections Academy @ Houston (TCAH) school model, and is integral to improving student academic achievement. Families specifically seek enrollment with Texas Connections Academy for the opportunity to be more involved in their child's public school education. By confirming enrollment in TCAH, families commit to meeting the following required parent and family engagement in their child's education:

### **Required Parent and Family Engagement**

***Parent/Learning Coach Agreement:*** An agreement where a parent or other responsible adult designated by the parents - who works with him or her in person under the guidance of the Texas certified professional teacher and intimately familiar with their child's progress on a day-to-day basis. In grades 3-5, the Learning Coaches are directly involved with students' day-to-day learning. In grades 6-12 Learning Coaches play an important oversight role, but students begin to work with their teachers more independently, taking on increasing responsibility for their learning.

***Entrance Agreement:*** Signed at the time of Final Confirmation for enrollment by both the Parent/Learning Coach and Student in grades 6 – 12, who acknowledge that TCAH is a public *school of choice* and has specific requirements for engagement that must be met above and beyond attending a traditional brick and mortar campus in order to meet enrollment eligibility requirements.

***Intervention and Escalation Action Plans:*** when a student is not on track to meet promotion requirements, the parent will work in coordination with the TCAH staff to overcome barriers to success. These plans will ensure that appropriate resources are available for the student.

***Contact:*** Teachers will contact parents monthly regarding student progress and school year topics. Additionally, there will be required parent contacts throughout the course of the school year, which include teacher conferences and personal graduation plan review conferences (grades 8-12). Parents are required to have conferences with TCAH teachers over the course of a year although most parents have many more contacts. Required contacts include establishing and editing the Personal Graduation Plan for students in grades 8-12.

***Knowledge of State promotion requirements:*** The parent is responsible for ensuring that the student is present for state testing and monitoring the student's academic progress in order to meet state requirements for advancement to the next grade level.

***Pearson Online Classroom Acceptable Use Policy:*** a parent may not delegate any part of the Learning Coach role to a student including access logins for the Learning Coach or parent.

This policy describes how Texas Connections Academy @ Houston will put into operation additional programs, activities, systems and procedures for the engagement of parents in compliance with the requirements described in the Title I, part A program.

The following describes **9 ways** that TCAH will meet the Title I, part A program parent and family engagement requirements:

1. Conduct Fall and Spring Annual Meetings so that parents and stakeholders can learn about the Title I, part A program and requirements.
2. TCAH will offer Title I Parent Meetings for all parents to attend. These meetings will range in topics including participation in school and academic policies.
3. Notifications will be provided via Webmail and message board postings and the Houston ISD campus website, and in an understandable and uniform format.
4. TCAH will distribute notifications that include:
  - a. A description and explanation of the curriculum
  - b. The forms of academic assessments used to measure student progress
  - c. The proficiency levels students are expected to meet (promotion standards)
5. TCAH will respond to requests made by parents of enrolled students regarding suggestions and to participate, as appropriate, in decisions relating to the education of their children. TCAH will offer materials, training and/or other enrichment opportunities for parents and staff in an effort to create a collaborative learning environment that foster high student achievement.
6. TCAH will provide opportunities for parents to provide feedback through campus based surveys.
7. TCAH will ensure that parents have both synchronous and asynchronous access to staff through several modes of communication which include: phone contact, Webmail communication, Live Lesson sessions, tools in the grade book, message boards, and occasional face-to-face contact in regions.
8. TCAH may offer volunteer opportunities for parents that will allow them to contribute to the operation of the school.
9. If the final TCAH parent and family engagement plan is not satisfactory to parents, then the school will submit parent's comments on the plan to Houston Independent School District's Department of External Funding to revise the plan as advised.

## **Defining Parent and Family Engagement**

Texas Connections Academy @ Houston **defines parent and family engagement as:**

The participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities. This type of participation affirms that:

1. Parents play an integral role in assisting their child's learning
  2. Parents are encouraged to be actively involved in their child's education at school
  3. Parents are full partners in their child's education and are included, as appropriate, in decision-making and on parent meetings to assist in the education of their child
  4. Parents will be involved in activities that are in compliance with the Title I, part A program.
- Building Capacity for engagement at Texas Connections Academy @ Houston

There are several areas in which TCAH meets the definition of parent and family engagement:

### ***Parent's role and training***

- Parents take the role of Learning Coach (unless the parent officially designates another individual in Pearson Online Classroom) which involves:
  - Daily oversight of student work\* (*students in grades 3-12*)
  - Marking lessons complete (*students in grades 3-8*)
  - Recording attendance (*students in grades 3-12*)
  - Setting up the student's scheduler (*students in grades 3-8*)
  - Regularly checking Webmail /home page alerts (*students in grades 3-12*)
  - Contacting teachers as requested/needed (*students in grades 3-12*)
  - TCAH provides online Learning Coach and school orientation training for parents and designated Learning Coaches.
  - TCAH also provides access to online handbooks, school newsletters, and online help topics in the Virtual Library.
  - TCAH provides Parent University, a series of training sessions that assists parents and Learning Coaches in facilitating a high level of student achievement. This includes workshops hosted by the district [FACE \(Family and Community Engagement\)](#) department.

### ***Teacher's role and training***

- TCAH teachers are selected using a thorough application and interview process that ensures highly qualified, Texas certified teachers.
- Teachers will provide instruction through a variety of virtual methods of teaching and learning approaches along with several skill building programs and interventions.
- Teachers will interact daily with students synchronously and/or asynchronously using Webmail messages, message board postings, phone conversations, Live lesson ® sessions, communication tools in the grade book, and/or face-to-face

- interactions.
- For struggling students, Strand Assistant Principals will establish a committee of select teaching staff to serve on the "Intervention Assistance Team" (IAT) to review and address student concerns, and develop intervention plans collaboratively with the student's parent/Learning Coach. The plan will be documented and monitored over the course of the intervention timeline by the members of the Intervention Assistance Team (IAT).
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  - TCAH teachers and staff will receive high-quality and ongoing professional development that drive toward proficiency on state academic standards including state assessments.
  - The campus-based professional development equips teachers with the following:
    - Implementation of the Texas Essential Knowledge and Skills and student success on STAAR.
    - Strategies and best practices for virtual learning and instruction, including working effectively with parents/families
    - Effective use of and navigation of Pearson Online Classroom
    - How to develop Personalized Learning Plans and individualize instructional programs, including communication with parents regarding instruction
    - Various forms of assessments and how to guide instruction
    - Knowledge of school processes and policies
    - How to foster an online learning environment.

### ***Parent Participation***

- TCAH parents have multiple opportunities to participate and shape the overall school experience through: field trips, parent meetings, and various school outreach activities (Community Coordinators and [Club Connections](#)).
- TCAH parents also have various ways to submit feedback on a regular basis, through TCAH and HISD annual surveys, Webmail and phone communications, the five star rating systems embedded in Pearson Online Classroom lessons, as well as the feedback button located in Pearson Online Classroom.

### ***Parent Accessibility***

- TCAH makes effective use of all available technologies (School Banner and To Do List on the User Page, Webmail, Live lesson sessions, message boards, telephone <including automated calls and conference lines for meetings>, grade book feedback tools, newsletters, and Data Views) to communicate and distribute information to parents, who are typically online each school day to monitor school attendance and academic progress. Regular grade level and school newsletters and school-wide Webmail's announce upcoming school events and information, and message boards.
- Official communications from the school about compliance with school engagement or discipline issues are discussed over the telephone and followed up in Webmail.

- The school develops and makes available in Pearson Online Classroom, a state-supplement school handbook that details all policies and procedures specific to the school.
- The school utilizes bilingual staff members to assist non-English speaking parents.
- The accessibility of conference lines and web-based meeting rooms for virtual meetings assists parents with joining parent meetings regardless of location.

### **School-Parent Compact**

Attached to this policy is the School Parent Compact which is an agreement between TCAH and all enrolled parents that outlines how parents, staff and students will share responsibility for improved student academic achievement and develop a partnership to facilitate reaching high standards in student achievement.

### **The Policy Adoption Process**

This section affirms that the TCAH Parent and family Engagement Policy was jointly developed with and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by received input from parents via Webmail, phone and/or recorded Title I Parent Meetings participation. Parent input was reviewed and implemented into the final draft of the plan. The final approved policy is distributed to all parents via Webmail and posted on the school message board.

This policy was adopted according to the terms listed above by the Administration of Texas Connections Academy @ Houston on and will be reviewed annually.

**Date of Annual Review:** *September 15, 2022*

Signature of Authorized official:



Dr. Brita Martin-Lindsey,  
School Leader  
09/27/2022