

**Donald J. Yacks Elementary Parent and Family Engagement Plan**  
**In accordance with the *Elementary and Secondary Education Act of 1965 (ESEA)*, as**  
**amended by the *Every Student Succeeds Act of 2015 (ESSA)***

Parents, staff, and the building administrator have developed this Parent and Family Engagement Plan in accordance with the ESSA Section 1116 activities which are accomplished at Donald J. Yacks Elementary in the ways listed in each Section.

<b>ESSA Section</b>	<b>Ways in Which <u>Donald J. Yacks</u> Staff Accomplish These Activities</b>
<p><b>1116(b)(1)</b> This Plan has been jointly developed and distributed to parents and family members in a language that can be understood. The Plan is updated periodically to meet the changing needs of parents and the school.</p>	<p>Describe the development of the Plan, including the stakeholders involved, the steps taken to ensure the Plan is understood, and the process for updating the Plan.</p> <p><u>Our plan is updated yearly. In addition, we evaluate individual initiatives each spring. Our plan is posted on your Donald J. Yacks web page and also available in the office as a hard copy. Parents were asked to respond to a perception survey which addressed: teaching, learning, safety, communication, culture, and climate. The involved parents provided input, gave suggestions, and actively assisted the team through the process. During a spring meeting, it was communicated to parents that Donald J. Yacks is a Schoolwide Title I building. Parents were given the Title I compact during open house. In addition, parents of children who receive Title I services are notified in regards to the services their child receives. We keep sign in sheets and agendas for our records.</u></p> <p><u>During 20-21, Covid, we had to conduct the meetings virtually.</u></p>
<p><b>1116(c)(1)</b> Convene an Annual Title I Parent Meeting at a time convenient to parents to inform parents of the Title I requirements and their right to be involved.</p>	<p>An annual meeting is held which includes information for parents on:</p> <p><u>At this annual meeting parents will be provided with:</u></p> <ul style="list-style-type: none"> <li>• <u>Information about Title I programs and what their role is in planning.</u></li> <li>• <u>A description and explanation of the curriculum in use at Donald J. Yacks Elementary, the forms of academic assessment (MLPP, GRL, NWEA, and M-Step) used to measure student progress, and proficiency levels students are expected to meet. Example of leveled books will be provided to help parents understand their student’s guided reading level.</u></li> </ul> <p>How are parents encouraged to attend?</p> <p><u>Parents will be encouraged to attend Donald J. Yacks Elementary annual Title 1 meeting in the spring. This meeting will be offered in person(preCovid) and posted on our school webpage to accommodate parent’s schedules.</u></p>
<p><b>1116(c)(2)</b> Offer flexible</p>	<p>Meetings are offered at times convenient for parents and if</p>

<b>ESSA Section</b>	<b>Ways in Which School Staff Accomplish These Activities</b>
<p>number of meetings at times convenient to parents and provide transportation, childcare, or home visits as it relates to parental involvement.</p>	<p>needed, transportation, childcare, and home visits can be arranged:  <u>This meeting will be offered in person(preCovid) and posted on our school webpage to accommodate parent's schedules.</u>  <u>During 20-21, Covid, we had to conduct the meetings virtually.</u></p>
<p><b>1116(c)(3)</b> Involve parents in an organized, ongoing and timely way in the planning, reviewing, and improvement of Title I programs, including the development, review, and improvement of the Parent and Family Engagement Plan and the Schoolwide Program Plan.</p>	<p>Parents are involved in the development of the School Improvement Plan and Title I Program development in the following ways:  <u>Parent involvement will include: planning, review, and improvement of the school-level parent involvement policy.</u>  <u>The development of the school wide program plan will also require parent participation. Parents will be surveyed on Title I programs and services at the end of the school year where feedback is encouraged. Feedback will be taken into consideration when planning for the following year.</u></p>
<p><b>1116(c)(4)(A)</b> Provide parents of Title I children timely information about the Title I Program.</p>	<p>Parents are provided information regarding the school Programs in the following ways:  <u>An annual Title I Parent Meeting will be held to go over the Title I plan. Parents will also receive a Title I brochure defining Title I, explaining the parent, student, and teacher role's within Title I and sharing district resources available as a result of Title I funding.</u></p>
<p><b>1116(c)(4)(B)</b> Provide parents of Title I children a description and explanation of the curriculum used at the school, the forms of academic assessment used to measure progress, and the achievement levels students are expected to meet.</p>	<p>Parents are provided information about the school's curriculum, assessments, and proficiency level expectations in the following ways:  <u>Donald J. Yacks Elementary administration and staff will provide assistance to all parents in understanding: L'Anse Creuse's curriculum, forms of academic assessment used to measure progress, and the State and Local proficiency levels students are expected to meet. This information will be disseminated through the timely distribution of:</u></p> <ul style="list-style-type: none"> <li>• <u>Student Report Cards &amp; Mid-marking reports</u></li> <li>• <u>NWEA Assessment Data</u></li> <li>• <u>Learning Growth Plans/ Child Study Outcomes Sheets</u></li> <li>• <u>M-Step Assessment Data</u></li> </ul>
<p><b>1116(c)(4)(C)</b> Provide parents of participating Title I students opportunities for regular meetings to formulate suggestions, to participate in decision-making as it relates to their child's education, and to respond to any suggestions as soon as possible.</p>	<p>Parents have opportunities to share suggestions, participate in decision making, and respond to any suggestions in the following ways:</p> <ul style="list-style-type: none"> <li>• <u>Conduct a parent survey in the spring to identify Donald J. Yacks Elementary strengths, weaknesses, and allow parents to share their ideas for parent involvement activities that could take place throughout the school year.</u></li> <li>• <u>At Title 1 parent events, surveys will be distributed to all parents in attendance in order to evaluate the program attended.</u></li> <li>• <u>Evaluation of the Donald J. Yacks Elementary Title 1 Parent Involvement Plan will take place at the end of the school year at the last parent teacher organization meeting. At this event parents will be given the opportunity to review, evaluate, and</u></li> </ul>

ESSA Section	Ways in Which School Staff Accomplish These Activities
	<p><u>comment on the effectiveness of the current plan. Parents will be given the opportunity to make suggestions through the end of the year. Prior to the meeting, parents may request a copy of the plan electronically or stop by the office to pick up a hard copy.</u></p> <p>• <u>A copy of the Donald J. Yacks Elementary Parent Involvement Plan will be available on the L’Anse Creuse Community Schools website. A copy will be available in the school office as well.</u></p>
<p><b>1116(c)(5)</b> Ensure that if the Schoolwide Program Plan is not satisfactory to parents of participating students, submit any parent comments on the Plan when the school makes the Plan available to the Local Educational Agency (LEA).</p>	<p>If parents are not satisfied with the School Improvement Plan or Programs, they have opportunities to make comments by: <u>Donald J. Yacks Elementary will give parents the opportunity and process that allows them to share comments, concerns and praises. Parents will be able to communicate this information through surveys, discussions\input at monthly Parent Teacher Organization Meetings and speaking to staff at Parent Teacher Conferences and other building events that go on throughout the school year. Doanld J. Yacks Elementary will ensure that if the schoolwide program plan is NOT SAFISFACTORY to the parents of the participating children, the school will welcome, address and submit any parent comments on the plan when the school makes the plan available.</u></p>
<b>The School-Parent Compact Must:</b>	
<p><b>1116(d)</b> Jointly, with parents, develop a School-Parent Compact that outlines how the entire school staff, parents, and students will share the responsibility for improved student academic achievement.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>1116(d)</b> Clearly explain district and school goals for students to meet the challenging State academic standards.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>1116(d) &amp; 1116(d)(1)</b> Describe ways that teachers are responsible for supporting students’ learning and providing high quality curriculum and instruction.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>1116(d) &amp; 1116(d)(1)</b> Describe specific ways parents will be responsible for supporting their children’s learning.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>1116(d)</b> Describe specific ways students will be responsible for their learning.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>1116(d) &amp; 1116(d)(2)(C)</b> Describe school activities to build partnerships with parents, including chances for parents to volunteer, take part in, and observe classroom activities, and communicate with teachers.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>1116(d) &amp; 1116(f)</b> Describe how parents and family members are involved in developing and revising the compact.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>1116(d)(1) &amp; 1116(d)(2)(A-C)</b> Ensure regular two-way meaningful communication between family members and school staff throughout the school year, so that parents are kept up to date on their students’ progress and get regular tips on home learning.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>1116(f)</b> Communicate information using family friendly language and format.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

ESSA Section	Ways in Which School Staff Accomplish These Activities
<p><b>1116(e)(1)</b> Shall provide assistance to parents of students served by the school in understanding the State’s academic content standards, the State and Local assessments, and how to monitor their child’s progress and work with educators to improve the achievement of their children.</p>	<p>How does the staff provide assistance to parents to help them understand the content standards, assessments, how to monitor their child’s progress, and how to work with educators to improve the achievement of their children? What training is provided to families?</p> <p><u>Donald J. Yacks Elementary administration and staff will provide assistance to all parents in understanding: L’Anse Creuse’s curriculum, forms of academic assessment used to measure progress, and the State and Local proficiency levels students are expected to meet. This information will be disseminated through the timely distribution of:</u></p> <ul style="list-style-type: none"> <li>• <u>Student Report Cards</u></li> <li>• <u>Assessment Data</u></li> <li>• <u>Learning Growth Plans/ Child Study Outcomes</u></li> <li>• <u>MSTEP Assessment Data</u></li> <li>• <u>Progress Reports</u></li> <li>• <u>Information shared by teachers during parent-teacher conferences, notes home, phone contacts and e-mails.</u></li> </ul>
<p><b>1116(e)(2)</b> Shall provide materials and training to help parents work with their children to improve their children’s achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.</p>	<p>Staff will provide parents with appropriate materials and offer training in our school to enable them to support their child’s academic progress. These include:</p> <p><u>Donald J. Yacks Elementary will provide materials and training to help parents work with their children to improve their children’s achievement.</u></p> <ul style="list-style-type: none"> <li>• <u>Offer Parent Outreach to model skills and strategies for helping children at home</u></li> <li>• <u>Offer Parent Outreach in order to provide parents with resources for home use</u></li> <li>• <u>Provide families with web-based education opportunities that students can access from home to support learning, such as, Raz Kids, Exact Path and other approved and recommended mathematics and literacy links.</u></li> <li>• <u>Offer tips for ways parents can help their children at home via classroom and school newsletters.</u></li> <li>• <u>Provide supplemental materials for students who are below grade level</u></li> <li>• <u>Parental opportunities to gain knowledge of how to improve their child’s achievement will be offered at varying times and on varying days in order to provide opportunities for all to attend. Donald J. Yacks Elementary will provide materials and training to help parents work with their children to improve their children’s achievement.</u></li> <li>• <u>Offering Family Events throughout the course of the school year that focus on identified needs of the students, as well as the parents. These events will provide specific strategies and take home materials necessary to work on improving identified student needs.</u></li> <li>• <u>Offer web-based education opportunities that students can access from home, such as, Exact Path and other approved and recommended mathematics and literacy links.</u></li> </ul>

<b>ESSA Section</b>	<b>Ways in Which School Staff Accomplish These Activities</b>
<p><b>1116(e)(3)</b> Shall educate staff in the value and utility of parents' contributions, in how to reach out to, and communicate with, and work with parents as equal partners, to coordinate and implement parental involvement programs, and to build relationships between the parents and the school.</p>	<p>On-going professional development for staff on effective ways to increase parental involvement occurs annually. They include:</p> <p><u>Donald J. Yacks Elementary will, with the assistance of its parents, educate teachers, pupil services personnel, principal and other staff in the value and utility of parents' contributions. Educators will also receive guidance in ways to reach out to parents in order to, communicate and work with parents as equal partners, to implement and coordinate parent programs and build ties between parents and school by:</u></p> <ul style="list-style-type: none"> <li>• <u>Setting aside time during staff development or staff meetings to discuss how to reach out to and communicate with and work with parents as partners.</u></li> <li>• <u>Seeking workshops on ways to reach out to parents via outside organizations such as MISD, CARE, Trauma Informed Schools, etc...</u></li> </ul>
<p><b>1116(e)(4)</b> Shall coordinate and integrate parental involvement 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 parents in more fully participating in the education of their children.</p>	<p>Coordination with other Programs for parental involvement includes:</p> <p><u>Donald J. Yacks Elementary will coordinate and integrate, as feasible and appropriate, parent involvement with our feeder early childhood centers and other local preschool programs. We will conduct this via the following methods:</u></p> <ul style="list-style-type: none"> <li>• <u>Kindergarten Orientation; informational night for parents to learn about kindergarten curriculum, services, and district programs. Parents also pick up enrollment packets to be returned to home schools. (Site directors post flyers and communicate dates.)</u></li> <li>• <u>In the spring prior to kindergarten, Kindergarten students visit Donald J. Yacks for "Kindergarten Orientation" which is an informal visit to acquaint students with the school and classroom and to acquaint parents with the procedures, expectations, and happenings of the school.</u></li> </ul> <p><u>o Families are provided with the following:</u></p> <ul style="list-style-type: none"> <li>• <u>Get Ready for Kindergarten Kit (provided by the MISD)</u></li> <li>• <u>A Guide to Fun for Families (Free from the MISD)</u></li> <li>• <u>List of books about kindergarten transition</u></li> <li>• <u>Information specific to Donald J. Yacks regarding routines, expectations, and activities to utilize over the summer to prepare students for beginning Kindergarten.</u></li> <li>• <u>A tour of the building</u></li> <li>• <u>An introduction to the Kindergarten staff, speech teacher, social worker and principal</u></li> <li>• <u>An opportunity to ask questions and/or communicate concerns</u></li> <li>• <u>Invite all pre-k students to an open house at the elementary building.</u></li> <li>• <u>Read stories about kindergarten to students and regularly rotate books regarding transition in the reading corner in our local early childhood centers</u></li> </ul>

ESSA Section	Ways in Which School Staff Accomplish These Activities
	<ul style="list-style-type: none"> <li>• <u>Conduct summer learning opportunities/sessions for incoming pre-school students and kindergarten students. (Preschool summer programs at Burdi and LC-ECC.) (Get Ready for Kindergarten offered through LCPS Summer School Program) (Beth Linenberg’s ELL Ready for Kindergarten Summer Program).</u></li> <li>• <u>Invite incoming Kindergarteners to school social events.</u></li> <li>• <u>Advertise district Kindergarten Orientation to incoming parents through local papers, district website, letters to incoming kindergartners, etc.</u></li> <li>• <u>Send home a letter introducing teacher and staff to each student.</u></li> <li>• <u>Survey parents to get their opinion on the transition process. Include suggestions for improvement.</u></li> <li>• <u>Survey preschool families to determine home school which will be attended in the fall.</u></li> </ul>
<p><b>1116(e)(5)</b> Shall ensure information is shared with parents in a language and format they can understand.</p>	<p>Information is shared with parents in a language and format they can understand. Examples include:  <u>Donald J. Yacks Elementary will ensure that information related to school and parent programs, meetings and other activities are sent to the parents of participating children in a format and to the extent practicable, in language the parents can understand. This will be accomplished through the use of:</u></p> <ul style="list-style-type: none"> <li>• <u>School Letters/Information Distribution</u></li> <li>• <u>School/District Website</u></li> <li>• <u>Teacher Classroom Newsletters</u></li> <li>• <u>Information fliers/invitations to activities and meetings</u></li> <li>• <u>Reminders posted on the building marquee</u></li> <li>• <u>Information posed on school calendars</u></li> <li>• <u>Parent Club (PTC) letters/notices</u></li> <li>• <u>Mention of upcoming events at the Parent Teacher Club monthly meetings</u></li> </ul>
<b>Gray Area - Recommended Best Practice, but Not Required</b>	
<p><b>1116(e)(6)</b> May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.</p>	<p>_____</p>
<p><b>1116(e)(7)</b> May provide necessary literacy training from funds received under this part if the LEA has exhausted all other reasonably-available sources of funding for such training.</p>	<p>_____</p>
<p><b>1116(e)(8)</b> May pay reasonable and necessary</p>	<p>_____</p>

<b>ESSA Section</b>	<b>Ways in Which School Staff Accomplish These Activities</b>
expenses associated with local parental involvement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.	
<b>1116(e)(9)</b> May train parents to enhance the involvement of other parents.	_____
<b>1116(e)(10)</b> May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.	_____
<b>1116(e)(11)</b> May adopt and implement model approaches to improving parental involvement.	_____
<b>1116(e)(12)</b> May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in Programs supported under this Section.	_____
<b>1116(e)(13)</b> May develop appropriate roles for community-based organizations and businesses in parental involvement activities.	_____
<b>1116(e)(14)</b> Shall provide other reasonable support for parental involvement activities as parents may request.	<p>Parents are provided with other reasonable support such as: <u>Donald J. Yacks Elementary will consider all requests for parent involvement activities based on number of requests, impact on student achievement, and reasonable cost.</u></p> <p>How does the school collect this information?  <u>We will encourage parents to share comments, feedback, suggestions, and requests through phone calls, emails, notes, surveys, student agenda books, and parent/teacher meetings held throughout the year.</u></p>
<b>1116(f)</b> Shall provide full opportunities for participation	<p>Staff provide opportunities for full parent participation: <u>Donald J. Yacks Elementary will provide full opportunities for</u></p>

<b>ESSA Section</b>	<b>Ways in Which School Staff Accomplish These Activities</b>
<p>of parents with limited English proficiency, parents with disabilities, and parents of migratory children.</p>	<p><u>the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children in a format and to the extent practicable, in language the parents can understand. This includes:</u></p> <p><u>Limited English Proficiency:</u>  <u>Conferences at Donald J. Yacks Elementary may include an ELL tutor or translator to assist in explaining a student’s achievement, assessment results, successes and concerns. Upon request, handouts, information, newsletters or other correspondences can be translated in the home language for parents.</u></p> <p><u>Migratory Families:</u>  <u>Donald J. Yacks will support these parents by providing an ELL translator if needed, supplying handouts, information, newsletters and other correspondences in the home language of the parents. We will reach out to parents by partnering them with another family who speaks the same language, and meet with the parents to provide an opportunity to become acclimated to the school and the services we provide.</u></p> <p><u>Parents with Disabilities:</u>  <u>Donald J. Yacks Elementary is equipped with handicapped accessible facilities. Accommodations, such as handicap accessible doors and restrooms are in place. Conferences can be held over the phone in the event that someone is physically unable to get to the building. Translators are available as necessary.</u></p> <p><u>Literacy Issues:</u>  <u>The staff at Donald J. Yacks Elementary takes time to provide parents with opportunities to meet individually with those who request further explanation of their child’s progress throughout all curricular areas. The staff will make all attempts to ensure parents have a clear understanding of their child’s progress.</u></p>