



Supplemental Appendix 5: Family Engagement

Home Visits and Family Orientation: Our partnership with families begins before the school year with Home Visits and Family Orientations. Research shows that Home Visits strengthen students' chances for success in school¹ and have been identified as a best practice by the NEA.² Home Visits allow the school leader and other staff to get to know the new family, better understand the shared high expectations for student success, and discuss families' reasons for choosing to enroll their child(ren) in Sage Collegiate. Annual Family Orientations offer another opportunity for parents to learn about our cultural procedures and practices, routines and rituals, ambitious academic expectations, and day-to-day logistics prior to the first day of school. Families have a chance to learn about the processes around transportation, arrival, and dismissal, as well as the food options for scholars. We communicate proactively and clearly with all families, engaging them in conversations about school practices, including academic goals, homework, uniform, attendance, and behavior, making sure parents are clear on our consistent expectations and policies. We remind families we are a different type of school because if you want to be different, you have to *be* different.³ Each August, within three weeks prior to the start of school, Sage Collegiate will host at least 3 Family Orientations. We will provide opportunities both in the evening and during the day, and on a Saturday, to allow families ample opportunity to attend Family Orientation for which the goal is 100% attendance.⁴

Members of the school's leadership team will plan and lead Family Orientation for each grade level, and all teachers will be present to help facilitate. Students and their families will receive a formal presentation about promotion requirements for the grade level, during which the school leader will walk through each individual promotion requirement for the ensuing year and will make clear that falling short of meeting these promotion requirements may result in a retention decision. At this time, families will also receive the Student and Family Handbook, which outlines all expectations including those around promotion and graduation requirements.

After a family has accepted a seat at the school for their child(ren), and prior to the start of the school year, Home Visits will be scheduled for all new Sage Collegiate students and families. Additional Home Visits will be conducted throughout the year, as needed, to maintain positive relationships between school and family. At these individual meetings, invitational and not required, school leaders (and advisors, in Middle School) will meet with students and family members to review the Student and Family Handbook and walk through the Sage Collegiate Family-Scholar- School Commitment, which again lays out the school's promotion and graduation requirements as well as expectations regarding attendance, punctuality, Life Work (homework), and parent communication (daily homework tracker, bi-weekly academic progress report (middle school), bi-weekly phone call home, etc.). Again, family participation will never be a condition of enrollment at Sage Collegiate. During this meeting, the school leader will take the opportunity to conference with the student and family

¹ Kilgore, E. "Teacher Home Visits: The Importance of Sharing a Meal." *Education Week*. March 11, 2014
<http://www.edweek.org/tm/articles/2014/03/10/kp-kilgore.html>.

² "Research on Best Practices in Education." National Education Association. <http://www.nea.org/tools/17073.htm>.

³ This notion and concept of being different comes from many former BES Fellows and current schools, leaders, but specifically from Lagra Newman, 2011 BES Fellow and Head of School at Purpose Prep, during an August 2016 visit by Ms. Kinne as part of the BES Fellowship, and Kelly Dowling, Principal of Uncommon Schools' North Star Academy Downtown Middle School, during a September 2016 visit. At Purpose Prep, <http://www.purposeprep.org/>, scholars rank in the 90th percentile on nationally-normed assessments, and 93% of Kindergarteners and 96% of 1st graders read *above* grade level on STEP assessments. Uncommon Schools, <http://www.uncommonschools.org/>, where students outperform their peers throughout the state, including the state's white and affluent students.



individually to discuss the student's academic and personal goals, their personal analysis of his/her academic and character strengths and areas for growth, and the school's behavior expectations and discipline plan. The tone of this meeting will be both celebratory and serious. The school leader will congratulate the student and family on committing to the rigorous academic challenges of the ensuing year; they will also describe the communication milestones and intensive support that the student and family will receive if the student is struggling.

Cafecitos: On the third Thursday of every month, the Executive Director hosts hour-long Cafecitos, a chance for parents to engage in conversation with our school leader, build and strengthen relationships between home and school, share concerns and praise about the school's team, and learn more about the school's vision. Pastries and beverages are provided, and younger siblings are welcome along with parents. We offer a blend of curriculum exposure, workshops for families, and open forum for families to share ideas and ask questions. As our school grows, other School Leadership Team members, such as the Director of Student Services and Community Coordinator and Family Liaison, participate with the Executive Director to provide opportunity for even deep relationship building with families.

Families for Sage Collegiate: We work diligently and purposefully to involve and invest families in our school. If parents want to be more involved, Families for Sage Collegiate is a group all families are welcome to join; parents can also just attend the monthly meeting. Each month, the group works closely with the Executive Director, and other school leadership, to identify and coordinate support for the school. The group coordinates May's Teacher Appreciation Week, identifies parent volunteers for field trips, facilitates welcoming events for new families, and plans other events as identified. Based upon strong family engagement practices at high performing schools observed by the proposed Executive Director during the BES Fellowship and her Leadership Residencies, Families for Sage Collegiate also engage and coordinate parent volunteers for everything from helping to copy reading books (Reading A-Z books, which many Kindergarteners and 1st graders use for Life Work) to organizing the school library and establishing rituals that infuse the community.

Family Nights and Conferences: Every month, we have a least one family event, including Family Nights and Family-Teacher Conferences. Family Nights are centered around math and literacy and provide engaging workshops to help parents learn strategies for at-home skill practice. In our first year, we will have one Family College Night, growing this event each year as our school grows. We have other events to bring our school community together and to create safe alternatives and festive options and showcase our students' talents, including a Family Fall Festival each October, Family Holiday Arts Event each December, and an end-of-year Family Gathering during the last week of school. Families are invited to join students and staff at the fall Las Vegas Book Festival. This free, annual event provides students with exposure to authors, artists, and literature.

Conferences take place at the end of each trimester, with all families invited and expected to attend in November and March, and specific students' families asked to attend at the end of the school year. These conferences ensure parents and teachers are aligned with student achievement, support systems, and best practices for home and school.

College Campus Tours: Beginning Year 1, we have college campus tours each year for students. College begins in Kindergarten, and we invite and encourage families to participate in these college tours. Parent involvement in campus visits helps students and families better plan the path to college, and families have an opportunity to see the possible for their scholars. Costs are built into our budget as part of our field studies and subsidized through fundraising.



Communication: Families receive daily, weekly, and monthly updates on the academic and behavioral progress of their scholar(s). As part of their daily Life Work⁵ assignments, students share their Daily Log with their parents. Daily Log communicates to parents their child’s attendance, school behavior, class participation, Life Work completion, and academic performance, keeping families informed daily. Families are required to sign scholars’ Daily Logs and Life Work. These daily logs are linked to daily and weekly rewards at school that incentivize students to do and be their best. When needed, reports are customized for individual scholars and specific goals.

Each week, families receive a purple folder with all announcements, permission slips, monthly calendar, and students’ weekly behavior reports/paychecks, detailing their earned incentives that show how well their child(ren) met behavior expectations during the week. These folders are signed and returned to the school as evidence parents have received and read the materials, in keeping with our shared goals for students as partners in our mission.

Each week, our family newsletter goes home to families. This allows us an opportunity to celebrate student achievement, share data around academics, attendance, and goals, and highlight upcoming school events. Newsletters are also shared on our website, which is updated regularly with school news and information.

Every six weeks, we send home our mid-trimester report to families, informing them of students’ academic achievement and progress toward goals. These reports include updated performance data that outlines students’ academic proficiency in literacy development, targeted intervention action plans that maximize academic progress, and tangible supports for families to provide at home. Sage Collegiate communicates scholars’ progress as compared to state standards to keep parents apprised of the students’ individual, collective (whole group), and comparative (ranking within classroom) achievement.

In addition to our outreach to families, teachers will answer phone calls from students and families up until 7:30 p.m. each school night. This allows parents to ask teachers about students’ Life Work and student progress. Additionally, teachers make bi-weekly Sunshine calls to allow parents to hear about the great choices their students make and how proud we are of students’ progress. Families receive automated calls the night before school events to remind and encourage families’ attendance and following any unexpected safety issues at the school (i.e., lockdown) to keep families informed and have transparent communication.

Family and Community Engagement: We proactively engage and partner with community organizations to provide enrichment opportunities, afterschool programming, field trips, and health services. When aligned to our mission, we welcome community members as speakers, volunteers, and event sponsors. As we grow as a school, workshops are offered to families around college access, literacy, and character development to help parents and guardians sharpen the skills they need to be effective teachers at home.

We also provide ample opportunity for parents to volunteer at the school, though volunteering is not a requirement. Family members may assist in a variety of ways, from supporting drop-off and pick-up, helping with the set up and supervision of breakfast and lunch, assisting in our office, and more. Volunteers receive training and development to assure they are allies in school culture and practices.

⁵ Given the need to develop life-long habits, practices, and study skills, we refer to students’ nightly assignments and reading as Life Work.



Given our anticipated Spanish- speaking population, we provide a translator at family events and family-teacher conferences, and we ensure all materials are translated so parents can stay informed.

Additionally, to allow families an opportunity to provide feedback and inform the school’s growth, we seek parent input through semi-annual surveys. Conducted in concert with a third-party evaluator, such as TNTP, surveys are administered during Family-Teacher Conferences in November and March. We value the voice of parents, and we welcome their feedback.

Monthly Board Meetings: Every Board meeting is open to the public, and a forum for public comment is structured to solicit feedback from families at all meetings, in alignment with Open Meeting laws. Board meetings are open to the public, are announced on our website and in our weekly newsletters, and parents are welcome to attend. Families for Sage Collegiate serves as a consultative board, from which volunteer and organizers for school events, like Fall Festival, are identified.

Figure 3.1: Family Engagement Events 2021-22 (draft)

Family Engagement Events: 2020-21	
Spring & Summer	Post-lottery: Family Home Visits
July & August	07.19-7.30 Family Orientations (minimum of 3) 08.19: Third Thursday Cafecito TBD: Monthly Board Meeting
September	09.16: Third Thursday Cafecito 09.23: Family Literacy Night and Fall Scholastic Book Fair 09.23: 6-weeks report to families TBD: Monthly Board Meeting
October	10.21: Third Thursday Cafecito 10.28: Family Fall Festival TBD: Monthly Board Meeting
November	<i>NO Third Thursday Cafecito due to Parent-Teacher Conferences</i> 11.01: 6-weeks report to families 11.15: Report Cards to Families 11.17-11.19: Family-Teacher Conferences and Semi-Annual survey #1 TBD: Monthly Board Meeting
December	12.04: College Campus Visit #1 12.16: Family Holiday Arts Celebration 12.16: Third Thursday Cafecito TBD: Monthly Board Meeting
January	01.20: Third Thursday Cafecito 01.18: 6-week reports to families 01.27: Family Math Night TBD: Monthly Board Meeting



February	02.10: Family College Night: Learning is Love 02.17: Third Thursday Cafecito TBD: Monthly Board Meeting
March	04.12: 6-week reports to families 03.17: Third Thursday Cafecito Monthly Board Meeting 03.30-04.01 Family-Teacher Conferences, 6-week reports, and Semi-Annual Survey #2
April	04.21: Third Thursday Cafecito 04.28: Family Literacy Night and Spring Scholastic Book Fair 04.30: College Campus Visit #2 TBD: Monthly Board Meeting
May	05.20: Family EOY Celebration (picnic) 05.23-05.25: Family-Teacher conferences for identified families TBD: Monthly Board Meeting