

Brookwood Elementary School Family Engagement Policy 2020-2021

Brookwood Elementary School will jointly develop/revise with parents the school Parent and Family Engagement policy/procedures and distribute it to parents of participating children and make available the Parent and Family Engagement policy/procedures to the local community.

- In consultation with school personnel, community members, and parents the Policy was adopted on October 27, 2020.
- A list of committee members responsible for the writing of this policy can be found in Appendix A.
- This policy was distributed to parents of participating children and to the extent practicable, provided in a language the parents can understand.
- This policy shall be made available to the local community via the school Webpage. If the Title I plan is not satisfactory to the parents of participating children, the local educational agency will submit any parent comments with the application when the plan is submitted to the state.
- This family engagement plan will be updated annually to meet the changing needs of parents and the school.

Part 1. POLICY INVOLVEMENT

Brookwood Elementary School will:

- (1) Convene an annual meeting, on October 27, 2020, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved. This will be a virtual meeting this year./
- (2) Offer a flexible number of meetings, such as in the morning or evening, and provide, with funds provided under this part, transportation(as a need is indicated), child care, or home visits, as such services related to Parent and Family Engagement. A schedule of this year's meetings can be found in Appendix B;
- (3) Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, schoolwide under Section 1114, and the process of the school review and improvement under Section 1116. Based on parent response from the school's 2019 Annual Parent Survey, dates and times were planned for 2020-2021 Parent Meetings and School Family Engagement Events.
- (4) Implement an effective means of outreach to parents of English learners, in a language the parents can understand, to inform them regarding how they can
 - Be involved in the education of their children; and
 - Be active participants in assisting their children to
 - attain English proficiency;
 - achieve at high levels within a well-rounded education; and

- meet the challenging State academic standards expected of all students
 - Make a request for any school documents to be translated in their own language.
- (5) Provide parents of participating children:
- timely information about programs under this part;
 - a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
 - if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
 - The Family Engagement Liaison, parents, and parent members of the Family Engagement Review Committee will develop the Brookwood Elementary Family Engagement Policy.
 - The Policy will be shared with the school community for input, feedback, and necessary amendments.
 - Parent Workshops will be offered to share curriculum and assessments.
 - Parent newsletter will be provided by the Principal monthly.
- (6) If the schoolwide program plan is not satisfactory to the parents of participating children, parents may submit any comments on the plan when the school makes the plan available to the district.
- Submissions may be made to the Family Engagement Liaison or the Administration.

Part II-Shared Responsibilities

SCHOOL-PARENT COMPACT

School Responsibilities

Brookwood Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet Virginia's student academic achievement standards as follows:
 - *Build a positive, caring relationship with every student*
 - *Provide high quality curriculum and instruction including appropriate interventions, remediation and gifted education*
 - *Provide instruction in a supportive and safe environment conducive to learning*
 - *Establish and maintain effective communication with parents and/or guardians*

2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held
 - *Virtually this year at a mutually agreed upon time*
 - *Instructional staff will schedule and conduct parent-teacher conferences/meetings and be available to meet with parents/guardians when needed*

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
 - *Quarterly Progress Reports for students performing below grade level (Oct. 9, Dec. 13, March 4, and May 12)*
 - *Quarterly Report Cards (Nov. 13, Feb. 11, April 9, and June 22)*
 - *Standardized Assessment Results*
 - *Teacher Phone Calls or Letters/E-mails (as needed)*
 - *Tuesday Folders with student work*
 - *Provide web-based learning opportunities*

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - *Our staff will be available to meet with parents/guardians when requested in a timely manner.*
 - *Our staff will be available through e-mails and phone calls and all attempts will be made to make contact within 24 hours.*

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
 - *Parents are encouraged to complete and return a division-wide volunteer information form at the beginning of the school year*
 - *Teachers will request parent volunteers through surveys and sign in sheets as well as phone calls, letters home, PTA, and emails*
 - *Classroom observations can be set up with the classroom teacher*

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- *Monitoring attendance and tardiness*
- *Play an active role in our children's education by expressing high expectations including but not limited to the following:*
 - *Check book bags daily and sign and return requested paperwork*
 - *Monitor homework assignments*
 - *Read every day with our children*
 - *Make sure schoolwork is completed in a timely manner*
- *Participating, as appropriate, in decisions relating to my children's education.*
- *Provide school with up-to-date contact information*
- *Participate in school family engagement activities as often as possible and volunteer in the school if possible*

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Be Respectful, Responsible, Safe and Courageous at all times*
- *Come to school ready to learn*
- *Do my homework every day and ask for help when I need to*
- *Read at least 20 minutes every day outside of school time, alone or with a family member*
- *Be a good messenger between home and school*
- *Respect school property*

Principal _____ Date _____

Parent _____ Date _____

Student _____ Date _____

Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, Brookwood Elementary and Virginia Beach City Public Schools must:

- assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
 - Hold Parent Workshop
 - Provide parent training at Family Engagement events,
 - Provide city-wide training for members on the Family Review Committee.
 - Use Technology Apps to communicate with parents and give updates on student progress.
- provide materials and training to help parents work with their children, such as literacy and math training and using technology, to include education about the harms of copyright piracy.
 - Send quarterly newsletters which include parent suggestions on how to help their child at home with math and reading.
 - Send Alert Now messages.
 - Send Principal Newsletters.
 - Provide parent training at Family Engagement events
 - Use computer-based programs such as Redbird, Storia, Imagine Learning, and Nearpod.
 - Provide Social/Emotional Books for each child with a lesson parents can follow while working with their children.

- provide professional development to teachers, specialized instructional personnel, and other staff on the value of Parents and the communities to increase academic achievement
 - Professional development provided to staff during staff meetings and collaborations.
- coordinate and integrate parent engagement 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 parent engagement.
 - Provide parent training during city-wide Family Engagement Training in November, February, and April.
 - Provide outreach with MOCA, the public library, Virginia Beach Parks and Recreation, VBSPCA, The Chrysler Museum
- ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and to the extent practicable, in a language the parents can understand.
 - Save the Date notices, fliers, and reminders are sent home in student folders as well as be available in the front office.
 - Alert Now messages are sent home over the phone.
 - Teachers are requested to send personal invitations to parents by newsletters, technology Apps, and personal phone calls.
 - Teachers send home weekly newsletters.
 - The Principal will send monthly newsletters.
 - Documents may be able to be transcribed based upon request.

Part 3. Accessibility Requirements

In carrying out the parent and family engagement requirements, Brookwood Elementary School, to the extent practicable, shall provide opportunities for the informed participation of parents and family members, including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports under section 1111 in a format and in a language such parents understand.

Part IV-Adoption

This Brookwood Elementary Parent and Family Engagement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in the Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Policy/Procedures were developed/revised by Brookwood Elementary on 10/27/20 and will be in effect for the period of 2020-2021 school year. The school will distribute these Parent and Family Engagement

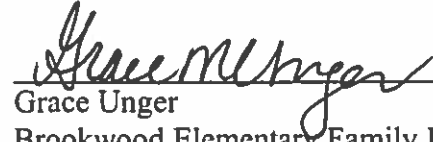
Policy/Procedures to all parents of participating Title I children and make it available to the community on or before 1/14/2021.



Christine Alarcon
Brookwood Elementary School Principal

10/15/20

Date



Grace Unger
Brookwood Elementary Family Engagement Liaison

10/15/20

Date

Appendix A

Christine Alarcon, Principal

Grace Unger, Family Engagement Liaison

Amy Ward, Parent

Megan Gamble, Parent

Monica Dodd, Parent

Appendix B

Family Engagement Parent Events 2020-2021

October 27, 2020	Virtual Link for Title I Family Meeting
November 16, 2020	STEAM Virtual Family Fun Night for Kindergarten
November 17, 2020	STEAM Virtual Family Fun Night for First Grade
January 25, 2021	STEAM Virtual Family Fun Night for Second and Third Grade
January 26, 2021	STEAM Virtual Family Fun Night for Fourth and Fifth Grade