

Brookwood Elementary School Family Engagement Policy 2019-2020

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 29, 2019.
- 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 November 18th, 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.
- (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 2019-2020 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

Brookwood Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A, of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the school staff, and students will share the responsibility for improved student academic achievement. Also, the means by which the school and parents will build and develop a partnership that will help children achieve Virginia's high standards.

This school-parent compact is in effect during school year 2019-2020.

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
 - *November 5, 2019 or 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: Math and Literacy Fall Festival, STEAM Night, and Literacy Night.
 - 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 11/22/19 and will be in effect for the period of 2019-2020 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 1/14/2020.

Christine Alarcon
Brookwood Elementary School Principal

Date

Dawn Carlucci
Brookwood Elementary Family Engagement Liaison

Date

Appendix A

Christine Alarcon, Principal

Dawn Carlucci, Family Engagement Liaison

Kimberly Ruth, Parent

Jennifer Izzo, Parent

Melissa Barnhill, Parent

Megan Gamble, Parent

Monica Dodd, Parent

Appendix B

Family Engagement Parent Events 2019-2020

August 29, 2019	Open House
October 10, 2019	Parent Workshop
November 14, 2019	Math and Reading Fall Festival
February 27, 2020	STEAM Night
March 31, 2020	Literacy Night