

**Virginia Department of Education**  
**Brookwood Elementary School Family Engagement Policy**  
**2018-2019**

Brookwood Elementary School jointly developed this family engagement policy in consultation with school personnel, community members, and parents and adopted it on October 29, 2018. 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 and distribution through school. If the Title I plan (application) 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) Hold an annual meeting on September 26, 2018 to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I and to explain the requirements of Title I, and the right of the parents to be involved;
- (2) Offer a flexible number of meetings. 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's Title I program, including the planning, review, and improvement of the school family engagement policy and the joint development of the targeted assistance program plan (if applicable);
- (4) Provide parents of participating children:
  - (A) timely information about Title I programs;
  - (B) 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
  - (C) 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; and

## Part 2. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

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### 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 2018-2019.*

#### 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 6, 2018 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. 14, March 1, and May 10)*
  - *Quarterly Report Cards ( Nov. 14, Feb. 11, April 8, and June 21)*
  - *Standardized Assessment Results*
  - *Teacher Phone Calls./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\_\_\_\_\_

### **Part 3. 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:

- (1) shall provide assistance to parents of children served by Brookwood Elementary School and Virginia Beach City Public Schools, as appropriate, in understanding such topics as Virginia's academic content standards and student academic achievement standards, Virginia and VBCPS academic assessments; also monitor a child's progress and work with educators to improve the achievement of their children;
- (2) shall provide materials and training to help parents work with their children to improve individual achievement, such as literacy training and using technology, as appropriate, to foster family engagement;
- (3) shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents; and how to communicate and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
- (4) shall, to the extent feasible and appropriate, coordinate and integrate family engagement programs and activities with public preschool and other programs; conduct other activities such as parent resource centers that encourage and support parents in more fully participating in the education of their children;
- (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format that is practicable and in a language that parents can understand;
- (6) shall provide such other reasonable support for family engagement activities under this section as parents may request.

### **Part 4. ACCESSIBILITY**

Brookwood Elementary School, to the extent practicable, shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, in a format that is practicable and in a language that parents can understand.

## Appendix A

Christine Alarcon,	Principal
Dawn Carlucci,	Family Engagement Liaison
Mari Sara Butts,	Parent
Kimberly Ruth,	Parent
Alexie Van Schaik,	Parent

## Appendix B

### Family Engagement Parent Events 2018-2019

August 30, 2018  
September 26, 2018  
November 14, 2018  
February 20, 2019  
April 4, 2019  
May 7, 2019