

# Brookwood Forest Elementary School Parent and Family Engagement Policy 2021-2022

## MISSION STATEMENT

Promote Brookwood Forest Elementary students who are equipped to thrive in the REALITY of their future.

## VISION

Preparing our Brookwood Forest Elementary learning community for the REALITY of tomorrow.

## CORE VALUES

Brookwood Forest Elementary believes that our students and staff must be:

Responsible Citizens, Effective Communicators, Academically Prepared, Lifelong Learners, Interpersonal Collaborators, Thinking with Innovation, and Yes Minded!



Our school is a community where students, parents, and school faculty collaborate and work in partnership for our children. We feel parental involvement is an essential piece in ensuring that our students are successful in school. Research studies consistently reveal that high student achievement and self-esteem are closely related to positive parental participation in education. We encourage all parents to become involved in the school in many ways and at many levels.

**Title I regulations require that each school served under Title I jointly develop with and distribute to parents of participating children, a written parental involvement policy agreed on by the parents that describe the requirements outlined in Title I law.**

## **A. POLICY INVOLVEMENT**

- 1. Convene an annual meeting, at a convenient time, 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;**

An official parent meeting will be held by the end of September each school year to review with parents Title I School requirements, Parental Involvement Policy, and School-Parent Compact. The principal will also update parents on school ratings and plans for improvement. *For the 2021-2022 school year the meeting may be held via Zoom, phone, or in person.*

- 2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;**

Parents will be invited to participate in meetings and activities throughout the year. A parent orientation night for each grade level will be held in August. Parents will have the opportunity to formally visit their child's classroom to become more familiar with grade level and school expectations. We have a school parental resource center that is available to parents during school hours daily. The contents available in the parent resource center will be advertised in our school newsletter and website to highlight books and pamphlets available for home or campus use. Computers will also be available for parent access in the resource center. In order to meet the needs of our students, information meetings in reading, math and science will be offered on family nights. Parents will be invited to participate in a parent-teacher conference in October of each year. Teachers are available to meet with parents in the mornings before the official start time, during teacher conference times, and after school.

Parents are encouraged to become NISD volunteers during Pre-k and Kindergarten Spring Round-Up, early registration, the first day of school, parent orientation nights, the Title I meeting, as well as throughout the school year.

- 3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including planning, review, and improvement of the school parental involvement policy;**

Brookwood Forest Elementary invites parents to participate in review and revision meetings to discuss and examine our Campus Improvement Plan and Parent Involvement Policy four times a year (September, December, March, June).

- 4. Provide parents of participating children timely information about programs under this part; descriptions 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 suggestions as soon as practically possible.**

Brookwood Forest Elementary will share state reports, ratings, curricular expectations, assessment results, grading guidelines, school schedules, classroom schedules, and behavior expectations through a variety of communicative techniques.

- School Website
- Teacher Website
- Teacher-Parent Email
- Phone Calls
- School Facebook Page
- Parent-Teacher Conferences
- Title I Meetings
- Family Night Meetings
- Parent Handbook
- District Parent Handbook
- School Newsletter
- Classroom Newsletter

- Thursday Folders
- IEP Meetings
- Progress Reports
- Report Cards
- RtI Meetings
- ARD Meetings
- Individual Notes Home
- Parent Resource Center
- School Marquee
- Site Base Planning Meetings

## **B. SHARED RESPONSIBILITY FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

**As a component of the school-level parental involvement policy, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.** Brookwood Forest Elementary believes that the education of a student is not only the responsibility of the teacher but also of the parent and the child. For this reason, a Parent-Teacher Compact has been developed and is utilized in our school. This trifold document serves as an agreement between all stakeholders that they will adhere to certain duties and responsibilities to ensure the success of the student. It is reviewed with parents and students at the beginning of each school year. These compacts are also used to motivate students and parents to become more involved in the educational process and let parents know that they are equal partners in their child's learning.

## **C. 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, each school and local educational agency assisted under this part.**

1. **Shall provide assistance to the parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the state's academic content standards and state student academic achievement standards, state and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children;**

Brookwood Forest Elementary will provide information and training to our parents in understanding the state's student academic standards in all content areas through family academic nights, as well as, parent-teacher conferences, and resources in our Parent Resource Center.

2. **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;**

Brookwood Forest Elementary will provide materials from our Parent Resource Center to help their children's academic achievement.

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 in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;**

Parent requests and suggestions will be taken in the form of parent surveys, as well as when individual parents make their needs known to the faculty and staff individually or collectively in the form of personal meetings, emails, phone calls, or during a campus planning meeting. Information derived will be utilized by the school's Administrative Team and teachers to strengthen the tie between school and home for the purpose of increasing student achievement.

4. **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 and, to the extent practicable, in a language parents can understand.**

Brookwood Forest Elementary will send home school-wide correspondence in English and Spanish. We have a translator available to assist with oral communication when necessary.

## **D. ACCESSIBILITY**

**In carrying out the parental involvement requirements of this part, districts, and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.**

All students and parents are considered to be an important part of our learning community. Regardless of English proficiency or disability, all parents are encouraged to be involved in their child's school environment. For this reason, if there is a special need identified that would help a parent understand the educational process of their child, assistance will be provided. Examples of support may include:

- Interpreted school documents in a parent's primary language.
- Having an interpreter on hand to translate important information at school-wide meetings and events.
- An interpreter to provide translation in parent/teacher conferences.
- Books and pamphlets are available in English and Spanish in our parent resource center.

## **Family Engagement Plan**

### **A. Facilitating Family-to-Family Support**

- Brookwood Forest Elementary will provide a space for parents to gather in the parent resource room and front foyer to talk informally before and after the school day;
- Brookwood Forest Elementary will host events throughout the year that bring families together such as grade level musicals, fun nights, academic nights, and open house;
- Brookwood Forest Elementary will organize field trips, fundraisers, and three designated party days that will include families.

### **B. Establish a Network of Community Resources**

- Brookwood Forest Elementary will provide written information on community resources in the parent resource center;
- Brookwood Forest Elementary will maintain a community resource handbook that identifies services such as housing, health services, legal assistance, domestic violence services, child protective services, etc. can be found;

### **C. Increase Family Participation in Decision-Making**

- Brookwood Forest Elementary will involve parents in developing, adopting, and implementing goals and strategies within the campus improvement plan focusing on family engagement;
- Brookwood Forest Elementary will collaborate with families to develop strategies to solve problems (individual meetings and group meetings);
- Brookwood Forest Elementary will collaborate with parents, teachers, and community members to review family engagement survey results and make decisions and plans for improvement.

### **D. Equip Families with Tools to Enhance and Extend Learning**

- Brookwood Forest Elementary will provide backpacks filled with resources and activities to all prekindergarten students when they enroll;
- Brookwood Forest Elementary will collaborate with families to appropriately respond to children's behavior in a positive and supportive way (7 Mindsets)
- Brookwood Forest Elementary will conference with parents in October and as needed to develop and discuss goals;
- Brookwood Forest Elementary will communicate upcoming events via newsletters, notes home, website, Facebook, etc.;
- Brookwood Forest Elementary will provide family academic nights (reading, writing, math, science).

### **E. Develop Staff Skills in Evidence-Based Practices that Support Families in Meeting their Children's Learning Benchmarks**

- Brookwood Forest Elementary will discuss ways to interact with parents during the beginning of the year professional development week, faculty meetings and as needed;
- Brookwood Forest Elementary and New Caney ISD will provide online training for educators on how to respond to families that are in crisis;
- Brookwood Forest Elementary will provide a private space for parent/teacher meetings.

**F. Evaluate Family Engagement Efforts and Using Evaluation for Continuous Improvement**

- Brookwood Forest Elementary will send progress reports and check in with parents to discuss student progress;
- Brookwood Forest Elementary will encourage parents to complete a survey on their child's experience at school.