

**School Parental Involvement Policy**  
**Brookwood Elementary**  
**ESSA, Title 1 Campus**

**PART I. GENERAL EXPECTATIONS**

Brookwood agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- The school will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.
- The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

- (A) *that parents play an integral role in assisting their child's learning;*
- (B) *that parents are encouraged to be actively involved in their child's education at school;*
- (C) *that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

**PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

NOTE: Brookwood will provide flexible/virtual meetings for parents to attend events either in the day/evening or on-line so that parents can attend even if they cannot be physically present. Examples include:

- Title 1 Training (Sept 27 e-mailed to parents – English and Spanish), parents can complete the survey to ask questions or give input
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1. Brookwood will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:
    - Parent invitation to a meeting discussing the parent and family engagement policy
    - Agenda is provided for the meeting
    - Sign in sheet for the meeting including name and position
  2. Brookwood will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
    - Parent invitation to a meeting to discuss the Strategic Plan
    - Parent invitation to a meeting to discuss parent and family engagement policy
    - Agenda is provided for both meetings
    - Sign in sheet for the meeting including name and position for both meetings
  3. Brookwood will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:
    - Parent Powerpoint training e-mailed to inform parents of Title 1 status
    - Agenda is provided for the meeting
    - Electronic sign in sheet for the meeting

4. Brookwood will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:
  - Communication to parents about Parent Orientation
  - Parent orientation videos and important information for each grade level (due to Covid-19)
  - Description of parent night activities
  - Parent sign in sheets when possible (Covid-19)
  
5. Brookwood will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:
  - Lighthouse team meets monthly
  - Sign in sheet for the meeting including name and position
  - Minutes of meeting
  
6. Brookwood will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:
  - Parent letters go home electronically
  - Parents have the option of obtaining a hard copy from the school
  - Parents may also access their child's information on-line
  
7. Brookwood will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:
  - Letters will go home to parents if and when there is a teacher who is not highly qualified teaching their child
  
8. Brookwood will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph --
  - the state's academic content standards,
  - the state's student academic achievement standards,
  - the state and local academic assessments including alternate assessments,
  - the requirements of Part A,
  - how to monitor their child's progress, and
  - how to work with educators
  - Virtual Parent Orientation
  - ItsLearning class pages from teachers about curriculum
  - Parents are encouraged to schedule conferences with teachers

- Teachers proactively communicate student progress
9. Brookwood will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:
- Dreambox access at home in English and Spanish: Math learning software
  - ItsLearning: Parent portal to access resources at home
10. Brookwood will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
- Discussing Parent and Family Engagement Policy with staff
  - Lighthouse team discussion of how to use action teams to maximize parental involvement
  - Every teacher is instructed and reminded about communication with parents through phone or in person conference
  - Weekly call outs; ItsLearning pages
11. Brookwood will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
- Leadership team and Lighthouse team work to ensure federal state and local funds are utilized to meet student needs
12. Brookwood will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- Parent communication sent in Spanish and English
  - Interpreters provided in Spanish
  - Curriculum and Standards communicated in Spanish through ItsLearning
  - Dreambox in Spanish
  - Hard copies (instead of electronic) are offered for all families at request

