

School Parental Involvement Policy
Brookwood Elementary, 2025-2026
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

- Title 1 Training Parent Training (NOTE: Brookwood will provide flexible meetings (October PTA Board Mtg and General PTA Mtg on November 6, 2025) for this training)
 - School Compact (parents are encouraged to sign this form during Open House which will be in every child's Leader in Me Binder)
 - Parent and Family Engagement Plan
 - Campus Needs Assessment and Campus Improvement Plan
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:
 - CIIC develops and gives input on Parent and Family Engagement Plan
 - Parent Input for additions/changes is welcome at the October PTA Board Mtg and Nov 6th General PTA Meeting
 - Parent invitation, agenda and sign in sheet for meetings
 2. Brookwood will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - Guiding Coalition and CIIC develops and gives input on Campus Needs Assessment and Campus Improvement Plan
 - Parent Input for additions/changes is welcome at the October PTA Board Mtg and Nov 6th General PTA Meeting
 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 Title 1 Training at November CIIC Meeting (3:45pm), Oct PTA Board Meeting (6:00pm) and Nov 6th PTA General Meeting (6:00pm)
 - Parent invitation, agenda and sign in sheets
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 Orientations in August (Curriculum Parent Guide shared at Parent Orientation); hard copies of Curriculum Parent Guide given to every parent in their preference of English or Spanish; Curriculum Parent Guides are also available on the CCISD website
 - Parent Open House on November 6th following the PTA Mtg at 6:00pm (Student-led conference for parent which includes academic tracking sheets)
 - Parent invitation, agenda and sign in sheets
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:
- 4 CIIC meetings for the 2025-2026 school year (4 parent/business/community representatives)
 - 5 PTA Board Meetings – principal attends every meeting to receive input/answer questions
 - 5 General PTA Meetings for the 2025-2026 school year in which the principal or assistant principal is present to receive input/answer questions
 - An online Microsoft form will be sent out at the end of each nine weeks for parents to submit questions or suggestions for our school/processes.
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 may also access their child's information on-line through Skyward
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 – not applicable for BWE for the 2025-2026 school year
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
- Parent Orientation (review of grade level curriculum)
 - Hard copies of curriculum given to every parent in their preferred language (English or Spanish)
 - On-line curriculum guides available to parents on the ccisd website
 - Parent conference provided for every child by phone or in person by the end of December; spring semester conferences as needed
 - 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/math training and using technology, as appropriate, to foster parental involvement, by:
- Connect CCISD – teachers send a message weekly to parents sharing what is being learned for the week with examples/videos/pictures for parents as appropriate
 - Open House in Fall and Curriculum training in Spring
 - Create short (i.e. 1 minute) videos and send out to parents to better understand how to teach requested concepts in Math/RLA
 - Dual Language Parent Night in Spring
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/CIIC members
 - PTA actively partners with admin and teachers to provide various opportunities for parents to volunteer throughout the school year – communicated through newsletters, schoolwide messages through connectCCISD and hard copies sent home
 - Every teacher will communicate with parents through phone or an in person

conference during the 1st semester. 2nd semester conference will be schedule by the parent or teacher as needed.

- Weekly messages from principal/assistant principal through connectCCISD in English and Spanish
- Every teacher will use connectCCISD to communicate weekly with parents which shares what curriculum is being taught for the week, HW for the week and important dates/information

11. Brookwood will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with public preschool and other programs. The school will conduct other activities, such as parent resource centers, which encourage and support parents in more fully participating in the education of their children, by:

- Leadership team ensures federal state and local funds are utilized to meet student needs
- CCISD provides all day PK opportunities for students (every campus has a PK program). Brookwood has bilingual and monolingual PK.
- Students who qualify for PK services receive those services for free. Those who do not qualify for services can pay tuition to participate in our all-day PK program.

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 at Brookwood
- Curriculum and standards communicated in English and Spanish on CCISD website
- connectCCISD – communication from the district, campus or classroom
- Take Home Folder – some daily, some weekly
- Sunday Night message at 6:00pm from Gouger/Ruiz (English and Spanish)
- Monthly Newsletters through connectCCISD (English and Spanish)
- CCISD, Brookwood and Brookwood PTA website