

## **Brookhaven Elementary School Parent & Family Engagement Policy (Title 1) 2020-2021**

At Brookhaven Elementary, we are focused on doing what is best for students in order to create a challenging and positive learning environment where every Bronco grows every day. A thriving education is at its best when there is a solid foundation of communication between home and school. Brookhaven Elementary pledges to offer parents and family members various opportunities to be involved.

**Staff Awareness:** The staff receives training each school year about the value of parent and family member contributions at school. In the training, we stress how to reach out to, build ties with, and work with parents as equal partners to make sure that all students are successful in their learning. Our staff is kept up-to-date on our various parent programs, their role in the implementation and coordination of the programs, and how they can encourage parent and family participation.

**Annual Meeting:** Our annual Title 1 meeting is held in September of every school year. This meeting is offered at flexible times. All parents and family members are entitled to attend. We will provide our parents and family members with information about Title 1 guidelines, our Campus Improvement Plan, the Parent and Family Engagement Policy, the Home-School Compact, Parents Right to Know, and how you can be involved in your child's education. In addition, you'll learn about the curriculum we use, academic assessments, and our latest STAAR scores. The best part is snacks are provided.

**Sight Based Decision Making Committee (SBDM):** Monthly meetings of Brookhaven SBDM committee are held at least six times throughout the school year. This committee has elected members, administrative staff members, and special interest groups represented. The committee will also include at least one parent representative, a community member, a district representative, and a business representative. This committee provides input on our Campus Improvement Plan (CIP) and assists in making decisions about how Title 1 funds are spent. We value your opinions and welcome all parents who would like to serve. If you would like to serve on SBDM, please contact the office. For parents unable to participate in SBDM, an annual evening meeting is held for the purpose of evaluating the plan and gaining parent input on changes for the upcoming year. Note, if some reason the CIP is not satisfactory to parents, parent comments about the CIP will be submitted to the KISD Coordinator for State & Federal Program.

**Volunteer Orientation:** At the start of every new school year, and throughout the year, Brookhaven's Parent Liaison conducts a volunteer orientation to acquaint all adult volunteers with KISD policies and procedures to make volunteering a success. Newcomer's Orientations will be held periodically throughout the school year. Led by the Parent Liaison—Delores Coney. Newcomers Orientation will enhance communication and volunteerism. If you would like to volunteer, please contact Esther Hadley or Angelica Edwards at (254) 336-1440. If you do not have access to the internet, you can use the school computer to fill out the volunteer form.

**Staff-Parent & Family Members Communication:** Brookhaven will take an active role in establishing effective communication between staff, parents and family members. Some of the methods used may include:

- Campus and grade level newsletters detailing curriculum focus and upcoming events will be sent home biweekly and monthly. The lower grade levels are sent weekly.
- Beginning of the school year grade level newsletter detailing expectations, procedures, etc.
- Community calendar in the hallway detailing upcoming events.
- Weekly Folders, Agendas, Phone Calls, Marquee, Surveys, Home Visits, Parent Meetings, Conferences, Facebook page, the School Website, fliers, Connect-Ed automated calls, notes, letters, emails, Class Dojo, Remind 101, and Home Access.

We strongly encourage parents and family members to contact their student's teacher when there is a concern by making an appointment to meet with the teacher. In addition, we highly encourage using the Home Access which enables you to monitor grades, attendance, and communicate with the teacher. Additional contact can be made through phone calls, notes, letters, emails, in the agenda, and through Class Dojo, SeeSaw or Remind 101. The information sent home is typically in English, but is also available in Spanish as needed. If translation is needed in another language, please contact the school office. We'll do our best to accommodate

you. Brookhaven Elementary believes that there should not be anything we cannot work out together for the good of the student.

**Types of Parental and Family Engagement:** At Brookhaven Elementary we support and encourage parental and family member involvement through help at home, participation through volunteering at school, joining SBDM, joining the PTA, and attending school functions such as Math Night, Reading Night, etc...

- **Teachers** – helping at home with video lessons, examples posted on Seesaw & activity packets with all the needed materials and directions. Also providing parent training sessions on how to use the programs and support with the instructional strategies.
- **Volunteers** – contributing your time and skills to the school working with students or creating instructional supplies.
- **Decision Makers** – participating in joint problem solving with the school at every level
- **Supporters** – ensuring compliance with student code of conduct and KISD policies and procedures
- **Advocates** - promoting the home-school connection

**Parent and Family Engagement Policy and Home-School Compact:** Both the policy and the compact must be reviewed every spring, and we need your help. Parents and family members are a crucial and required part of this process, as we must have your input. Information is publicized in February about the meeting.

The current Parent and Family Engagement Policy and Home-School Compact can both be found on our campus website and in the Student Handbook. It is also available during our Annual Title 1 meeting. Our website will allow you to translate any posted information into any one of 107 different languages. Within the first 2-3 months of school, your child's teacher will contact you to arrange a conference to discuss the Home-School Compact and to give you more information about your child's achievement. Parents have the right to participate in decisions relating to their child's education.

**Parent and Family Member Learning/Classes:** We will hold parent meetings and learning nights to help with understanding the challenging Texas academic standards (our curriculum), provide STAAR and KISD assessment information, explain how to monitor your child's progress, and how to work with teachers as a team to help support your child. Additional information will be available to assist parents with staying current with new technology to include sessions on how use the programs, as well as providing videos of model lessons, Zoom conferences and sending hands-on activities and games home for extra practice. In understanding that our parents have various schedules, we strive to schedule key meetings and classes at flexible times and dates to include a morning and an afternoon/evening session. If there is a specific topic of learning needed or suggested, please contact our Counselor/Parent Liaison—Delores Coney at (254) 336-1469. Each nine weeks there is "Pizza with the Principal" for parents to make suggestions about their child's education and to express concerns.

KISD offers classes free of charge for English as a Second Language, computers, and GED preparation. In addition, the campus offers classes in learning English using Rosetta Stone. Empowered Parents workshops and the Parent Academy are also available. Additionally, parents may attend and participate in the KISD Parent Advisory Council. Contact the Special Programs Department for more information at (254) 336-0240.

Brookhaven Elementary is a neighborhood school which was established in 1993. We will continue to strive to maintain a dynamic learning atmosphere where students can achieve academic excellence and parents and family members feel welcomed and valued. Please let us know how we can make this a continuing tradition. We appreciate you!

Revised 05/22/2020