

## **Brookwood Parental Involvement Policy**

Available for Review: August - October

Formal Review and Revision 10/14/10

Una traducción de este documento está disponible en nuestra escuela. Llame al 706-278-9202.

The Brookwood staff recognizes the critical role a strong parent involvement program plays in the education of students. As key members of the school community, parental input is invaluable. Parents are encouraged to be actively involved and are included in decision-making to assist in the education of their child. .

Brookwood School will provide information about Title 1 programs to parents of participating students and will seek parent input in the development of its Parent Involvement Policy(PIP) in the following ways:

- School level Parental Involvement Advisory Group
- Annual Title 1/PIP informational meeting
- Annual parental review of policy
- Parent Involvement Survey
- Review by School Council and PTA

The Parent Involvement Policy will be able available for review by parents and the school community. Parents will be notified of the School Parental Involvement Policy via:

- Brookwood School website
- Virtual Lobby
- School newsletter
- School radio station
- PTA meetings
- Title 1 Annual Review meeting

An annual meeting will be held to update the Parent Involvement Policy to reflect changes in student needs. The review will incorporate feedback from the Parent Involvement Survey, the school Parent Involvement Advisory Team, and the school council. Discussion topics for annual meeting will include:

- School participation in Title 1
- Parental Rights to access the PIP
- Review of the PIP
- Opportunity to submit responses

Flexible meeting times are offered whenever feasible. Parent-teacher conferences, Student Support Team meetings, PTA meetings, School Council meetings and family activities are scheduled in the morning and in the evening to allow as many parents as

possible to attend. . Conferences are scheduled in the fall with each parent with written notice in English and in Spanish. Japanese translation is available on request. Choices are provided so that parents may attend conferences before school, during the day or after school. Hard to reach parents are contacted by bilingual office personnel, teacher or school social worker to establish a convenient conference time. After previous attempts have been made, school social worker makes home visit to discuss student achievement with parents who are unable to attend conference. Parent or teacher may request additional conferences at any time during the school year.

School and district parental involvement policies are discussed in PTA meetings, School Council meetings, and at the annual Title 1/PIP review meeting and are available on school and district websites.

Regular meetings such as listed below provide opportunities for parents to share experiences with other parents, formulate suggestions, review programs, and participate in decisions relating to the education of their children. A District Parent Advisory Council has been established to provide advice related to Title 1 programs in the schools. Parent input is sought at the following meetings:

- School Council
- PTA
- Parent Involvement Advisory Team
- Response to Intervention/Student Support Team
- Annual Title 1/PIP review

Efforts are made to ensure that communications between home and school are in a language and format that are accessible to all parents. Translation to Spanish is available for all schoolwide meetings, for teacher-parent conferences and Student support Team meetings. The school social worker is bilingual and provides translation for home visits as well as Attendance Review Team meetings. A Brookwood staff member translates for Japanese students and families at Brookwood and throughout the district. The Exceptional Student Services department provides translation for parents of students who are qualify. Additionally, the online and hard-copy Parent Resource Centers are available in both English and Spanish.

Brookwood School will submit to the district any parent comments if the schoolwide plan is not satisfactory to parents of participating children.

## **Curriculum and Assessment**

Information and assistance are provided to parents in the areas of curriculum and assessment. The Georgia Performance Standards for each grade level are distributed to all families, along with the implementation. The Netrekker link on the school website provides parents with a list of Georgia Performance Standards and links to websites that address specific standards. Netrekker provides differentiated instruction in a wide variety of languages, includes homework help sites, and specifically addresses the needs

of second language learners. A demonstration of the NetTrekker site, how to access information related to the standards and how to use it to support student learning at home, was presented to parents at a Title 1 PTA parent meeting.

Information regarding the Georgia Criterion-Referenced Competency Tests (CRCT) is disseminated to parents of first through fifth graders. Explanations regarding when the tests are given, how scores are reported and how test results are used, are provided to parents.

In addition, teachers are available to discuss individual reports from state assessments. Standardized test scores are explained and referred to as indicators of student progress. Areas for growth are targeted and parents are provided with strategies and resources to help them support their child's academic growth. In parent-teacher conferences, classroom assessment and how to monitor student progress at home are discussed. Information regarding student achievement and strategies to improve achievement is also discussed in Response To Intervention (RTI)/Student Support Team (SST) meetings.

Parent Preview meetings were held to inform parents about the new Georgia Kindergarten Inventory of Developing Skills (GKIDS). Information regarding the new DPS standards-based reporting system was also provided to parents in these meetings.

Dalton Public Schools sponsors a Parent Resource Center that is available to all families. Tutoring, homework help, afterschool classes for Migrant and English as Second Language Learners (ELL) students are available at the Center. School related translations, English, and parenting classes are provided for parents.

### **Literacy Training for Parents**

Videos demonstrating how parents can support literacy at home were developed by the Brookwood Literacy Team and staff members. Parents are shown how to help their child develop literacy skills while reading aloud with their child and/or through discussions about the literature the child is reading. These videos are linked to the school website for parent viewing or may be checked out for home use.

A schoolwide Literacy Night is planned for this spring in conjunction with the Book Fair. Each grade level will present strategies to help parents work with their child at home to improve achievement.

Family Night and Fitness Night activities are planned for the purpose of bringing students, families, and teachers together. The relationship of fitness and nutrition to school success is emphasized. Focus of the activities is to equip parents with information and skills to support student health and learning at home.

## **Parent Resource Center**

The district Parent Resource Center offers a variety of services. Translators are available to help with home-school communication. Tutors are available to help students with concept development, homework or study skills. Strategies and suggestions for supporting student learning in the home are provided. English classes for parents are also available.

## **Preschool Partnerships**

The principal visits community preschools annually to talk with parents of preschool children. The presentations include information related to parents role in supporting optimal school readiness. Strategies to help parents lay the foundations for academic and social success are addressed. Communication with public preschools is facilitated through exchange of academic records and other information related to student achievement as well as consultation with community preschool personnel when needed.

A “Preschool Peek” is held each spring to help transition students into Kindergarten. Information and strategies for parents concerning readiness are presented. Tours of the school, bus rides, and visits to classrooms are attended by parents and preschool children.

## **Community Partnerships**

Brookwood has formed a partnership with a number of community organizations. We are seeking grant funding for community infrastructure that will provide safer pedestrian and cycle routes to the school. This partnership includes the North Georgia Regional Development Center , Mayor of Dalton, Dalton Chamber of Commerce and the Dalton Visitors and Convention Bureau. The “Walk to School Wednesdays” provide opportunities for parents and other community members to join students in implementing the “Safe Routes to School” program.

Community members who volunteer for the United Way also support Brookwood. The Big Brother/Big Sister program provides support for at-risk students in the school. Volunteers for the Junior Achievement Program, including several parents, present standards-based economics lessons to students.

## **School Compact**

A school-parent compact is in place. This compact describes the roles and responsibilities of parents, students, and teachers to ensure student success. Brookwood School will incorporate the school-parent compact as a component of its Parental Involvement Policy. The compact is available in the student handbook and is discussed with parents in conferences at beginning of year.

The school is to provide high quality instruction in an environment that supports learning. The curriculum should be rigorous enough so that students are able to meet or exceed state standards. Engaging work enables students to access the curriculum. .

Parents share responsibility with the school for supporting academic success. Parents should ensure that child attends school regularly and is on time, provide a home environment that supports learning and appropriate behavior. Supervising homework assignments so that work is completed to best of child's ability is another important parent role.

The school compact emphasizes positive, regular communication between students, parents, and teachers. Teachers should maintain an open line of communication and involve parents in decision-making related to their child, demonstrating professionalism and positive attitude. Attending regular conferences with child's teacher and other school meetings increase parent knowledge of expectations and student achievement. Parents are asked to encourage child to read at home and talk about school activities with child each day. Parents may be involved during the school day by taking advantage of many volunteer opportunities.

### **Support for At-risk Students**

Support is provided to families with special needs. The school counselor, school social worker and the district Migrant Program coordinator work closely with family and teacher to provide optimal support for students. The school counselor conducts small group and individual sessions. The school social worker supports students and families by ensuring that basic needs are met and helps parents access community services when needed. The school social worker also coordinates a district grant to provide support for school-aged children from homeless families. Brookwood School works closely with the district Migrant Program coordinator to ensure support for children from migrant families. An Attendance Review Team that includes the parent, assistant principal, school social worker, teacher, and school counselor, meets regularly to review attendance records. Meetings are held with parents of students whose attendance is unsatisfactory. The goal of the meetings is to problem-solve and develop a contract with parents to support improvement.

RTI structures are in place to allow for customized learning experiences for children who need additional assistance. Tiered interventions are developed in cooperation with the school RTI team and the classroom teacher of each child in RTI.

Reports regarding neglect and delinquency are referred to school counselor and/or school social worker. The Department of Family and Children Services are notified whenever appropriate. Referrals to the Truancy Treatment Team are made by the school social worker when Attendance Review Team is not successful in improving student attendance.

## **Parent Involvement Opportunities**

- School Council
- Parent Involvement Advisory Team
- Parent-Teacher Conferences
- Literacy Night
- Parent Resource Center
- Art Enrichment
- Field Day
- Classroom Volunteers
- Parent Teacher Association
- Family Fitness Night
- Book Fair
- Pre-K and Kindergarten Peek
- Career Day
- Student Support Team
- Health Fair
- Walk to School Wednesdays
- Career Day
- Partner and Build (district initiative in process)
- Team Time Fridays
- “The Gathering Place”
- Junior Achievement
- Health M Powers
- BookSwap
- PALS
- Seo’s Martial Arts Program