

Support Services

9. Parent Engagement



ELECTRONIC EQUIPMENT:

- Tools to facilitate to conduct and document parent contact and track student attendance.
- Parent/Attendance Liaisons have been issued a tablet and cellular phone. The cellular phone also serves to get a hotspot when out in the community.
- Data management clerk, attendance clerk, clerical assistants have received a scanner, printer and all new PC's.

PARENT GUARDIAN COMMUNICATION:

- eSchools - Update and monitor parent/guardian contact information; phone numbers, emails and addresses.
- School Messenger - through our current parent notification system, we have the capability to do phone messaging, email and text.
- Home Access Center - Parents can access and view student grades, attendance and communicate with the teacher(s).

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continued Parent Engagement



Professional Development	District/Campus	Virtual	Platform/Resources
Staff	Provide Parent Liaisons following proper safety protocols regarding parents/volunteers.	The Parent/Attendance Liaison District Staff Development will be provided virtually.	Microsoft Teams
	Provide updates to campus personnel on Guardian/Student Contact in eSchoolPlus.	The Parent/Attendance Liaison District Staff Development will be provided virtually.	Microsoft Teams eSchoolPlus User Manual
	Provide training on the use of accessing and utilizing different platforms.	The Parent/Attendance Liaison District Staff Development will be provided virtually.	Microsoft Teams Google
Parent Training	Provide parents with updates following proper safety protocols.	Information/training will be provided virtually and recorded.	Microsoft Teams School Messenger Campus/District Website
	Provide parent orientation on the use of electronic device/platform.	Information/training will be provided virtually and recorded.	Microsoft Teams Google Zoom
	Notify parents of their role/responsibility during distance learning.	Information/training will be provided virtually and recorded.	Microsoft Teams Zoom
	Provide parent with information of Community and District resources.	Information/training will be provided virtually and recorded.	Microsoft Teams Zoom Facebook

Monthly Needs Assessment checkpoints will be conducted to meet the needs of families.

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SCHEDULE:

- A daily schedule for Parent Liaisons and the Attendance Initiative Team will be recommended to ensure maximum efforts are implemented to seek students who are “no shows” or have consistent absenteeism.
- Parent contact information must be updated to ensure parent notifications are delivered via phone call, email, mail, or text.



Brownsville Independent School District
Parent Liaison - Data Management Clerk – Clerical Assistant
Daily Schedule
ELEMENTARY

8:00 a.m. – 12:00 a.m.	Generate student list of Absences and No Shows Generate School Messenger report Update parent/guardian phone number and email in eSchoolPlus Addresses require proof of residence and inputted by Data Clerk Scan and upload student absent excuses and/or documents into eSchoolPlus student folder *All information must be documented into eSchools at the time it is obtained. Home Visits / Phone Calls / Virtual Conference / **Virtual Parent Meeting
12:00 p.m. – 1:00 p.m.	LUNCH
1:00 p.m. – 2:20 p.m.	Home Visits / Phone Calls / Virtual Conference / **Virtual Parent Meeting Follow up and verify student absences and complete Attendance Packet for every; 3 days (Attendance Notice Letter) 5 days (Principal’s Plan) 7 – 9 days (Court Warning Notice) Input data into Student Information System (eSchoolPlus) ** Plan, coordinate, and prepare items for virtual parent meetings
2:20 p.m. – 3:15 p.m.	Meeting with Campus or District personnel
Weekly Reports	Due every Friday to Parent and Family Engagement Department by 3:00 p.m. <i>Contact Log</i> <i>Weekly Composite</i> <i>Mileage Log</i>
** Parent Liaison.....	Parent Virtual Meetings should be scheduled at a time most parents can attend and recorded for parents to view independently. Post recording onto campus website.