

## LEA Parental Involvement Policy/Plan Template

2009-2010

In support of strengthening student academic achievement, each local educational agency (LEA) that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy that contains information required by section 1118(a)(2) of the Elementary and Secondary Education Act (ESEA). The policy establishes the LEA's expectations for parental involvement and describes how the LEA will implement a number of specific parental involvement activities, and is incorporated into the LEA's plan submitted to the Florida Department of Education (FLDOE) as required in Section 1112(b)(P) of ESEA.

### Assurances

By my signature on this policy, I hereby certify that the LEA will comply with the requirements of the ESEA and agrees to implement the following statutory requirements:

The LEA will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs consistent with Section 1118 of the ESEA. Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children;

Consistent with Section 1118, the LEA will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with Section 1118(d) of the ESEA;

The LEA will incorporate this LEA wide parental involvement policy into its LEA plan developed under Section 1112 of the ESEA;

In carrying out the Title I, Part A, parental involvement requirements to the extent practicable, the LEA and its schools 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 a language parents understand [Section 1118(f)];

If the LEA plan for Title I, Part A, developed under Section 1112 of the ESEA is not satisfactory to the parents of participating children, the LEA will submit any parent comments with the plan when the LEA submits the plan to FLDOE;

The LEA will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent

reserved goes directly to the school, after equitable provisions have been provided to participating private schools;

The LEA will be governed by the statutory definition of “parents” and “parental involvement” defined in Section 9101 (31-32), and expects that it’s Title I schools will carry out programs, activities, and procedures in accordance with this definition; and

The LEA will inform parents and parent organizations of the purpose and existence of both Parent Information and Resource Center(s) (PIRC) in the state.

### **2009-2010 LEA Parental Involvement Policy**

#### Parental Involvement Mission Statement (Optional)

1. Describe the actions the LEA will take to involve parents in the following required policies/plans:
  - LEA-wide parental involvement policy [Section 1118(a)(2)];
  - LEA plan [Sections 1112 (c)(H), 1112(d)(1)];
  - School review and improvement under Section 1116 [Sections 1118(a)(2)(A), 1116(a)(1)(D), 1116(b)(3)(A)]; and
  - How the funds reserved for parental involvement will be spent [Section 1118(a)(2)].

A parent / community meeting was held to gather input from those in attendance as to the development and revision of the Title 1 Parent Involvement Policy. Relevant laws and policies were discussed with the parents and a period for input provided during each of these meetings. Parents were invited in conjunction with the school principal’s to ensure a good cross section of the district’s demographic makeup. Minutes and documentation of these meetings were kept as a record of the parent input. The Title 1 coordinator for the district will be responsible for the development, implementation, and evaluation process for the plan. The district Instructional Services Staff will also assist in this process. School based school advisory teams (SAC) consisting of school staff, parents, and community members will review the schools progress toward meeting state and federal standards and devise strategies to overcome any obstacles. The District Improvement Team which meets monthly will review the parent activities offered the previous month and evaluate the effectiveness of each. 95% of the parent involvement set aside from the Title 1 funds will be directly allocated to the schools to be used as the school desires to meet the parent involvement needs of the school. This may include activities designed for parents to acquire skills needed to assist their children at home with academic needs or activities to help foster ways parents can be involved with the school. Activities will be held which include food, door prizes, and student performances to entice parents to participate.

2. Describe the actions the LEA will take to provide coordination, technical assistance, and other support necessary to assist Title I, Part A schools in planning and

implementing effective parental involvement activities to improve student academic achievement and school performance [Section 1118(a)(2)(B)]. Include a description of the process the LEA will use to review the school-level PIP to ensure compliance with all requirements of Section 1118 [34 CFR 200.30(e)].

The school district will work with agencies such as PIRC in the development of the district and school level parent involvement policies and to provide parent activities to improve student achievement and performance. Upon completion, each school will submit their school level plan to the district Title 1 coordinator who will review the plan and ensure all required elements are present and completed in a timely fashion to meet required deadlines. During monthly District Improvement Team meetings each school will be given the opportunity to discuss any activities held that month and any concerns that may have arisen as a result of the activity. The Title 1 Coordinator and Instructional Services Staff will also monitor the school level plans to ensure compliance with stated objectives. Once the district policy is revised and adopted for the school year (September), the district staff will coordinate with each school site to ensure they have a copy of the revised district plan and that the process for revision of the school plan is moving forward. The completed school plan will be submitted to the Coordinator of Title 1 who along with the District Instructional Staff will review the plan to ensure compliance with all required elements of the parent involvement policy. Regularly scheduled parent involvement activities will be scheduled to solicit parental involvement. School staff will be trained to work with parents on topics such as conferences, family friendly schools, and front door training to make parents feel welcome at school. Make and Take activities may be held to provide parents with materials and strategies to work with students at home to increase student achievement.

3. Describe how the LEA will coordinate and integrate parental involvement strategies from Part A of Title I with other federal programs (including but not limited to Head Start, Early Reading First, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters (HIPPOY), Voluntary Pre-Kindergarten, Parts C and D of Title I, Title III, and Part A of Title IV) [Sections 1118 (a)(2)(D) and 1118(e)(4)].

Program	Coordination
Voluntary Pre-Kindergarten	The Title 1 Coordinator will work directly with the Pre-K Coordinator in the district to align parent activities to include those from each of these programs. Pre-K students are located directly in 2 of the 3 Title 1 schools in the district. This will include holding activities that meet the needs of both groups and will be held in a location easily accessible by all participants. Funds can be shared between the programs to meet the expenses of activities. Information will be sent to parents to educate them on the services provided that are common to all participating programs. Transportation and child care

	would be provided as funds permit.
Homeless (Title X)	The Title 1 Coordinator is also the Homeless Liaison for the school district which ensures that any parent activity established through one of these programs will be shared with the parents in both programs. This will include holding activities that meet the needs of both groups and will be held in a location easily accessible by all participants. Parents of these students will be provided with a list of the services provided by both programs to show how they work together to provide for the students.

4. Describe the actions the LEA will take to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools [Section 1118(a)(2)(E)].

At the end of the school year (May) a school based parent meetings will be held to review the parent involvement policy and the results of any activities held for parents. Evaluations from these activities will be reviewed and discussed at the meeting. The results will also be discussed with each school's SAC team for recommendations and revisions. A website will be made available for the completion of surveys related to parent involvement activities held during the school year. Paper versions of the surveys will be sent home to parents who may not have access to the website. A random sample of the parents participating may be called to gather information as to the effectiveness of the activity participated in by the parent. All evaluations will be provided in English and Spanish. Barriers will be discussed and plans made for implementation of the changes in the presentation of the parent activities for the next school year. Data that will be reviewed include parent participation in parent activities, the evaluations of the participants in these activities, and student performance data from the schools that may have been directly related to any of the provided activities. Information derived from the evaluation will be used to refine the parent offerings for the next school year and develop processes and procedures to eliminate any barriers (time of the meeting, child care, location of the meeting, need for an interpreter, etc.) that may have prevented parents from being involved in the activities provided.

5. Describe the actions the LEA will take to assist schools to build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Sections 1118(a)(2)(C), 1118(e)(1-14)].

Once the school level plan has been approved by the district, the Assistant Superintendent for Teaching and Learning (also the Coordinator of Title I) will meet with the school principal's to discuss the activities planned for the year and a timeline to assist in the coordination of these activities to ensure availability of the activities to all parents. This should occur in September with the schedule for

activities being developed in conjunction with the district Professional Development Coordinator to prevent duplication of dates and services. The school district is a member of NEFEC (North East Florida Educational Consortium) and houses a FDLRS center on the district site. Each of these partners will be involved in developing and presenting parent activities along with PIRC and independent contractors. The district will monitor these by attending activities as possible and reviewing the evaluations of each upon completion. Sign in sheets will be reviewed for attendance and discussions held to determine adjustments that can be made to increase the parent participation in provided activities.

If all activities will be conducted at the school level, check here . If checked skip to question 7.

6. If the LEA plans to implement LEA-wide activities, describe the actions the LEA will take to build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Sections 1118(a)(2)(C), 1118(e)(1-14)].

Content of the Session	Type of Activity	Schools Participating	Correlation to student achievement	Timeline
Building Better Readers	Reading strategies for parents	Central Hamilton Elem. North Hamilton Elem. South Hamilton Elem.	Strategies learned by parents can be used with students at home to increase reading ability	Jan. 2010
Parent University	Workshops for parents	Central Hamilton Elem. North Hamilton Elem. South Hamilton Elem.	Workshops would be constructed to assist parents with developing skills to assist students at home and learn about information sent to parents concerning student achievement	Jan - May 2010
Homework Helper Make and Take	Workshop for parents	Central Hamilton Elem.	Provide materials, supplies, and strategies to assist parents in help their children with homework to increase student achievement	October 2009

7. Describe the professional development activities the LEA will, with the assistance of its schools and parents, provide to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

Content of the Session	Target Audience	Expected Outcome	Person(s) Responsible	Timeline
Conferencing with Parents	Instructional Staff	Develop staff knowledge of	PIRC District Staff	Dec. 2009 - Jan 2010

		strategies to assist in successful conferences with parents		
Opening Doors	Clerical / Front Office Staff	Improve the customer service skills of front office staff and others to create a family friendly atmosphere in the schools	FDLRS	Jan. 2010
Family Friendly Schools	All Staff	Develop traits in school staff to create a family friendly atmosphere at school	PIRC FDLRS District Staff	Dec 2009

8. Describe how the LEA will provide full opportunities for participation in parental involvement activities for all parents (including parents of children with limited English proficiency, disabilities, and migratory children). Include how the LEA plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

Parent opportunities will be open to all parents in the school district. All 3 elementary schools are Title 1 schools and the district has 1 middle / high school. The coordinators of the various Title projects are members of the Instructional Services Staff or a school level principal and work directly with the Assistant Superintendent for Teaching and Learning. A district calendar is developed to assist in the coordination of all activities in the district. All facilities that will be used to host parent activities are handicapped accessible to allow for parents with disabilities to attend. Notices for all events are sent home with students in English and Spanish as possible. A contracted service provider is used for translation purposes. Coordinators of targeted populations (homeless, ESE, migrant) will use their contacts to help disseminate the information to these parents to ensure all have been notified of the events. Notices originating at school sites will be sent to the district office for review prior to being sent to parents. Information will also be placed in the local newspaper and put on the signs of each school offering the event.

### **Discretionary LEA Parental involvement Policy Components**

The LEA parental involvement policy may include additional paragraphs listing and describing other discretionary activities that the LEA, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement [Section 1118(e)].

Check here if the LEA does not plan to implement the discretionary parental involvement activities listed below and skip to the Adoption section.

Check all activities the LEA plans to implement:

Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];

Providing necessary literacy training for parents from Title I, Part A funds, if the school LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)];

Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions [Section 1118(e)(8)];

Training parents to enhance the involvement of other parents [Section 1118(e)(9)];

In order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];

Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)];

Establishing a LEA-wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs [Section 1118(e)(12)];

Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]; and

Providing other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

9. Describe how the discretionary activities checked above will be implemented.

Activity	Schools Participating	Correlation to student achievement	Person Responsible	Timeline

**Adoption**

This LEA Parental involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by meetings held on August 25, 2009 and September 29, 2009.

This policy will be adopted by the LEA on October 12, 2009 and will be in effect for the period of June 30, 2010. The school LEA will distribute this policy to all parents of participating Title I, Part A children on or before November 1, 2009.

Rex L. Mitchell  
(Signature of Title I Authorized Representative)

10/2/09  
(Date)