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MEMORANDUM

TO: District School Superintendents

FROM: Dr. Frances Haithcock

DATE: June 30, 2010

SUBJECT: LOCAL EDUCATION AGENCY PARENTAL INVOLVEMENT POLICY

Section 1118 of the Elementary and Secondary Education Act (ESEA) requires each Local Education Agency (LEA) and school that receives funds under Title I, Part A to develop jointly with and distribute to parents of participating children, a written parental involvement policy (PIP). In order to assist LEAs in the development of high quality parental involvement policies, the Florida Department of Education (FDOE) is in the process of developing an online system for LEA- and school-level policies. We anticipate that the system will be ready for release in June 2010. In an effort to allow sufficient time to gather the required input from parents and develop high quality policies, the template for the both policies is attached.

The ESEA also requires LEAs to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation of the 2009-2010 policy/plan will be a part of the online system. The evaluation should:

DR. FRANCES HAITHCOCK
CHANCELLOR OF PUBLIC SCHOOLS

- Provide a summary of the parental involvement activities conducted within the LEA at both public and private schools implementing a Title I, Part A program;
- Identify barriers which hindered participation;
- Outline the steps the LEA will take to overcome the barriers; and
- Describe how the LEA will revise the policy to design more effective parental involvement policies (with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(2)(E)].

Section 1118(h) requires FDOE to review each LEA's PIP to determine if the policies and practices meet the requirements of ESEA. Staff will use the attached review rubric to determine if the LEA's policy meets compliance. Parental Involvement Policy/Plans and evaluations are due on or before July 31, 2010.

Our staff is available to provide assistance and guidance to LEAs in the development or revision of the LEA PIP. If you have questions or need additional information, please contact Ms. Jan Anderson via e-mail at Jan.Anderson@fldoe.org or by phone at (850)245-0889.

FH/ama

Attachments: 2010-2011 PIP Templates, Evaluations, and Review Rubrics

cc: District Title I Coordinators
Parental Involvement Contacts

2010-2011 [School] Parental Involvement Policy/Plan

In support of strengthening student academic achievement, each school 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(b)(1) of the Elementary and Secondary Education Act (ESEA). The policy establishes the expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities, and is incorporated into the schoolwide Title I / School Improvement Plan submitted to the Florida Department of Education (FDOE) as required in Section 1114(b)(2) of ESEA.

ASSURANCES

Name of School agrees to:

- Be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(a)(3)(B)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118(b)(1)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(2)(E)];
- Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the State assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- 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 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and

2010-2011 [School] Parental Involvement Policy/Plan

- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals, as described in Section 1111(h)(6)(A) [Section 1111(h)(6)(A)].

Parental Involvement Mission Statement (Optional)

1. Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

2. Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home to the extent feasible and appropriate (including but not limited to other federal programs such as: Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI) [Section 1118(e)(4)].

| Program | Coordination |
|---------|--------------|
| | |

3. Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental education services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

| Activity/Task | Person Responsible | Timeline | Evidence of Effectiveness |
|---------------|--------------------|----------|---------------------------|
| | | | |

4. Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

2010-2011 [School] Parental Involvement Policy/Plan

5. Describe how the school will implement activities that will build the 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 [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under section 1118 as parents may request [Section 1118(e)(14)].

| Content and Type of Activity | Person Responsible | Correlation to Student Achievement | Timeline | Evidence of Effectiveness |
|------------------------------|--------------------|------------------------------------|----------|---------------------------|
| | | | | |

6. Describe the training the school will provide to 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 [Section 1118(e)(3)].

| Content and Type of Activity | Person Responsible | Correlation to Student Achievement | Timeline | Evidence of Effectiveness |
|------------------------------|--------------------|------------------------------------|----------|---------------------------|
| | | | | |

7. Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their child [Section 1118 (e)(4)].

| Activity/Tasks | Person Responsible | Timeline | Evidence of Effectiveness |
|----------------|--------------------|----------|---------------------------|
| | | | |

8. Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children [Section 1118(c)(4)(C)]; and
- If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will also submit the parents'

2010-2011 [School] Parental Involvement Policy/Plan

comments on the plan that will be available to the local education agency [Section 1118(c)(5)].

9. Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school 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)].

Discretionary School Level Parental Involvement Policy Components

- Check if the school does not plan to implement any discretionary parental involvement activities.

Check all activities the school 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)] ;
- Maximizing parental involvement and participation in their children’s education by 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 an 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)]; and
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].

10. Describe how each discretionary activity checked above will be implemented.

| Activity | Description of Implementation Strategy | Person Responsible | Correlation to Student Achievement | Timeline |
|----------|--|--------------------|------------------------------------|----------|
| | | | | |

2010-2011 [School] Parental Involvement Policy/Plan

School-Parent Compact:

As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Provide a copy of the School-Parent Compact and evidence of parent input in the development of the compact.

Adoption

This policy was adopted by the school on mm/dd/yy and will be in effect for the period of mm/dd/yy. The school will distribute this policy to all parents of participating Title I, Part A children on or before mm/dd/yy.

(Signature of Authorized Representative)

(Date)

Provide evidence that the policy/plan has been developed with the input from parents.

Review of 2009-2010 School Parental Involvement Policy/Plan

1. Provide a summary of activities provided that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

| Content and Type of Activity | Number of Activities | Number of Participants | Correlation to Student Achievement |
|------------------------------|----------------------|------------------------|------------------------------------|
| | | | |

2. Provide a summary of the professional development activities provided by the school 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 and Type of Activity | Number of Activities | Number of Participants | Correlation to Student Achievement |
|------------------------------|----------------------|------------------------|------------------------------------|
| | | | |

3. Describe the barriers identified that hindered participation by parents in parental involvement activities and the steps the school will take to overcome the identified barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

| Barrier (Including the Specific Subgroup) | Steps the School will Take to Overcome |
|---|--|
| | |

4. Describe the parental involvement activity/strategy the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

| Content/Purpose | Description of the Activity |
|-----------------|-----------------------------|
| | |

Review Rubric for 2010-2011 School Parental Involvement Policy/Plan

School Name: _____ Plan Year: 2010-2011

Reviewer: _____ Review Date: _____

| Policy/Plan Components | YES (Page #) | NO |
|--|-----------------|----|
| 2009-2010 Plan Review | | |
| Was evidence adequate to demonstrate that the PIP as developed jointly with and agreed upon by parents of children participating in Title I programs? | | |
| Is the PIP written in an understandable format and provided in a language parents can understand? | | |
| Were revisions/updates to the plan made based upon the review of the 2009-2010 plan? Did the school address the barriers identified in the review? | | |
| LEA Policy Mission Statement (optional) | | |
| The mission statement should meet the following criteria: <ul style="list-style-type: none"> • Explains the purpose of the parental involvement program; • Tells what will be done; • Includes beliefs or values; • Is concise, free of jargon, and parent-friendly; and • Inspires stakeholders to be involved and supportive of the program. | | |
| 1. Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)]. Include information on how the school will provide other reasonable support for parental involvement activities under section 1118 as parents may request [Section 1118(e)(14)]. | | |
| Strong Responses Include: <ul style="list-style-type: none"> • Identification of the group responsible for the planning, review, and improvement of the Title I program; • Description of the procedures selecting members of the group; • Explanation of how input from parents will be documented; and • Description of the process for schools to involve parents in the development of the required plans; and • Includes information on how the school will provide other reasonable support for parental involvement activities under section 1118 as parents may request [Section 1118(e)(14)]. | | |
| 2. Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home to the extent feasible and appropriate (including but not limited to other federal programs such as: Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI) [Section 1118(e)(4)]. | | |
| Strong Responses Include: <ul style="list-style-type: none"> • Identification of the specific federal program; and • Description of how the programs were coordinated. | | |
| 3. Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental education services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)]. | | |
| Strong Responses Include: <ul style="list-style-type: none"> • Identification of specific activities or tasks; • Identification of the person(s) responsible for completing the task; • Timeline; and • Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task. | | |

Review Rubric for 2010-2011 School Parental Involvement Policy/Plan

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| <p>4. Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].</p> | | |
| <p>Strong Responses Include:</p> <ul style="list-style-type: none"> • Description of the process the school will use to ensure that workshops/meetings are offered at a flexible times; and • Specific examples of the flexible schedule offered to parents. | | |
| <p>5. Describe how the school will implement activities which will build the 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 [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their children to improve their children’s academic achievement [Section 1118(e)(2)].</p> | | |
| <p>Strong Responses Include:</p> <ul style="list-style-type: none"> • Content of the session including each of the following: <ul style="list-style-type: none"> • The state’s academic content standards and State student academic achievement standards, • State and local academic assessments including alternative assessments, • Parental involvement requirements of Section 1118, and • How to monitor their child’s progress and work with educators to improve the achievement of their child. • Type of activities; • Correlation to student achievement; and • Reasonable and realistic proposed timelines. | | |
| <p>6. Describe the training for staff the school will provide to 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 [Section 1118(e)(3)].</p> | | |
| <p>Strong Responses Include:</p> <ul style="list-style-type: none"> • Content of the session; <ul style="list-style-type: none"> ○ Value of parental involvement, ○ Communicating and working with parents, ○ Implementation and coordination of parental involvement program, ○ Building ties between home and school, and ○ Cultural sensitivity; • Type of Activities; • Specific correlation to student achievement; • Reasonable and realistic timelines; and • Method to determine the success and document completion. | | |
| <p>7. Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].</p> | | |
| <p>Strong Responses Include:</p> <ul style="list-style-type: none"> • Identification of the type of activity; • Specific steps necessary to implement this activity; • Person(s) responsible; • Timeline; and • Method to determine the success and document completion. | | |
| <p>8. Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:</p> <ul style="list-style-type: none"> • Timely information about the Title I programs [Section 1118(c)(4)(A)]: • Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)]: • If requested by parents, opportunities for regular meetings to formulate suggestions and to | | |

Review Rubric for 2010-2011 School Parental Involvement Policy/Plan

| | | | | |
|---|--|--|--|--|
| <p>participate, as appropriate, in decisions relating to the education of their children[Section 1118(c)(4)(C)]:</p> <p>Note: If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will also submit the parents' comments on the plan that will be available to the local education agency [Section 1118(c)(5)].</p> | | | | |
| <p>Strong Responses Include:</p> <ul style="list-style-type: none"> • Process for providing information to parents; • Dissemination methods; • Reasonable and realistic timelines for specific parent notifications; and • Description of how the school will monitor that the information was provided. | | | | |
| <p>9. Describe how the LEA will provide full opportunities for participation in parental involvement activities for all parents (including parents 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)].</p> | | | | |
| <p>Strong Responses Include:</p> <ul style="list-style-type: none"> • Process for translating information into a parent's native language; • Description of how the school will ensure that parents with disabilities have access to parental involvement activities and/or services; • Description of how the school will ensure that information is available to parents considering the fluctuating student populations; • Specific languages that information will be routinely provided; and • Process the school will use to monitor the dissemination of information to parents. | | | | |
| <p>10. Describe how the discretionary activities will be implemented.</p> | | | | |
| <p>Strong Responses Include:</p> <ul style="list-style-type: none"> • Content of the session including the following: <ul style="list-style-type: none"> ○ Involve parents in the development of staff training, ○ Offer literacy training, ○ Pay reasonable and necessary expenses to conduct parental involvement activities, ○ Train parents to help other parents, ○ Adopt and implement model parental involvement programs, or ○ Develop roles for community organizations and/or businesses in parental involvement activities; • Type of activity; • Specific correlation to student achievement; and • Reasonable and realistic timelines. | | | | |
| <p>School-Parent Compact</p> | | | | |
| <p>Does the School-Parent Compact include all required components:</p> <ul style="list-style-type: none"> • Description of the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards; • Identification of ways parents will be responsible for supporting their children's learning (for example, monitoring attendance, homework completion, or television watching; volunteering in their child's classroom; and participating as appropriate in decisions relating to the education of their children and positive use of extracurricular time); and • Highlight the importance of communication between teachers and parents on an ongoing basis through, at a minimum— <ul style="list-style-type: none"> ○ Parent-teacher conferences in elementary schools, at least annually, during which the compact will be discussed as it relates to the individual child's achievement; ○ Frequent reports to parents on their child's progress; and ○ Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities [Section 1118(d), ESEA]. | | | | |

Review Rubric for 2010-2011 School Parental Involvement Policy/Plan

| Review of the 2009-2010 Policy/Plan | | |
|--|--|--|
| Did the school include a copy of the review of the 2009-2010 policy/plan? | | |
| Did the review include all required components? <ul style="list-style-type: none"> • A summary of the results of the activities conducted for parents; • A summary of the staff training activities; • Identification of barrier which hindered participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); and • Description of how the school will use the information gathered from the review to design strategies for more effective parental involvement policies. | | |

Additional Comments or Concerns:

2010-2011 LEA Parental Involvement Policy/Plan

LEA _____

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 (FDOE) 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 includes, 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 FDOE [Section 1118(b)(4)];
- 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 schools, after equitable provisions have been provided to participating private schools [Section 1118(a)(3)(A)];

2010-2011 LEA Parental Involvement Policy/Plan

LEA _____

- The LEA will be governed by the statutory definition “parental involvement” defined in Section 9101 (32), and expects that its 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 [Section 1118(g)].

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)].

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 which build the capacity of parents to improve the academic achievement of their child and overall school performance [Section 1118(a)(2)(B and C) and 1118(e)(1-14)]. 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)]. Include information on how the LEA will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

3.

4. 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 (HIPPY), 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 |
|---------|--------------|
| | |

2010-2011 LEA Parental Involvement Policy/Plan

LEA _____

5. 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)].

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If all activities will be conducted at the school level, check here. If checked, skip to question 6.

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 and Type of Activity | Person Responsible | Correlation to Student Achievement | Timeline | Evidence of Effectiveness |
|------------------------------|--------------------|------------------------------------|----------|---------------------------|
| | | | | |

7. Describe the professional development activities the LEA will provide, with the assistance of its schools and parents, 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 and Type of Activity | Person Responsible | Correlation to Student Achievement | Timeline | Evidence of Effectiveness |
|------------------------------|--------------------|------------------------------------|----------|---------------------------|
| | | | | |

8. Describe how the LEA will provide full opportunities for participation in parental involvement activities for all parents (including parents 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)].

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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)].

2010-2011 LEA Parental Involvement Policy/Plan

LEA _____

- 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 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)];
 - Maximizing parental involvement and participation in their children's education by 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)]; and
 - Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].
9. Describe how the discretionary activities checked above will be implemented.

| Activity | Description of Implementation Strategy | Correlation to Student Achievement | Person Responsible | Timeline |
|----------|--|------------------------------------|--------------------|----------|
| | | | | |

Adoption

This policy was adopted by the LEA on mm/dd/yy and will be in effect for the period of mm/dd/yy. The school LEA will distribute this policy to all parents of participating Title I, Part A children on or before mm/dd/yy.

(Signature of Title I Authorized Representative)

(Date)

Provide evidence that the LEA PIP was developed with the input of parents and based on the evaluation of the 2009-2010 PIP.

Evaluation of the 2009-2010 LEA Parental Involvement Policy/Plan

LEA _____

1. Provide a summary of the activities designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include information on the Title I annual meeting conducted at the school-level.

| Content and Type of Activity | Number of Activities | Number of Participants | Correlation to Student Achievement |
|------------------------------|----------------------|------------------------|------------------------------------|
| | | | |

2. Provide a summary of the professional development activities provided by the LEA 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 and Type of Activity | Number of Sessions | Number of Participants | Correlation to Student Achievement |
|------------------------------|--------------------|------------------------|------------------------------------|
| | | | |

3. Provide a summary of the parental involvement activities provided for private schools implementing a Title I program [Section 1120(a)(1)].

| Name of the Activity | Number of Participants | Schools Participating | Correlation to Student Achievement |
|----------------------|------------------------|-----------------------|------------------------------------|
| | | | |

4. Describe the barriers identified which hindered participation by parents in parental involvement activities and the steps the LEA will take to overcome the barriers and design more effective parental involvement policies (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

| Barrier (Including the Specific Subgroup) | Steps the School will Take to Overcome |
|---|--|
| | |

5. Describe the parental involvement activity/strategy the LEA considers the most effective. This information may be shared with other LEAs as a best practice. (Optional)

| Content/Purpose | Description of the Activity |
|-----------------|-----------------------------|
| | |

Review of 2010-2011 LEA Parental Involvement Policy/Plan

LEA _____

Reviewer Name: _____ Review Date: _____

| Policy/Plan Components | Adequate | Needs Clarification or More Information | | |
|--|----------|---|--|--|
| Was evidence adequate to demonstrate that the PIP was developed jointly with and agreed upon by parents of children participating in Title I programs? | | | | |
| Is the PIP written in an understandable format and provided in a language parents can understand? | | | | |
| Were revisions/updates to the plan made based upon the evaluation of the prior year plan? Did the LEA address the barriers identified in the evaluation? | | | | |
| LEA Policy Mission Statement (optional) | | | | |
| Does the mission statement meet the following criteria: <ul style="list-style-type: none"> • Explains the purpose of the parental involvement program; • Tells what will be done; • Includes beliefs or values; • Is concise, free of jargon, and parent-friendly; and • Inspires stakeholders to be involved and supportive of the program. | | | | |
| 1. Describe the actions the LEA will take to involve parents in the following required policies/plans: <ul style="list-style-type: none"> • 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)]. | | | | |
| Strong Responses Include: <ul style="list-style-type: none"> • Identification of the group responsible for the development, implementation and evaluation of the plans; • Description of the procedures for selecting members of the group; • Explanation of how the input from parents will be documented; and • Description of the process and involvement of parents in the development of required plans. | | | | |
| 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 which build the capacity of parents to improve the academic achievement of their child and overall school performance [Section 1118(a)(2)(B and C) and 1118(e)(1)]. Include information on how the LEA will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)]. | | | | |
| Strong Responses Include: <ul style="list-style-type: none"> • Description of the support the LEA will provide to schools on the planning and implementation of the parental involvement activities; • Identification of persons responsible and timelines; • Description of the process the LEA will use to monitor the implementation of the schools' parental involvement program; • If personnel will be provided, how those individuals will be supported; • Description of an adequate and timely process the LEA will use to review the school-level PIP to ensure compliance with all requirements of Section 1118; and • Includes how the LEA will provide other reasonable support for parental | | | | |

Review of 2010-2011 LEA Parental Involvement Policy/Plan

LEA _____

| Policy/Plan Components | Adequate | Needs Clarification or More Information |
|--|----------|---|
| involvement activities under Section 1118 as parents may request [Section 1118(e)(14)]. | | |
| 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 (HIPPY), 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)]. | | |
| Strong Responses Include: | | |
| <ul style="list-style-type: none"> • Identification of the specific federal programs; and • Description of how the programs will be coordinated. | | |
| 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)]. | | |
| Strong Responses Include: | | |
| <ul style="list-style-type: none"> • Process the LEA used to evaluate the PIP; • Identification of members of the group which will conduct the evaluation; • Realistic and reasonable proposed timelines; • Data that will be reviewed to complete the evaluation; and • Description of how the results will be used. | | |
| 5. 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)]. | | |
| Strong Responses Include: | | |
| <ul style="list-style-type: none"> • Content of the session including each of the following: <ul style="list-style-type: none"> ○ The state's academic content standards and state student academic achievement standards, ○ State and local assessments including alternative assessments, ○ Parental involvement requirements of Section 1118, and ○ How to monitor their child's progress and work with educators to improve the achievement of their child; • Type of activities; • Schools participating (may be groups of schools); • Correlation to student achievement; and • Reasonable and realistic proposed timelines. | | |
| 6. Describe the professional development activities the LEA will provide, with the assistance of its schools and parents, 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)]. | | |
| Strong Responses Include: | | |
| <ul style="list-style-type: none"> • Content of the session including the following: <ul style="list-style-type: none"> ○ Value of parental involvement, ○ Communicating and working with parents, ○ Implementation and coordination of parental involvement program, ○ Building ties between home and school, and ○ Cultural sensitivity; • Type of activities; • Schools participating (may be school groups); | | |

Review of 2010-2011 LEA Parental Involvement Policy/Plan

LEA _____

| Policy/Plan Components | Adequate | Needs Clarification or More Information |
|--|----------|---|
| <ul style="list-style-type: none"> • Correlation to student achievement; and • Reasonable and realistic timelines. | | |
| <p>7. Describe how the LEA will provide full opportunities for participation in parental involvement activities for all parents (including parents 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)].</p> | | |
| <p>Strong Responses Include:</p> <ul style="list-style-type: none"> • Process the LEA will use for translating information into a parent’s native language; • Description of how the LEA will ensure that parents with disabilities will have access to parental involvement activities and/or services; • Description of how the LEA will ensure that information is available to parents considering the fluctuating student populations; • Specific languages that information will be provided; and • Process the LEA will use to monitor that schools provide information to parents in a language they can understand, if feasible. | | |
| <p>8. Describe how the discretionary activities checked above will be implemented.</p> | | |
| <p>Strong Responses Include:</p> <ul style="list-style-type: none"> • Content of the session which may include the following types of activities: <ul style="list-style-type: none"> ○ Involving parents in the development of staff training, ○ Providing literacy training, ○ Paying reasonable and necessary expenses to conduct parental involvement activities, ○ Training parents to help other parents, ○ Adopting and implementing model parental involvement programs, ○ Organize a local education agency parent advisory council, or ○ Developing roles for community organizations and/or business in parental involvement activities; • Type of activity; • Specific correlation to student achievement; and • Reasonable and realistic timelines. | | |
| <p>Evaluation of the 2009-2010 Policy/Plan</p> | | |
| <p>Did the LEA complete the evaluation of the 2009-2010 policy/plan?</p> | | |
| <p>Did the evaluation include all required components?</p> <ul style="list-style-type: none"> • Identification of barrier which hindered participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); and • Description of how the LEA will use the information gathered from the evaluation to design strategies for more effective parental involvement policies described in Section 1118. | | |

Additional Comments or Concerns:

2010-2011 [Single School LEA] Parental Involvement Policy/Plan

In support of strengthening student academic achievement, each local educational agency (LEA) and school 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 (FDOE) 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 single school 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;
- Jointly develop with parents the parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118(a)(2)];
- The single school LEA will incorporate the parental involvement policy into its LEA plan developed under Section 1112 of the ESEA;
- The single school 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 [Section 1118(a)(3)(A)];
- Jointly conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the school's parental involvement policy and use the findings of the evaluation to design strategies for more effective parental involvement [Section 1118(a)(E)];
- 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 single school LEA will submit any parent comments with the plan when the LEA submits the plan to FDOE [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the State assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- 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 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)];

2010-2011 [Single School LEA] Parental Involvement Policy/Plan

- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals, as described in Section 1111(h)(6)(A) [Section (h)(2)(6)(A)];
- In carrying out the Title I, Part A, parental involvement requirements to the extent practicable, the single school LEA 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)];
- The single school LEA will be governed by the statutory definition “parental involvement” defined in Section 9101 (32), and will carry out programs, activities, and procedures in accordance with this definition; and
- The single school LEA will inform parents and parent organizations of the purpose and existence of both Parent Information and Resource Center(s) (PIRC) in the state [Section 1118(g)].

Parental Involvement Mission Statement (Optional)

1. Describe the actions the single school LEA will take to involve parents in the following required policies/plans:
 - 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)].

2. Describe how the single school 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 (HIPPY), 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 |
|---------|--------------|
| | |

2010-2011 [Single School LEA] Parental Involvement Policy/Plan

3. Describe the actions the single school 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)].

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4. Describe the specific steps the single school LEA will take to conduct an annual meeting designed to inform parents of participating children about the Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental education services, and the rights of parents. Include timeline, persons responsible, evidence the single school LEA will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)] .

| Activity/Task | Person Responsible | Timeline | Evidence of Effectiveness |
|---------------|--------------------|----------|---------------------------|
| | | | |

5. Describe how the single school LEA will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

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6. Describe how the single school LEA will provide parents of participating children the following [Section 1118(c)(4)]:
- Timely information about the Title I programs [Section 1118(c)(4)(A)];
 - Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)]; and
 - If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1118(c)(4)(C)].

Note: If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will also submit the parents' comments on the plan that will be available to the local education agency [Section 1118(c)(5)].

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7. Describe the actions the single school LEA will take to build the schools' and parents' capacity for strong parental involvement, in order to ensure effective

2010-2011 [Single School LEA] Parental Involvement Policy/Plan

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)]. Include information on how the single school LEA will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

| Content and Type of Activity | Person Responsible | Correlation to Student Achievement | Timeline | Evidence of Effectiveness |
|------------------------------|--------------------|------------------------------------|----------|---------------------------|
| | | | | |

8. Describe the professional development activities the single school LEA will provide, with the assistance of its parents, 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 and Type of Activity | Person Responsible | Correlation to Student Achievement | Timeline | Evidence of Effectiveness |
|------------------------------|--------------------|------------------------------------|----------|---------------------------|
| | | | | |

9. Describe the other activities, such as parent resource centers, the single school LEA will conduct to encourage and support parents in more fully participating in the education of their child [Section 1118 (e)(4)].

| Activity/Tasks | Person Responsible | Timeline | Evidence of Effectiveness |
|----------------|--------------------|----------|---------------------------|
| | | | |

10. Describe how the single school LEA will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the single school 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)].

Discretionary Single School LEA Parental Involvement Policy Components

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

2010-2011 [Single School LEA] Parental Involvement Policy/Plan

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

Check all activities the single school 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 single 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 meetings and training sessions [Section 1118(e)(8)];
- Training parents to enhance the involvement of other parents [Section 1118(e)(9)];
- Maximizing parental involvement and participation in their child's education by arranging 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 parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs [Section 1118(e)(12)]; and
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].

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

| Activity | Description of Implementation Strategy | Person Responsible | Correlation to Student Achievement | Timeline |
|----------|--|--------------------|------------------------------------|----------|
| | | | | |

School-Parent Compact:

As a component of the parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Provide a copy of the School-Parent Compact and evidence of parent input in the development of the compact.

2010-2011 [Single School LEA] Parental Involvement Policy/Plan

Adoption

This policy was adopted by the single school LEA on mm/dd/yy and will be in effect for the period of mm/dd/yy. The policy will be distributed to all parents of participating Title I, Part A children on or before mm/dd/yy.

(Signature of Title I Authorized Representative)

(Date)

Provide evidence that the LEA PIP was developed with the input of parents and based on the evaluation of the 2009-2010 PIP.

Evaluation of 2009-2010 [Single School LEA] Parental Involvement Policy/Plan

1. Provide a summary of the activities designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include information on the Title I annual meeting.

| Content and Type of Activity | Number of Activities | Number of Participants | Correlation to Student Achievement |
|------------------------------|----------------------|------------------------|------------------------------------|
| | | | |

2. Provide a summary of the professional development activities provided by the single school LEA 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 and Type of Activity | Number of Activities | Number of Participants | Correlation to Student Achievement |
|------------------------------|----------------------|------------------------|------------------------------------|
| | | | |

3. Describe the barriers identified which hindered participation by parents in parental involvement activities and the steps the single school LEA will take to overcome the identified barriers and design more effective parental involvement policies (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

| Barrier (Including the Specific Subgroup) | Steps the School will Take to Overcome |
|---|--|
| | |

4. Describe the parental involvement activity/strategy the single school LEA considers the most effective. This information may be shared with other LEAs as a best practice. (Optional)

| Content/Purpose | Description of the Activity |
|-----------------|-----------------------------|
| | |

Review of 2010-2011 [Single School LEA] Parental Involvement Policy/Plan
 LEA _____

Reviewer Name: _____ **Review Date:** _____

| Policy/Plan Components | Adequate | Needs Clarification or More Information |
|--|-----------------|--|
| Was evidence adequate to demonstrate that the PIP was developed jointly with and agreed upon by parents of children participating in Title I programs? | | |
| Is the PIP written in an understandable format and provided in a language parents can understand? | | |
| Were revisions/updates to the plan made based upon the review of the 2009-2010 plan? Did the school address the barriers identified in the review? | | |
| LEA Policy Mission Statement (optional) | | |
| Does the mission statement meet the following criteria: <ul style="list-style-type: none"> • Explains the purpose of the parental involvement program; • Tells what will be done; • Includes beliefs or values; • Is concise, free of jargon, and parent-friendly; and • Inspires stakeholders to be involved and supportive of the program. | | |
| 1. Describe the actions the single school LEA will take to involve parents in the following required policies/plans: | | |
| <ul style="list-style-type: none"> • 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)]. | | |
| Strong Responses Include: | | |
| <ul style="list-style-type: none"> • Identification of the group responsible for the development, implementation and evaluation of the plans; • Description of the procedures for selecting members of the group; • Explanation of how the input from parents will be documented; and • Description of the process and involvement of parents in the development of required plans. | | |
| 2. 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 (HIPPPY), 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)]. | | |
| Strong Responses Include: | | |
| <ul style="list-style-type: none"> • Identification of the specific federal programs; and • Description of how the programs will be coordinated. | | |
| 3. 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)]. | | |
| Strong Responses Include: | | |
| <ul style="list-style-type: none"> • Process the LEA used to evaluate the PIP; • Identification of members of the group which will conduct the evaluation; • Realistic and reasonable proposed timelines; • Data that will be reviewed to complete the evaluation; and • Description of how the results will be used. | | |
| 4. Describe the specific steps the single school LEA will take to conduct an annual meeting designed to inform parents of participating children about the Title I program, the nature of the | | |

Review of 2010-2011 [Single School LEA] Parental Involvement Policy/Plan
LEA _____

| Policy/Plan Components | Adequate | Needs Clarification or More Information |
|--|----------|---|
| <p>Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental education services, and the rights of parents. Include timeline, persons responsible, documentation to be maintained, and the steps to ensure that all parents are invited and encouraged to attend [Section 1118(c)(1)] .</p> | | |
| <p>Strong Responses Include:</p> <ul style="list-style-type: none"> • Identification of specific activities or tasks; • Identification of the person(s) responsible for completing the task; • Timeline; and • Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task. | | |
| <p>5. Describe how the single school LEA will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].</p> | | |
| <p>Strong Responses Include:</p> <ul style="list-style-type: none"> • Description of the process the school will use to ensure that workshops/meetings are offered at a flexible times; and • Specific examples of the flexible schedule offered to parents. | | |
| <p>6. Describe how the single school LEA will provide parents of participating children the following [Section 1118(c)(4)]:</p> <ul style="list-style-type: none"> • Timely information about the Title I programs [Section 1118(c)(4)(A)]; • Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)]; and • If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children [Section 1118(c)(4)(C)]. <p>Note: If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will also submit the parents' comments on the plan that will be available to the local education agency [Section 1118(c)(5)].</p> | | |
| <p>Strong Responses Include:</p> <ul style="list-style-type: none"> • Process for providing information to parents; • Dissemination methods; and • Reasonable and realistic timelines for specific parent notifications. | | |
| <p>7. Describe the actions the single school 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)]. Include information on how the single school LEA will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].</p> | | |
| <p>Strong Responses Include:</p> <ul style="list-style-type: none"> • Content of the session including each of the following: <ul style="list-style-type: none"> ○ The state's academic content standards and state student academic achievement standards, ○ State and local assessments including alternative assessments, ○ Parental involvement requirements of Section 1118, and ○ How to monitor their child's progress and work with educators to improve the achievement of their child; • Type of activities; • Schools participating (may be groups of schools); | | |

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LEA _____

| Policy/Plan Components | Adequate | Needs Clarification or More Information |
|---|-----------------|--|
| <ul style="list-style-type: none"> • Correlation to student achievement; and • Reasonable and realistic proposed timelines; and • Includes information on how the single school LEA will provide other reasonable support for parental involvement activities under Section 1118 as parents may request. | | |
| <p>8. Describe the professional development activities the single school LEA will provide, with the assistance of its parents, 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)].</p> | | |
| <p>Strong Responses Include:</p> <ul style="list-style-type: none"> • Content of the session including the following: <ul style="list-style-type: none"> ○ Value of parental involvement, ○ Communicating and working with parents, ○ Implementation and coordination of parental involvement program, ○ Building ties between home and school, and ○ Cultural sensitivity; • Type of activities; • Schools participating (may be school groups); • Correlation to student achievement; and • Reasonable and realistic timelines. | | |
| <p>9. Describe the other activities, such as parent resource centers, the single school LEA will conduct to encourage and support parents in more fully participating in the education of their child [Section 1118 (e)(4)].</p> | | |
| <p>Strong Responses Include:</p> <ul style="list-style-type: none"> • Identification of the type of activity; • Specific steps necessary to implement this activity; • Person(s) responsible; • Timeline; and • Method to determine the success and document completion. | | |
| <p>10. Describe how the single school LEA will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the single school 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)].</p> | | |
| <p>Strong Responses Include:</p> <ul style="list-style-type: none"> • Process the LEA will use for translating information into a parent’s native language; • Description of how the LEA will ensure that parents with disabilities will have access to parental involvement activities and/or services; • Description of how the LEA will ensure that information is available to parents considering the fluctuating student populations; • Specific languages that information will be provided; and • Process the LEA will use to monitor that schools provide information to parents in a language they can understand, if feasible. | | |
| <p>11. Describe how the discretionary activities checked above will be implemented.</p> | | |

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 LEA _____

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|--|-----------------|--|
| <p>Strong Responses Include:</p> <ul style="list-style-type: none"> • Content of the session which may include the following types of activities: <ul style="list-style-type: none"> ○ Involving parents in the development of staff training, ○ Providing literacy training, ○ Paying reasonable and necessary expenses to conduct parental involvement activities, ○ Training parents to help other parents, ○ Adopting and implementing model parental involvement programs, ○ Organize a local education agency parent advisory council, or ○ Developing roles for community organizations and/or business in parental involvement activities; • Type of activity; • Specific correlation to student achievement; and • Reasonable and realistic timelines. | | |
| Evaluation of the 2009-2010 Policy/Plan | | |
| Did the LEA complete the evaluation of the 2009-2010 policy/plan? | | |
| <p>Did the evaluation include all required components?</p> <ul style="list-style-type: none"> • Identification of barrier which hindered participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); and • Description of how the LEA will use the information gathered from the evaluation to design strategies for more effective parental involvement policies described in Section 1118. | | |

Additional Comments or Concerns:
