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FLORIDA DEPARTMENT OF  
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Pam Stewart  
Commissioner of Education

October 28, 2016

Ms. Helen Christian  
Sumter County School District  
2680 West CR 476  
Bushnell, FL 33514

Dear Ms. Christian:

We are pleased to inform you that the Bureau of Federal Educational Programs has received Sumter County's 2016-17 LEA Parental Involvement Policy.

Please be reminded that the LEA Parent Involvement Policy/Plan must meet all of the requirements outlined in Section 1118 of the Elementary and Secondary Education Act. The LEA is also required to share the contents of the parental involvement policy with parents of children participating in the Title I program. The information must be provided in an understandable and uniform format, including alternative formats upon request.

If you have questions or need additional information, please contact Tony Graham via email at [Tony.Graham@fldoe.org](mailto:Tony.Graham@fldoe.org), or by telephone at 850-245-9893.

Sincerely,

Sonya G. Morris

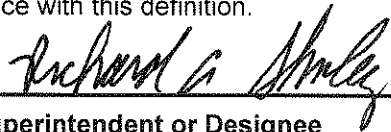
SGM/tog

## SUMTER Title I, Part A Parental Involvement Plan

I, Mr. Richard Shirley, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

### Assurances

- 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 Elementary and Secondary Education Act (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;
- 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;
- The LEA will be governed by the statutory definition of "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.



9/28/16

**Signature of Superintendent or Designee**

(Note: If this certification is signed by a designee, then the letter authorizing this person to sign in place of the Superintendent must be included with this request.)

Date Signed

State Board of Education

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**2016-2017 LEA Parental Involvement Adoption Page**

**LEA or District Name:** Sumter

This policy was adopted by the LEA on 8-10-2016 and will be in effect for the period of one year through 8-10-2017. The LEA will distribute this policy to all parents of participating Title I, Part A children on or before 9-30-2016.

[Signature] 9/30/16  
(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 previous year PIP.

REC'D  
CONTRACTS, GRANTS, AND  
PROCUREMENT

2016 OCT -6 PM 12:32

## SUMTER Title I, Part A Parental Involvement Plan

I, Mr. Richard Shirley, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

### Assurances

- 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 Elementary and Secondary Education Act (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;
- 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;
- The LEA will be governed by the statutory definition of "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

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#### Signature of Superintendent or Designee

(Note: If this certification is signed by a designee, then the letter authorizing this person to sign in place of the Superintendent must be included with this request.)

Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

Response:

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### Involvement of Parents

Describe the actions the LEA will take to involve parents in the following required policies/plans:

- LEA-wide parental involvement policy (PIP)[Section 1118(a)(2)];
- LEA plan [Sections 1112 (c)(H), 1112(d)(1)]; -and
- How the funds reserved for parental involvement will be spent [Section 1118(a)(2)].

**Response:** The Sumter County School District Title I Parent Advisory Council (Title I PAC) composed of district and school staff and parent representatives from Title I Schools.

Private school representation is also solicited for participation on the PAC. Major responsibilities of the PAC include providing input into the development, implementation, and evaluation of the LEA Title I Parent Involvement Policy, the Title I Part A program the LEA Plan and how the Title I funds reserved for parental involvement will be allocated and used. In addition to the Title I PAC, input on these plans and programs is received through school-level Title I Committees and School Advisory Councils. Each Title I School has a designated Title I contact teacher who coordinates Title I parent activities at the school and serves as the liaison between the school and the district for Title I programs and activities.

The District Title I PAC will be composed of the following: District Title I Coordinator, school-based Title I contact teachers and at least 3 to 5 parent representatives from each Title I school. If additional parents want to attend, they are welcome. Selection of parents will be done by the principal and school staff with emphasis toward securing representation from various demographic groups, grade spans and special programs, including ESE, ESOL, and Migrant. Solicitation of parent representatives will be done through personal communications, School Advisory Council meetings, school newsletters, and school websites. Parents will be able to access information about how to serve on the Title I PAC on the school and district websites.

Opportunities for parental input into the development, implementation and evaluation of Title I plans and Title I programs, including the Title I LEA PIP and the LEA Plan, and use of funds, will include: surveys, meetings (PAC and school-level), response to newsletters and website requests, and School Advisory Council meetings. In addition, the Title I PAC and School Advisory Councils will review the effectiveness of parental activities implemented at Title I schools and the district, as well as professional development as related to parent involvement. Agendas and minutes will serve as documentation of input and discussion at Title I PAC and School Advisory Council meetings.

The Title I PAC serves as the primary forum for developing, revising, and evaluating the LEA PIP. At the fall (November) PAC meeting, participants will receive copies of the LEA PIP that was revised in the spring. The PIP will be reviewed to ensure understanding of areas of responsibility, timelines, activities, barriers to success, and as an opportunity to refocus on components, strategies, and descriptions that were chosen at the spring PAC meeting.

At the spring (March) Title I PAC meeting, participants will have the responsibility of reviewing and revising the LEA PIP for the next school year. District staff will distribute copies of the current year plan and copies of the DOE template to be used for the new

plan. Participants will be divided into small groups, by school, for the purpose of discussing each component of the template and brainstorming ideas, strategies, timelines and activities to be included in each component. District staff will facilitate the discussion, allowing opportunity for input by each small group. Recommendations of small groups will be made to the large group of participants with decisions made by the large group. District staff will then take all ideas and suggestions and, with the approval of the PAC, develop a written version of the plan, based upon all input gathered during the working group sessions. After the written plan is completed and approved, district staff will enter all information into the DOE template.

The PAC will also have the responsibility of providing input for the LEA Plan, utilizing the same approach as for the LEA PIP. Discussions in small groups of each required component will enable all participants to review the current plan and provide opportunity for inclusion of data, strategies, and activities. Small group findings will be taken to the large group for decisions as to inclusion. This process will also enable participants to gain knowledge in requirements of the LEA Plan and understand how it is coordinated with the Title I project, LEA PIP, District Assistance and Intervention Plan, and the school improvement process and School Improvement Plans at each Title I school.

Parents are invited and encouraged to become active members of the School Advisory Council and provide input in the development, implementation, and evaluation of all plans and programs related to school improvement. Input involving the use of the one percent of Title I funds reserved for parent involvement will be made by the SAC which includes parent and community representation. Parent, staff and student surveys will be distributed and the results analyzed to evaluate school needs. Data collected throughout the year will be shared with each School Advisory Council. Meeting dates, times, and locations are posted on the school websites and newspapers, as well as in school newsletters.

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## Technical Assistance

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)].

**Response:** The LEA will provide the following coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance:

a. Technical assistance will be provided at the beginning of the school year to principals and Title I school contacts to support schools in the reviewing of student academic data and the development, implementation, and reviews of school Title I Parent Involvement Plans.

b. The principal will meet monthly with the school Title I contact to discuss and review parent activities to ensure that activities provide meaningful opportunities for parents to gain skills and/or knowledge to become more involved in their child's education. Title I schools are required to maintain agendas and sign-in rosters of parent activities.

c. Parent involvement activities will be discussed at School Advisory Council meetings. Opportunity for input and feedback on activities, as well as participation numbers, will be provided. Title I contacts will emphasize the importance of parent involvement and the need to reduce the barriers for success.

d. The LEA Title I coordinator and school principals will provide opportunities for the Title I school staff and parents to work together to plan effective parent involvement activities and to eliminate barriers to participation.

e. Title I Parent Advisory Council meetings, coordinated by district staff, will serve as the main forum for sharing information about effective parent activities and to review, implement, and evaluate school and LEA Parent Involvement Plans.

f. District Title I staff will review each school's Title I Parent Involvement Plan to ensure compliance with state and federal requirements. District review of school PIPs will be scheduled according to when the plans are due to DOE. Due to the importance of the school PIP coordinating with the SIP which are due to DOE in October, the school PIPs will be due to the district office in early September. In addition, the district Title I coordinator and district staff will be providing ongoing assistance to the schools to ensure all requirements of the plan are followed and completed, along with required input of parents.

g. The district Title I coordinator will assist school Title I liaisons in reviewing parental activities requested by parents to determine relevance and feasibility of these activities. In addition, the Title school principals and Title I contacts will review these requests to determine relevance and feasibility of requests and help to provide reasonable support for requested activities.

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## Coordination and Integration

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, Title I, Part C, Title I, Part D of Title I, Title III, and Title IV, Part A) [Sections 1118 (a)(2)(D) and 1118(e)(4)].

count	Program	Coordination
1	All federal programs	All federal program staff, including Title I, Title III, Title IV, meet at least bi-weekly to discuss program activities, including parent involvement activities.
2	Title II	Title I and Title II staff work together to plan professional development activities for school staff to promote and improve parent involvement activities.

3	VPK	Title I staff and the VPK office will work together to coordinate transitional activities for students entering the regular public school program. Activities will include: Kindergarten readiness screenings, coordinated meetings with parents and VPK teachers, and coordinated meeting of VPK and kindergarten teachers and staff. Participation on the Early Childhood Coalition provides for coordination and integration with other programs and agencies, including Head Start, DCF, Workforce Development,
4	District Parent Resource Center	District Liaison sends monthly calendar of events to invite parents to attend for bilingual and English speakers
5	Advertise on Calendar of Events Website	A list of all activities and events will be posted on all schools Website and in the monthly newsletter

## Annual Evaluation

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 academic quality of the Title I, Part A schools [Section 1118(a)(2)(E)].

**Response:** The LEA will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the quality of Title I schools. The evaluation will include the identification of barriers that prevent the greater participation of parents in parent involvement activities, with special attention to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.

District Title I staff will meet at least twice (fall and spring) annually with the District Title I Parent Advisory Council to review the effectiveness of the parent involvement policy and parent activities. The LEA will utilize findings from the following data sources to design strategies for more effective parent involvement: FSA data, Climate surveys, Title I parent surveys, and attendance roster numbers of school-based and district parent activities. Surveys are done in March or April and results reviewed in May to determine program and parent plan effectiveness. The District Title I PAC, which has representation from staff and parents at all Title I schools and the participating private school, will serve as the primary forum for reviewing data, determining effectiveness of the parent policy, discussing barriers to effectiveness participation and elimination of these barriers, and in revising the LEA parent policy. In addition, the district and school website will invite participation on the PAC and input as to the effectiveness of the parent policy and parent involvement activities. Information received will be used to revise the LEA PIP and parent involvement activities.

## Building Capacity

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)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
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1	School-based Parent Conference Training	Curriculum Team, Principals and PI Liaisons	Teachers are trained in how to conduct parent conferences.	Fall	Sign-in rosters and evaluations
2	Title I PAC	District Title I Coordinator	Parents will have input on development of LEA PIP and determination of parent activities needed, including academic expectations.	Fall and Spring	Sign-in rosters and evaluation of LEA PIP and parent activities
3	Title I Parent Survey	District Title I staff and Principals	Parents will have opportunity to provide feedback on the quality and implementation of the Title I program, as well as use of funds and parent activities.	February	Survey results
4	School-based Workshops – Academic Expectations and Promotion Requirements	Curriculum Team, Principals and PI Liaisons	Parents will better understand academic expectations of specific grade levels and promotion requirements	August or September	Sign-in rosters and evaluative surveys
5	Climate Survey	District Curriculum Team and Principals	Parents will have opportunity to provide input in important school components, including academics, instruction, school atmosphere and attitude	March (Results reviewed in April and May)	Survey results and number of completed surveys
6	Open House and Title I Annual Meeting	Title I Contact/ School Staff	Parents will have a better understanding of Title I plan and the components of the plan	Beginning of School year	Survey Sign-in rosters

## Staff Training

Describe the professional development activities the LEA will provide, with the assistance of the 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)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Professional Development Module "Teachers Working with Parents" (all Title I schools)	LEA Coordinators, PI Liaisons, Principals	Improve ability of staff to work effectively with parents and increase staff awareness of importance of parent involvement	First quarter of the school year	Sign-in rosters and evaluative surveys
2	Implementation and coordination of parent programs- workshops and meetings-	TI Director, PI Liaisons	Improve ability of staff to work with parents	Throughout the school year (quarterly)	Sign-in rosters and evaluative surveys
3	Communicating and working with Parents as Partners	TI Director, PI Liaisons	Improve ability of staff to work effectively with parents	Fall and Spring	Sign-in rosters and evaluative surveys
4	Building partnerships between parents and schools by providing "Family Nights" training	PI Liaisons	Parents will be able to participate in math, reading, and science learning activities, thus	Throughout the school year	Sign-in rosters and evaluative surveys

			increasing student achievement		
5	PAC Meetings	LEA Coordinators, TI Director	Parents will be able to participate and give input on student achievement	Throughout the school year	Sign in rosters and evaluation

## Communication and Accessibility

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)].

**Response:** The LEA will provide full opportunities for participation in parental involvement activities for all parents, including parents with limited English proficiency, disabilities, and parents of migratory children. The district Title I coordinator will work with district Title III and ESE coordinators, as well as school principals and school Title I contacts/liaisons to ensure that the necessary steps are taken to enable parents with disabilities to have equal access to parent activities. In addition, school Title I liaisons will coordinate translations, to the extent practicable, in a language parents can understand. Translations will be available at all Title I PAC meetings. School Title I liaisons will provide directions as to how to secure translations, when needed and practicable, for information regarding Title I programs and the school Title I Parent Involvement Policy/Plan. The district website will provide information to parents as to how to participate in parental involvement activities including school Title I committees, School Advisory Councils, and the district Title I PAC. In addition, school and district websites will share information about Title I schools, meetings, parent activities, school assessment data, and other educational information, including contact names, phone numbers, and email addresses.

Past history in the district indicates that the primary language barriers are with Hispanic families. Spanish translations and translators will be available for all school parent activities. If other languages are needed, school contacts will send materials to the district office for contracted services. The Title I and Title III departments work closely together in the areas of providing translations.

Spanish translations will be available at parent meetings, including Title I annual meetings and school open house activities. In addition, translators are available at each Title I school during the day to accommodate parents needs for meetings and conferences. Parent workshops and activities at the resource center will also be available in Spanish and English. The Home-School Liaison is bi-lingual and is able to assist parents. In fact, English classes will again be held at the resource center to provide assistance to Hispanic parents in learning conversational English.

## Discretionary Activities

The LEA parental involvement policy may include additional discretionary activities that the LEA, in consultation with the 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. Check all activities the LEA plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	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	The LEA will hold two PAC meetings per year. These meetings will include sharing information with parents and gaining parent input on the LEA and school Title I plans and Parent Involvement Plans.	LEA PI Contact	Establishing a district-wide collaboration with parents will greatly impact student achievement.	November and March

### Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.

Uploaded Document

## Evaluation of the previous year's Parental Involvement Plan

### Building Capacity Summary

Provide a summary of the activities offered to help build the capacity of parents improve their children academic achievement [Section 1118(e)(1-2)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Other Parent Nights (I-moms, All Pro Dads, etc.)	8	963	Increasing parent involvement increases student
2	Academic Nights (Math, Science, Literacy, etc)	10	1179	Parents and students participate together in completing experiments and hands-on activities. Parents gain a better understanding of grade level expectations and concepts, helping their students succeed.
3	Accelerated Reader Nights	19	1135	Parents and students read together at these parent nights, increasing student fluency and comprehension.
4	Orientation	4	1999	Parents met teachers, learned about clasroom and school procedures, etc. Increasing parents knowledge of school policies increases student achievement.
5	Open House at each school (1st Title 1 Meeting)	4	1021	Parents visited classrooms, received information about school policies, etc. Increased parental involvement increase student achievement

### Staff Training Summary

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)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Faculty Meetings/Trainings for Teachers on parent involvement	52	296	These meetings provide professional development and information to teachers in increated their understanding of the value and contribution of parents.

### Private School Summary

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

count	Content and Type of Activity	Number of Participants	Schools Participating	Anticipated Impact on Student Achievement
1	Home/School Newsletters	10	Sumter Christian	Importance of Parent Involvement in Education
2	Parent and Students Reading at Home	10	Sumter Christian	Importance of reading was emphasized and opportunities for reading assigned books together helped to provide activity for families to share.

## Barriers

Describe the barriers which hindered participation by parents in parental involvement activities during the previous school year. Include the steps the LEA will take during the upcoming school year to overcome the barriers and 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)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Transportation	Offering meetings/events right afterschool when parents can carpool
2	Childcare	Schools may offer childcare services at some events
3	Parent Work Schedules	Alternating Event Times
4	Non-English Speaking Parents	Schools will provide all notifications in both English and Spanish

## Best Practices (Optional)

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

count	Content/Purpose	Description of the Activity
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