## BEN HILL GRIFFIN JR ELEM SCHL Title I, Part A Parental Involvement Plan

I, Patti McGill , 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 school will 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(b)(1) and (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)];
* 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)];
* 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)(E)];
* 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
* Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

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| **Signature of Principal or Designee** | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** District and School-based Title I Parent Involvement Programs in Polk County will strive to BUILD RELATIONSHIPS to create real family engagement for every child, every family, every teacher, every day. At Ben Hill Griffin Jr. Elementary we believe in order to consistently improve student achievement positive change must take place through the collaboration of school leaders, community members, and school families to break down the barriers that might otherwise limit academic achievement in students. |

**Involvement of Parents**

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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** Ben Hill Griffin, Jr. Elementary School..........   Will provide each parent timely notice regarding their right to request information on the professional qualifications of the student's classroom Teachers and Paraprofessionals.  Parents are provided a list of all staff which indicates those who are working Out of Field. Additional information may be obtained by making an appointment with the Principal.  Ben Hill Griffin Jr. Elementary will involve parents in the planning, review, and improvement of Title I programs including involvement in the decisions regarding funds for parental involvement.  The School Advisory Council met May 12th, 2015 and discussed our school's Parent Involvement Plan and Compact. Members were given suggestions for 1% expenditures as well as opportunity to add additional suggestions.  School Advisory Committee has the responsibility for developing, implementing, and evaluation school plans, including the School Improvement Plan (SIP) and Parent Involvement Plan (PIP). More than 50% of the members of the SAC are parent or community representatives. |

**Coordination and Integration**

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, 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)].

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| **count** | **Program** | **Coordination** |
| 1 | IDEA | ESE teachers meet annually with parents for an annual review of IEPs |
| 2 | Title I C (migrant) | Migrant advocate provides FCAT backpacks to students, conducts home visits as needed, and assists with school and housing supplies |

**Annual Parent Meeting**

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 educational 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)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | PowerPoint Presentation - "What is Title I?" and Nuts and Bolts video presentation. | Parent Involvement Facilitator | September 27th, 2016 | Copies of Agenda, Hand-outs, and sign-in sheets. A survey indicating strengths and weaknessess of presentation will be given to every parent present and will be collected and analyzed. |
| 2 | Discussion of Parent-School Compacts to all families. | Parent Involvement Facilitator, Teachers | September 27th, 2016 | A survey indicating strengths and weaknessess of presentation will be given to every parent present and will be collected and analyzed. |
| 3 | Develop and disseminate invitations to parents. | Title 1 Parent Involvement Facilitator, Title 1 Parent Involvement Paraprofessional | September 27th, 2016 | Flyer with date of dissemination. Post on school marquee and in monthly school newsletter. Phone call invitation sent to all parents' listed phone number by Principal. |
| 4 | Develop Sign-In Sheets | Title 1 Parent Involvement Facilitator | September 27th, 2016 | Sign-in sheets for individual classrooms. |
| 5 | Discuss State Assessments | Title 1 Parent Involvement Facilitator | September 27th, 2016 | Copies of Agenda, Hand-outs |
| 6 | Maintain Documentation | Title 1 Parent Involvement Facilitator, Title 1 Parent Involvement Paraprofessional | September 27th, 2016 | Title 1 documentation box (TASK box) housed in Title 1 Facilitator's office for monitoring purposes |

**Flexible Parent Meetings**

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)].

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| **Response:** Translation services will be provided at all meetings by bilingual Administrator and ESOL Paraprofessional. Parents who are unable to attend the scheduled meetings may request a meeting during a time that fits their schedule such as before school, after school, or phone conference to explain material presented. Parents may also check out copies of the Title 1 Power Point Presentation to view at home or schedule a time to utilize a school computer to view.  Workshops will be held at varying times and days of the week during the year to accommodate parent schedules. Parent survey results were reviewed to determine the best times to hold meetings and events. Our Guidance Department and Media Center are open every school day from 7:30-3:30 for parents to pick up or check out materials. The Parent Involvement Facilitator is available to meet with parents until 8:00 p.m. during Workshop Nights and Annual Meeting dates. The Computer Lab will be open to parents during Workshop Nights and Annual Meeting Dates. Title 1 Parent Involvement Facilitator is available to meet with parents during the day as needed. Our Social Worker is also available to conduct home visits and work with parents.   If parents are unable to attend any meetings they will be given the opportunity to receive information that was presented including hand-outs (such as make and take it math activities presented during Math night). |

**Building Capacity**

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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Math/Science Night | Administration, Reading Coach, Teachers, Parent Involvement Facilitator, Program Facilitator | IncIncrease student achievement in Math by providing Make-and-Take it activities for families to utilize at home which are aligned with the Common Core Standards. Increase student achievement in Science provide hands-on-activities aligned with the Common Core Standards and review of the P-Cell Science Program. | October, 2016 | Sign-In Sheets and parent surveys. Math FCAT scores. |
| 2 | Technology Night | Administration, Technology Manager, Teachers, Parent Inolvement Facilitator | Increase technology proficiency by providing parents with technology resources available through our District and School website and Parent Portal access information. | December, 2016 | Sign-In sheets and parent surveys. Science FCAT scores. |
| 3 | FSA Literacy Night | District Science Coordinator, Administration, Teachers, Parent Involvement Facilitator | Increase student achievement in Science by providing hands-on experiments in all grade levels aligned with Science Standards and P-Cell implementation. | January, 2016 | Sign-In Sheets and parent surveys. |
| 4 | Summer Tips for Families | Administration, Teachers, Parent Inolvement Facilitator | Increase student achievement in Math by providing make and take activities which align with the Common Core Math Standards and will be used at home to reinforce math conceptsIncrease student achievement by preventing the summer slide. Parents are provided community resources, reading strategies, and resource materials to utilize during the summer | February, 2016 | Sign-In Sheets and parent surveys. |

**Staff Training**

Describe the professional development activities the school will provide to educate the 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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Effective Parent Conferencing | Parent Involvement Facilitator | Increase the level of involvement of parents in their child’s education by providing tips and strategies to make parent conferences more effective | Fall, 2016 | Conference Log statistics and parent surveys. |
| 2 | PLC's will be conducted to improve the ability of staff to work effectively with parents. | Administration, Title 1 Parent Involvement Facilitator | Improve the ability of staff to work effectively with parents to increase academic achievement. Attention will be paid to understanding cultural diversity. | September 2016 - May 2017 | Participant Feedback and parent satisfaction surveys. |

**Other Activities**

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)].

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| **Response:** Pajama-Popcorn Family Movie Night will take place in November 2016 to provide a fun night to build capacity with all of our families by sharing a movie/snacks with teachers and staff members.    Second Grade Shadow Day - Second graders from our feeder school Frostproof Elementary with their teachers and parents are invited to tour our school and are introduced to our curriculum. May, 2017. Children will be provided a brochure that showcases our curriculum programs which emphasize intervention and enrichment, club opportunities, technology integration, and parental and community involvement. Evaluation of effectiveness of Shadow Day will be a survey that asks participants to list ways information given will be used to enhance student's successful transition to our school. Also, statistics will be tabulated to calculate number of students and parents present at event.    Four Title 1 Parent Information Resource Centers (PIRC) and Parent Universities have been established to educate, equip, and partner with our students and their support systems by offering a wide variety of relevant and effective programs and resources that will make a positive impact on the individual and the community. By building strong parent-learning communities we will increase student achievement in our schools.   Southeast Regional Center located at Frostproof Elementary   #863-635-8600  Hours of Operation  Monday, Wednesday, and Friday from 7:30 AM to 3:00 PM and  Tuesday and Thursday from 10:30AM-6:00 PM or 10:30AM -8:00 PM for evening classes.  Here are a few things the centers will offer families of a Title I student.  \* Informational brochures and pamphlets on a variety of topics.  \* Information on local community resources, including ACCESS  \* Materials to check out and use at home with your child.  \* Parent Resource Library!   \* ACT/SAT test prep materials  \* GED study guides and adult school information.  \* Visits from the Books Bridge Bus  \* Quarterly visits from AGAPE mobile food pantries.  \* Learn English with Rosetta Stone.  \* Computers for parent use.  \* Bilingual materials  \* Information on the Para Pro Test  \* First Aid CPR classes  \* Family Games and Leapfrog  \* HOMEWORK HELP on Tues/Thurs from 3-6 PM  The centers will offer many classes and workshops as part of our first parent university.   Here are some of the workshop topics that will be offered; bullying, positive parenting, behavior, financial literacy, interviewing for a job, substance abuse, academics, graduation requirements, testing, writing a resume, using your public library, healthy cooking, internet safety, bike safety, stranger danger, and many other topics!   It is important to visit our website regularly as class dates/times are subject to change.  You can register for classes on our website or by calling the center.  Parent Center Website:  www.polk-fl.net/parents/involvement/pirc.htm  Parent University Website:   www.polk-fl.net/parents/involvement/plug.htm    Media Nights will provide fun activities for families to enjoy together. Crafts based on Holiday themes are made and students take Accelerated Reader tests. These dates are November 8, 2016 and December 6, 2016. |

**Communication**

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 include submit the parents’ comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

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| **Response:** ·The classroom teachers and the Title 1 Parent Involvement Facilitator will provide parents the following information:  Information about Title I programs -  Information about the School Parent Compact; School Parent Involvement Plan and Summary are explained at the Title 1 Annual Meeting by use of the "What is Title 1?" Power Point.  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:  Assessments - District provided for ELA and Math in 3rd, 4th, and 5th grades. Science in 3rd, 4th and 5th grades. School provides writing assessments for 3rd, 4th, and 5th grades.  Parent Portal directions will be presented to parents during our Technology night and a flyer will be distributed providing directions for accessing student progress through this online system. Computers are available during the school day and during after-school events for parents to utilize technology resources.  Parents and students will be notified of their student's progress throughout the year with conferences and data chats.   A Parent Involvement Notebook will be housed in the front office of the school. Within the notebook are all District and School Title 1 Parent documents.   We will send out letters, flyers, and invitations to our parents to encourage them to attend all informational meetings. Our Leadership Team and Technology Teacher will update our website about upcoming activities as well as informational meetings that may be of interest to parents. Parent surveys will be used at the end of many events to allow parent feedback. These results will be used to plan activities and structure events to accommodate parent's needs. The school marquee will continuously display information about important dates, information, and announcements. A calendar of events will be provided to parents during the Title 1 Open House/Annual Meeting and school newsletters will be sent home bi-monthly. |

**Accessibility**

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)].

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| **Response:** Parents are given the opportunity to join SAC, P.T.O, and become Homeroom Parents during orientation. Notices are also included in students' registration packets.   The school will provide full opportunities for participation in parent involvement activities for all parents (including parents of children with limited English proficiency, disabilities, and migratory children).   School newsletters and notices sent home are provided in both English and Spanish. A full time ESOL paraprofessional and a bi-lingual Administrator is available to translate oral communication into Spanish. A migrant advocate is available for home visits and other assistance as needed. Ramps for wheelchair accessibility are available.  Newsletters, student agendas, the school website, the school marquee, flyers, and reminder labels will be used to share information with parents and to notify them of upcoming meetings/events.  Our Title 1 Personnel can be contacted by email on phone at the following: Parent Involvement Facilitator (Lori Loveless) lori.loveless@polk-fl.net and Parent Involvement Paraprofessional (Lena Downing) leona.downing@polk-fl.net at #863-645-7820.  Four Title 1 Parent Information Resource Centers (PIRC) and Parent Universities have been established to educate, equip, and partner with our students and their support systems by offering a wide variety of relevant and effective programs and resources that will make a positive impact on the individual and the community. By building strong parent-learning communities we will increase student achievement in our schools.   Southeast Regional Center located at Frostproof Elementary   #863-635-8600  Hours of Operation  Monday, Wednesday, and Friday from 7:30 AM to 3:00 PM and  Tuesday and Thursday from 10:30AM-6:00 PM or 10:30AM -8:00 PM for evening classes.  Here are a few things the centers will offer families of a Title I student.  \* Informational brochures and pamphlets on a variety of topics.  \* Information on local community resources, including ACCESS  \* Materials to check out and use at home with your child.  \* Parent Resource Library!   \* ACT/SAT test prep materials  \* GED study guides and adult school information.  \* Visits from the Books Bridge Bus  \* Quarterly visits from AGAPE mobile food pantries.  \* Learn English with Rosetta Stone.  \* Computers for parent use.  \* Bilingual materials  \* Information on the Para Pro Test  \* First Aid CPR classes  \* Family Games and Leapfrog  \* HOMEWORK HELP on Tues/Thurs from 3-6 PM  The centers will offer many classes and workshops as part of our first parent university.   Here are some of the workshop topics that will be offered; bullying, positive parenting, behavior, financial literacy, interviewing for a job, substance abuse, academics, graduation requirements, testing, writing a resume, using your public library, healthy cooking, internet safety, bike safety, stranger danger, and many other topics!   It is important to visit our website regularly as class dates/times are subject to change.  You can register for classes on our website or by calling the center.  Parent Center Website:  www.polk-fl.net/parents/involvement/pirc.htm  Parent University Website:   www.polk-fl.net/parents/involvement/plug.htm |

**Discretionary Activities**

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | 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)]; | Parent meetings will be held at different times during the year to accomodate parents' schedules. Child care will be provided to increase participation in workshops. | Classroom Teachers, Title 1 Parent Involvement Faciliator | Increasing Parent attendance at events which provide valuable information to the parents regarding ways to increase their child's achievement in school. | Throughout the school year. |

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](file:///C:\Users\stella.hatton\Downloads\fileUploads\531921_2016-2017_uploadEvidenceParentInput.pdf) |

**Upload Parent-School Compact**

Note: 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 parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].  
  
Upload an electronic version of the Parent-School Compact.

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| [Uploaded Document](file:///C:\Users\stella.hatton\Downloads\fileUploads\531921_2016-2017_uploadCompact.docx) |

**Upload Evidence of Parent Involvement in Development of Parent-School Compact**

Note: 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 parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].  
  
Upload evidence of parent input in the development of the compact.

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| [Uploaded Document](file:///C:\Users\stella.hatton\Downloads\fileUploads\531921_2016-2017_uploadCompactEvidence.pdf) |

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

**Building Capacity Summary**

Provide a summary of activities provided during the previous school year 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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Math Night & Science Night | 6 | 33 | Hands-on make-it-take-it activities that parents complete with their children. These activities are aligned with the Math Standards and chosen to increase student achievement by providing practice in skills and strategies needed for academic success. |
| 2 | Technology Night | 4 | 27 | Workshop designed to familiarize parents with online subscriptions and internet safety. To increase student achievement by utilization of online resources. |
| 3 | Summer Tips | 6 | 50 | Increase student achievement by providing strategies to prevent the reading "summer slide". |
| 4 | ESOL Family Night | 5 | 22 | Resources and activities to help students in reading and math. |
| 5 | 3rd Grade FSA Parent Night | 1 | 15 | Workshop designed to familiarize parents with 3rd Grade promotional requirements and FSA testing |

**Staff Training Summary**

Provide a summary of the professional development activities provided by the school during the previous school year 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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Effective Parent Conferencing | 2 | 21 | Better communication between school community and parents regarding progress of students. |
| 2 | Status of the Class | 3 | 21 | Provided teachers with a PLC to assist with presenting information to families regarding performance expectations for their children. |

**Barriers**

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

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Limited Language Proficiency | Translators provided for annual meeting and workshops. |
| 2 | Transportation | Use of migrant advocates to assist parents in attending parent workshops by providing transportation. |

**Best Practices (Optional)**

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

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| **count** | **Content/Purpose** | **Description of the Activity** |