

**SAC MEETING – Date September 13, 2016**

[illegible]

**PAUL LAURENCE DUNBAR MIDDLE SCHOOL SAC MEETING  
AGENDA**

**DATE: TUESDAY, SEPTEMBER 13, 2016**

**TIME: 4:30 PM**

**PLACE: PLDMS MEDIA CENTER**

**Facilitators:** Dr. Shaker, S. George

**Desired Outcomes:** Appointment of SAC, School Information.

<u>WHAT</u>	<u>HOW</u>	<u>WHO</u>	<u>TIME</u>
Introductions		SAC members	2 mins.
Appointment of SAC members - Chair - SAC secretary- Mark McDonagh - DAC rep- - DAC alt-	Volunteers	S. George	5 mins
Parent Involvement Plan	Presentation,		
11 hour tutoring			
Future DAC date	<ul style="list-style-type: none"> <li>• September 20, 2016</li> <li>• October 19, 2016</li> <li>• November 16, 2016</li> <li>• No December Meeting</li> <li>• January 18, 2017</li> <li>• February 15, 2017</li> <li>• March 15, 2017</li> <li>• April 19, 2017</li> <li>• May 17, 2017</li> </ul>	S. George	1 mins
Good of the order	Discussion	SAC members	5 mins.

**Next Meeting**

<del>September 13, 2016</del>	<del>4:30 PM</del>
<del>October 11, 2016</del>	<del>4:30 PM</del>
<del>November 8, 2016</del>	<del>4:30 PM</del>
<del>January 17, 2017</del>	<del>4:30 PM</del>
<del>February 7, 2017</del>	<del>4:30 PM</del>
<del>March 14, 2017</del>	<del>4:30 PM</del>
<del>April 18, 2017</del>	<del>4:30 PM</del>
<del>May 16, 2017</del>	<del>4:30 PM</del>

✓ Needs to be changed

**SAC Meeting Minutes**  
Paul Laurence Dunbar Middle School  
August 9<sup>th</sup>, 2016

Members Present: Mary Higginson, Nathan Shaker, Suja George, Mark McDonagh, Parna Shenoy, Nirvi Mehta, Sandy Madha, Holly Cosby, Candace Derringer, Johan Charlery, Trent Eckhardt, Lisa Jeanty

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Topics Discussed, Tasks Assigned, and Decisions Made:

1. Approval of last month's minutes: Approved
2. Appointment of SAC members:
  - Chair: Holly Cosby
  - Secretary: Mark McDonagh
  - DAC: Parna Shenoy
  - DAC alt: Nirvi Mehta
3. Parent Involvement Plan: Discussion was had on PLDMS parent involvement plan. Suggestions were given to Mrs. Charlery which will be added to the end of the plan.
4. 11<sup>th</sup> Hour Tutoring: An extension of student's regular school day Tuesday-Thursday from 4:10-5:15. Currently, 10 staff members pull groups of students for small group instruction in all academic areas. ESE and ESOL support is also provided. Students meet in the café, eat a provided snack, teacher meets them and takes them to their classroom. Currently between 20 and 30 students attend daily. A Monday morning hour is also provided from 8:20-9:20 and an extra focus on Algebra and Geometry is provided on Thursday afternoons.
5. Good of the order:
  - Survey: Survey was given at open house and will be send via Parent link this week to get parent input on PLDMS.
  - Increasing SAC attendance: Discussion was had on how to increase the attendance at our SAC meetings. Idea was to focus on incoming 6<sup>th</sup> graders who will stay committed throughout the child's years with us. Idea of a parent booth at open house was given.

**Next Meeting:** Date: October 11<sup>th</sup>, 2016

## **2016-2017 Paul Laurence Dunbar Middle School District of Lee County Parental Involvement 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 plan that contains information required by section 1118(b)(1) of the Elementary and Secondary Education Act (ESEA). The plan 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**

**Paul Laurence Dunbar Middle 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 plan 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 plan 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 plan review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement plan [Section 1118(a)(2)(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

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Parental Involvement Plan**

and paraprofessionals, as described in Section 1111(h)(6)(A) [Section 1111(h)(6)(A)].

**Parental Involvement Mission Statement (Optional)**

Response: The mission of the Parental Involvement Policy is to enable and encourage all parents to participate as informed partners with school personnel in implementing the Title I school and home programs in an effort to improve student academic achievement and school performance.

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)].

At Paul Laurence Dunbar Middle School, we feel it is vital to provide information to parents so they can play an active role in decisions made at the school. It is an ongoing process to discover new ways to increase parent involvement in the development of the required plans. The school places a high value on what contributions our parents make when working with us in the development of these plans. They know what is important to them, their children, and their expectation for their children's education. The members of the School Advisory Council along with the Parent Teacher Organization will be the group responsible for planning, review, and improvement of the Title I program. The SAC membership consists of school personnel, community members, business members, and parents. It is a very diverse group, which mirrors our student population very well. Information for SAC membership is provided to staff through postings and meetings, to parents through PTO meetings, Open Houses and other school functions and to business/community people through our business partnerships, PTO/SAC meetings, and newspaper postings. Individuals, who are interested in serving on the SAC express an interest, volunteer and are elected. Individuals, who are interested in running for a PTO office or a board seat express an interest, volunteer and are elected at the end of the year PTO meeting. Both SAC and PTO are voting groups.

The Parent Involvement Plan will be provided to all in attendance at the SAC meeting and given an opportunity to review the plan and provide input for changes. Parents are asked for their input into developing this plan, improvement of Title I program at the school as well as input regarding how funds for parental involvement will be used.

Documentation for all SAC and parent meetings to include: flyers, agendas, handouts, minutes, evaluation, and sign-in sheets will be maintained in the Title I Toolkit.

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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)].

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<b>Program</b>	<b>Coordination</b>
Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support provided by Title I will be discussed with parents during the development of the students IEP.

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)].

<b>Activity/Task</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
PowerPoint containing the required information parents need to be aware of according to the Law regarding Title I school.	Parent Involvement Specialist	August	Copy of the PowerPoint developed
Parent notification of the Annual Title I meeting	Parent Involvement Specialist/ Administration	2 weeks prior to the annual meeting	Copies of the mailed invitations, data from Parent Link call outs, and teacher or parent involvement specialist phone call logs, copy of the newsletter with the notification of the meeting.
Informing Teachers of duties for participating in the Annual Title I Meeting night	Administration	Preschool week	Copies of Agendas from Staff meetings, and teacher signup sheets for different component in which they will be responsible for.
Annual Title I Meeting Night- Back to School Open house	All Staff	September	Sign-in sheets and copies of all teacher's handouts
Develop and publish parent involvement surveys	Parent Involvement Specialist	Continuous	Surveys data will be maintained in the Title 1 Toolbox.

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

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care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

Throughout the year, Paul Laurence Dunbar Middle School, will offer meetings during the school day 9:15-4:15, before school 8:45-9:45 and after school from 5:30-8:00 in order to accommodate our parents who work multiple jobs.

Educational activities are provided for children at each parent training to accommodate parents who have to bring their children and need child care. Teachers / paraprofessionals will provide activities that teach children how to incorporate learning while they are at home. (Example: How to practice math facts while playing cards, or increase reading fluency through challenging themselves to read the entire Closed Caption on the screen before it changes, etc...)

At all trainings, Paul Laurence Dunbar Middle School will produce presentations and handouts given in English and Spanish, all correspondence home is provided in the native language of the students/parents through Parent Link. In addition, if needed parents can be provided with talk systems to accommodate the need for translations when necessary. However, Paul Laurence Dunbar Middle does have staff on hand at all times available to translate in Spanish.

Parents can call at any time to notify the parent involvement specialist of their need for transportation, childcare, or interpreters and the parent involvement specialist will work with the school and/or district to meet the needs of the parents.

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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)].

<b>Content and Type of Activity</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Annual Title I Meeting Night-Back to School Open house Curriculum night	Administration Teachers Parent involvement Special	For parents to meet the teachers and find out more about the programs offered at the school	September 01, 2016	Postcard, Agenda, Handouts, <b>evaluation, Parent Sign in Sheets</b>
Technology in our Schools	Parent involvement Special	Parents will be given information and hand-on training to help them understand and use	January	Flyer, ParentLink, Agenda, Evaluation, Handouts,

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		various technology tools.		Parent Sign in Sheets
Discipline Behavior Support	Parent involvement Parent involvement Special Crystal Mraz Vincent Lewis Fred Natoli	Increase parents understanding of the expectations for student behavior	Throughout the year	Flyer, ParentLink, Agenda, Handouts, Evaluation, Parent Sign in Sheets
Safe School training	Parent involvement Special	Educate parents on keeping students safe and making good choices	November	Flyer, ParentLink, Agenda, Evaluation, Handouts, Parent Sign in Sheets
Reading Night	Parent involvement Special	Provide information to parents about expectations in reading and to encourage parent participation in reading with their child.	February	Flyer, ParentLink, Agenda, Handouts, Evaluation, Parent Sign in Sheets
FSA State Testing	Parent involvement Special	Provide information to parents about the state assessments and give strategies to help their child at home prepare for the assessment.	April	Flyer, ParentLink, Agenda, Evaluation, Handouts, Parent Sign in Sheets
ESOL - What can you do to help your child be successful in school	ESOL Rep.	Provide information to parents about what they can do to help their child be successful in school	September December January May	Flyer, ParentLink, Agenda, handouts, Evaluation, Parent Sign in Sheets
Math Night	Parent Involvement Special	Provide information to parent about expectation in math and to encourage parent participation in math with their child.	December	Flyer, ParentLink, Agenda, Evaluation, Handouts, Parent Sign in Sheets



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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)].

<b>Content and Type of Activity</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
ESOL – What can you do to help your child be successful in school	ESOL Rep.	Help students that speak another language be successful academically	August 18 October 20 December 15 January 19 March 23	Sign in Sheets
Training on Effective Parent conferences and continued communication to build parent relationships	Teachers/ Staff Administration	Improve the effectiveness and teachers ability to work with parents.	Preschool week (July/August) Quarterly	Communication logs, Monthly staff meeting agenda/meeting notes and conference sings in sheets.
Mentoring Workshop	Administration, Parent Involvement Specialist	Helping parents and community members understand the value of role models and encouraging the development of citizenship.	Fall and Winter	Communication logs, sign in sheets

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)].

<b>Activity/Tasks</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Ensuring a family friendly school	All Staff	Continuously	Parent surveys

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environment		throughout the year	
Creating and maintaining classroom websites	Teachers	Continuously	Surveys
Create a parent friendly resource room	Parent Involvement Specialist	Continuously	Surveys, Documentation of hours and parent use will be maintained in the newsletter and through the automated phone system,
School Choice Open House	Administration, Guidance Counselors	January	Surveys
Coffee with the Principal: Donuts for Dads; Muffins for mom	Administration, Parent Involvement Specialist, Academic Coaches, Translators	Throughout the school year	Surveys
Dads Bring Your Child to School Day	Parent Involvement Specialist	September	Surveys

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

At our Annual Title I meeting, in September, parents will have the opportunity to learn about Title I programs, academic goals, assessments, and meet the Parent Involvement Specialist. At this time, parents will have the opportunity in the Title I Session to provide input regarding budget, compact, and SIP goals. Parents will meet teachers and learn about quarterly academic goals and assessments teachers will use throughout the year to ensure all students are learning. Finally, when parents meet with the Parent Involvement Specialist, they will learn about various ways they can access the school and various ways parents can be involved in the school and at home. Parents who are unable to attend the Annual Title I Meeting, will be able to access all information given via the school's website under the parent involvement tab, as well as get a hard copy of all handouts and presentations presented in the school's front office. Parents will also be able to provide feedback, concerns, or ideas on the open parent survey online. The school will keep records at each session, through a parent sign in sheet. Parents will be notified of all school events in multiple ways (Parent Link parent

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call out, posted on the school website, and through paper flyers sent home) in addition, parents will also receive a follow up call after the event to communicate how they can gain access to information or request information they missed. If parents have concerns about the PIP these will be forwarded to the District Title I office.

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)].

Paul Laurence Dunbar Middle School will provide childcare at all events offered to parents. In addition, the school will meet parents' language needs, through providing all written material in their native language. Presentations presented at the school will be presented in English and Spanish as needed in order to ensure equal access to all parents and the community. Documents sent home for parent information will also be sent in parent friendly language to ensure all parents are able to understand and use the information sent home. In addition, parents who want to be involved in the school, but need to do so outside of the school building will be provided activities appropriate and if needed will be explicitly taught strategies/skills needed to ensure parent success. As new students enroll throughout the year they will have access of school information that covers all information about our school, Title I and Parent Involvement Opportunities in their Google Classroom on their Google Chromebook.

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**Discretionary School Level Parental Involvement Plan Components**

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

Check all activities the school plans to implement:

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

<b>Activity</b>	<b>Description of Implementation Strategy</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>
SAC/ PTSA and Surveys	Parents will be given the opportunity through surveys, PTSA and SAC meetings to provide input with regards to trainings needed to continue growth and learning in the school	PTSA/ SAC Chairs SAC Representative	To plan for and promote highest student achievement in the school.	Throughout the year
Providing childcare needed parents to attend meetings and trainings offered at the school.	The school will provide, teachers who are willing to stay to provide learning activities for all school age children who attend with their parents during parent involvement school activities.	Parent Involvement Specialist, Administration, and Teachers	Through increasing the opportunities parents have to attend school events, it builds a stronger family friendly school, thus positively	Continuous throughout the year.

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**School-Parent Compact:**

As a component of the school-level parental involvement 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 plan was adopted by the school and will be in effect for the period of one academic year. The school will distribute this plan to all parents of participating Title I, Part A children during the first month of school.

  
(Signature of Authorized Representative)

9/13/14  
(Date)

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

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			affecting student's achievement.	
Maximizing involvement through Workshops/ trainings provided to parents	Parents will have opportunities to attend trainings throughout the year that will help them to understand the school systems and how they can work in a partnership with the school to help their child be successful at school.	Parent involvement Specialist, Teachers	Engage parents and increase instructional knowledge and content awareness	Continuous throughout the year

**School-Parent Compact:**

As a component of the school-level parental involvement 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 plan was adopted by the school and will be in effect for the period of one academic year. The school will distribute this plan to all parents of participating Title I, Part A children during the first month of school.

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Date)

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

## Review of 2015-2016 School Parental Involvement 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.

<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Correlation to Student Achievement</b>
Title I Open House/Annual Meeting	1	3238	Parents are given pertinent information and school expectations. They will receive information on home/school partnerships to help increase student achievement and be provided with resources.
ESOL Parent Night	2	40	Prepare students to be college and career ready by developing students' academic English language proficiency through integrated content-based language instruction.
Meet and greet of the Parent Involvement Specialist	1	10	To educate parents about the combination of commitment and active participation on the part of the parent to the school and to the student.
ADVID Parent Family night	1	35	To ensure that all students, and most especially students with academic potential capable of completing a college preparatory path

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)].

<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Correlation to Student Achievement</b>
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## Review of 2015-2016 School Parental Involvement Plan

ParentLink Training	1	60	Provides a powerful communication platform with school and families
IEP/ ESE communication	4	136	Train staff to better communicate with parents about the needs of ESE students

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
Transportation	We will use our Social Worker and Our District Vans to assist parents in getting to the school.
Language	Use of our staff translate documents
Single Parent House hold, lack of availability	Provide trainings/support during various times of the day.

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 2015-2016 School Parental Involvement Plan

School Name: \_\_\_\_\_

Plan Year: 2015-2016

Reviewer: \_\_\_\_\_

Review Date: \_\_\_\_\_

Plan Components	YES (Page #)	NO
<b>2013-2014 Plan Review</b>		
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 FY14 plan?		
Did the school address the barriers identified in the review?		
<b>LEA Plan Mission Statement (optional)</b>		
The mission statement should meet the following criteria: <ul style="list-style-type: none"> <li>Explains the purpose of the parental involvement program;</li> <li>Tells what will be done;</li> <li>Includes beliefs or values;</li> <li>Is concise, free of jargon, and parent-friendly; and</li> <li>Inspires stakeholders to be involved and supportive of the program.</li> </ul>		
<b>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)].</b>		
<b>Strong Responses Include:</b> <ul style="list-style-type: none"> <li>Identification of the group responsible for the planning, review, and improvement of the Title I program;</li> <li>Description of the procedures selecting members of the group;</li> <li>Explanation of how input from parents will be documented; and</li> <li>Description of the process for schools to involve parents in the development of the required plans; and</li> <li>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)].</li> </ul>		
<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)].</b>		
<b>Strong Responses Include:</b> <ul style="list-style-type: none"> <li>Identification of the specific federal program; and</li> <li>Description of how the programs were coordinated.</li> </ul>		
<b>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)].</b>		
<b>Strong Responses Include:</b> <ul style="list-style-type: none"> <li>Identification of specific activities or tasks;</li> <li>Identification of the person(s) responsible for completing the task;</li> <li>Timeline; and</li> <li>Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.</li> </ul>		

## Review Rubric for 2015-2016 School Parental Involvement Plan

<b>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)].</b>		
<b>Strong Responses Include:</b> <ul style="list-style-type: none"> <li>Description of the process the school will use to ensure that workshops/meetings are offered at a flexible times; and</li> <li>Specific examples of the flexible schedule offered to parents.</li> </ul>		
<b>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)].</b>		
<b>Strong Responses Include:</b> <ul style="list-style-type: none"> <li>Content of the session including each of the following:                             <ul style="list-style-type: none"> <li>The state's academic content standards and State student academic achievement standards,</li> <li>State and local academic assessments including alternative assessments,</li> <li>Parental involvement requirements of Section 1118, and</li> <li>How to monitor their child's progress and work with educators to improve the achievement of their child.</li> </ul> </li> <li>Type of activities;</li> <li>Correlation to student achievement; and</li> <li>Reasonable and realistic proposed timelines.</li> </ul>		
<b>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)].</b>		
<b>Strong Responses Include:</b> <ul style="list-style-type: none"> <li>Content of the session;                             <ul style="list-style-type: none"> <li>Value of parental involvement,</li> <li>Communicating and working with parents,</li> <li>Implementation and coordination of parental involvement program,</li> <li>Building ties between home and school, and</li> <li>Cultural sensitivity;</li> </ul> </li> <li>Type of Activities;</li> <li>Specific correlation to student achievement;</li> <li>Reasonable and realistic timelines; and</li> <li>Method to determine the success and document completion.</li> </ul>		
<b>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)].</b>		
<b>Strong Responses Include:</b> <ul style="list-style-type: none"> <li>Identification of the type of activity;</li> <li>Specific steps necessary to implement this activity;</li> <li>Person(s) responsible;</li> <li>Timeline; and</li> <li>Method to determine the success and document completion.</li> </ul>		
<b>8. Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:</b> <ul style="list-style-type: none"> <li>Timely information about the Title I programs [Section 1118(c)(4)(A)]:</li> <li>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)]:</li> <li>If requested by parents, opportunities for regular meetings to formulate suggestions and to</li> </ul>		

# Review Rubric for 2015-2016 School Parental Involvement Plan

<p>participate, as appropriate, in decisions relating to the education of their children[Section 1118(c)(4)(C)]:</p> <p><b>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)].</b></p>		
<p><b>Strong Responses Include:</b></p> <ul style="list-style-type: none"> <li>• Process for providing information to parents;</li> <li>• Dissemination methods;</li> <li>• Reasonable and realistic timelines for specific parent notifications; and</li> <li>• Description of how the school will monitor that the information was provided.</li> </ul>		
<p><b>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)].</b></p>		
<p><b>Strong Responses Include:</b></p> <ul style="list-style-type: none"> <li>• Process for translating information into a parent's native language;</li> <li>• Description of how the school will ensure that parents with disabilities have access to parental involvement activities and/or services;</li> <li>• Description of how the school will ensure that information is available to parents considering the fluctuating student populations;</li> <li>• Specific languages that information will be routinely provided; and</li> <li>• Process the school will use to monitor the dissemination of information to parents.</li> </ul>		
<p><b>10. Describe how the discretionary activities will be implemented.</b></p>		
<p><b>Strong Responses Include:</b></p> <ul style="list-style-type: none"> <li>• Content of the session including the following: <ul style="list-style-type: none"> <li>○ Involve parents in the development of staff training,</li> <li>○ Offer literacy training,</li> <li>○ Pay reasonable and necessary expenses to conduct parental involvement activities,</li> <li>○ Train parents to help other parents,</li> <li>○ Adopt and implement model parental involvement programs, or</li> <li>○ Develop roles for community organizations and/or businesses in parental involvement activities;</li> </ul> </li> <li>• Type of activity;</li> <li>• Specific correlation to student achievement; and</li> <li>• Reasonable and realistic timelines.</li> </ul>		
<p><b>School-Parent Compact</b></p>		
<p><b>Does the School-Parent Compact include all required components:</b></p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• 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</li> <li>• Highlight the importance of communication between teachers and parents on an ongoing basis through, at a minimum— <ul style="list-style-type: none"> <li>○ 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;</li> <li>○ Frequent reports to parents on their child's progress; and</li> <li>○ Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities [Section 1118(d), ESEA].</li> </ul> </li> </ul>		

## Review Rubric for 2015-2016 School Parental Involvement Plan

Review of the 2013-2014 Plan		
Did the school include a copy of the review of the FY14 plan?		
Did the review include all required components? <ul style="list-style-type: none"><li>• A summary of the results of the activities conducted for parents;</li><li>• A summary of the staff training activities;</li><li>• 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</li><li>• Description of how the school will use the information gathered from the review to design strategies for more effective parental involvement policies.</li></ul>		

**Additional Comments or Concerns:**

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