In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy that contains information required by section 1118(b)(1) of the Elementary and Secondary Education Act (ESEA). The policy establishes the expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities, and is incorporated into the schoolwide Title I / School Improvement Plan submitted to the Florida Department of Education (FDOE) as required in Section 1114(b)(2) of ESEA.

**Assurances**

Meadowbrook 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 policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
* Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118(b)(1)];
* Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school’s parental involvement policy [Section 1118(a)(2)(E)];
* Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];
* If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
* Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
* Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
* Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals, as described in Section 1111(h)(6)(A) [Section 1111(h)(6)(A)].

**Parental Involvement Mission Statement**

The Title I mission for Meadowbrook Middle School is to continuously provide opportunities for parents to attend school based activities that will help transcend the school and the community towards success.

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 [Sections1118(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)].

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| We will involve parents by sending out notification in a timely fashion for parents to attend student engagement activities. These notifications will be sent via email, connect orange messages by administration, flyers, and the marquee.We will solicit parental involvement for our School Advisory Committee. On the SAC, we will garner input from those parents as to what should be included in both the school improvement and parental involvement plans. We will also review, plan, and involve those parents in the decisions regarding how funds for parental involvement will be used.   |

1. 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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| **Program** | **Coordination** |
| Supplemental Academic Instruction | At risk students are encouraged to participate in before school and after school tutoring programs to increase proficiency in the classroom and on standardized tests |
| Mckinney-Vento | Guidance indentifies all Homeless/Migrant students by way of registration who is In contact with the homeless department; coordinates with the respective liasions to meet entire familes’ physical, social and academic needs by providing them with resources to increase parental involvement and student achievement. |
| Title II | Funds will be allocated to pay teachers’ supplemental monies to provide academic tutoring services to students so that they can increase academic achievement and provide tips for parental support of academics in the household. |

1. 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)].

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| **Activity/Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness**  |
| Parents notified of Annual Meeting | Principal | September | Connect Orange detailed report |
| Flyers | Assistant Principal | September | Bottom of flyer returned stating attendance for event |
| Marquee | Assistant Principal | September | Pictures |
| Annual Parent Meeting will be held to discuss Title I requirements and the rights of parents  | Assistant Principal | September | Parent Sign-In Logs, Pictures |

1. 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)].

The school will hold meetings between 4:30 pm and 6:30 pm. Those who do not

have transportation will be able to attend the 4:30 pm meetings, while those who work will be

able to attend the 6:30 pm meetings. An example of this is with our PTSA and SAC meetings

which were held at 4:30 pm in November, but 6:30 pm in December.Also, we will provide

morning conferences and home visits to serve as additional alternatives to discussing students

academic preformance.

1. 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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| **Content and****Type of Activity** | **Person Responsible**  | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
|  | Curriculum Content Nights | Instructional Coaches | Gives parents or guardians the opportunity to understand content standards based instruction through academic games led by teachers | October 2017 through March 2018 | Parent Sign-In Sheets, Google Parent Surveys |
|  | Fine Arts Nights | Teachers | Gives parents or guardians the opportunity to see how the fine arts program benefit student achievement | October 2017 through March 2018 | Parent Sign-In Sheets, Google Parent Surveys |
|  | Battle of the Books / Books-A-Million Marathon | Media Specialist and Assistant Principal | Help with literacy proficiency to increase Florida Standards Assessment Reading Scores | January 2018 through April 2018 | Google Parent Surveys |

1. Describe the training 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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| **Content and Type of Activity** | **Person Responsible** | **Correlation to Student Achievement**  | **Timeline** | **Evidence of Effectiveness** |
| PI Training Modules | Assistant Principal | Improve communication and relationship between the staff and parents that will lead to improved student achievement | August through May | Teacher Sign-In Sheets, Google Surveys |
| Staff Development | Principal and Assistant Principal | Focused professional development trainings for teachers that will improve the academic advancement of our students and build positive relationships with our parents | August through May | Teacher Sign-In Sheets, Google Surveys |

1. 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)].

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| Partnering with Orange County School Board, we will invite and encourage our families to attend parent academy’s that provide parents with access to information to improve their academic and wellness performance. Meadowbrook will also partner with the United Way to provide our families with opportunities to connect with community leaders and vendors that provide assistant services to families. |

1. 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)].

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| -The Title I Annual Meeting is held in September in conjunction with Open House.  -The school will provide timely information Connect Orange telephone messages one week prior to the date of the meeting or workshop .  -The instructional coaches and administration will host monthly parent curriculum nights to share information about the school's curriculum and programs, assessments used to measure student growth, and the levels with which students on grade level should achieve. Notification for these meetings will be via Connect Orange messages one week prior to the date of the meeting. The content of each meeting will be previewed and approved by the school administration.  -The administration will provide monthly opportunities for parents to share suggestions relating to their child's education. |

1. 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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| The school will provide opportunities for parental involvement by communicating the dates, times, and locations of school programs to both the students and parents electronically/mail. We will continue to translate the written notices into Spanish and French-Creole for our parents who speak those languages. In addition, will have language translators to assist at meetings as needed. Parents with disabilities will be able to park in special designated areas. The school is wheelchair accessible. Also we will have sign language interpreter available if needed. |

Discretionary School Level Parental Involvement Policy Components

**X** Check here if the school does not plan to implement the discretionary activities.

 Check all activities the school plans to implement:

* Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];
* Providing necessary literacy training for parents from Title I, Part A funds, if the school has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)];
* Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions [Section 1118(e)(8)];
* Training parents to enhance the involvement of other parents [Section 1118(e)(9)] ;
* Maximizing parental involvement and participation in their children’s education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];
* Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and
* Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].
1. Describe how each discretionary activity checked above will be implemented.

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| **Activity** | **Description of Implementation Strategy** | **Person Responsible**  | **Correlation to Student Achievement** | **Timeline** |
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**School-Parent Compact:**

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

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

Adoption

The parental involvement policy/plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by      .

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

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(Signature of  Authorized Representative) (Date)

Provide evidence that this policy/plan has been developed with the input from parents and based on the review of the 2016-17 PIP.

1. Provide a summary of activities provided during the 2016-2017 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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| **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Correlation to Student Achievement** |
| Curriculum Content Nights | 4 | 75 | Help parents provide additional academic resources for their student |
| Meet the Teacher | 1 | 150 | Parents were provided with information on how to help their student be successful for the school year. |
| Battle of the Books / Books-A-Million Marathon | 1 | 75 | Help monitor student progress and enhance student achievement |
| Student Advisory Committee Meetings | 9 | 40 | Improved parental relationship with school to help advance student achievement. |
| Professional Development | 4 | 72 | Provided Title I approved trainings for teachers on how to build relationships with parents in Title I schools. |
| Professional Development | 12 | 72 | Provided approved trainings from an outside group on relationship building. |

1. Provide a summary of the professional development activities provided by the school during the 2015-2016 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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| --- | --- | --- | --- |
| **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Correlation to Student Achievement** |
|  |  |  |  |
| Professional Development (PI Training) | 4 | 72 | Provided Title I approved trainings for teachers on how to build relationships with parents in Title I schools. |
| Professional Development | 12 | 72 | Provided approved trainings from an outside group on relationship building. |

1. Describe the barriers that hindered participation by parents during the 2016-20167 school year in parental involvement activities. Include the steps the school will take to during the 2017-2018 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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| **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| Child Care Needs | Provide parental activities that parents can bring their entire families too. Provide families with calming areas for small children |
| Parental Work Hours | Provide alternative times for meetings and later start times for events. |
| Language | Provide on site intrepreters for Spanish and creole speaking families.  |

1. Describe the parental involvement activity/strategy implemented during the 2016-2017 school 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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| **Content/Purpose** | **Description of the Activity** |
| Content Curriculum Nights | Provide families the opportunity to learn about a particular subject area and have areas assigned for parents to complete activities with their students. |
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**School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Policy/Plan Components** | **YES** | **NO** |
| **2016-2017 Plan Review** |
| Was evidence adequate to demonstrate that the PIP was developed jointly with and agreed upon by parents of children participating in Title I programs? |  |  |
| Is the PIP written in an understandable format and provided in a language parents can understand? |  |  |
| Were revisions/updates to the plan made based upon the review of the 2015-2016 plan? Did the school address the barriers identified in the review? |  |  |
| **LEA Policy Mission Statement**  |
| Mission statements are written concisely, free of jargon, and parent-friendly and inspire stakeholders to be involved and supportive of the program. Strong mission statements include: * Explanation of the purpose of the parental involvement program;
* Description of what will be done; and
* Description of the beliefs or values of the LEA.
 |  |  |
| 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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)]. Include information on how the school will provide other reasonable support for parental involvement activities under section 1118 as parents may request [Section 1118(e)(14)].**
 |
| Strong responses include: * Identification of the group responsible for the planning, review, and improvement of the Title I program;
* Description of the procedures selecting members of the group;
* Explanation of how input from parents will be documented; and
* Description of the process for schools to involve parents in the development of the required plans; and
* Includes information on how the school will provide other reasonable support for parental involvement activities under section 1118 as parents may request [Section 1118(e)(14)].
 |  |  |
| 1. **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)].**
 |
| Strong responses include: * Identification of the specific federal program; and
* Description of how the programs were coordinated.

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| 1. **Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school’s Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental education services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)] .**
 |
| Strong responses include: * Identification of specific activities or tasks;
* Identification of the person(s) responsible for completing the task;
* Reasonable and realistic timelines; and
* Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.
 |  |  |
| 1. **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)].**
 |
| Strong responses include: * Description of the process the school will use to ensure that workshops/meetings are offered at a flexible times; and
* Specific examples of the flexible schedule offered to parents.
 |  |  |
| 1. **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)]. Include information on how the school will provide other reasonable support for parental involvement activities under section 1118 as parents may request [Section 1118(e)(14)].**
 |
| Strong responses include: * Content and type of activity including the following:
* The state’s academic content standards and State student academic achievement standards,
* State and local academic assessments including alternative assessments,
* Parental involvement requirements of Section 1118, and
* How to monitor their child’s progress and work with educators to improve the achievement of their child.
* Identification of person(s) responsible;
* Reasonable and realistic proposed timelines;
* Correlation to student academic achievement; and
* Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.
 |  |  |
| 1. **Describe the training for staff 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)].**
 |
| Strong responses include: * Content and type of activity including the following:
	+ Value of parental involvement,
	+ Communicating and working with parents,
	+ Implementation and coordination of parental involvement program,
	+ Building ties between home and school, and
	+ Cultural sensitivity;
* Specific correlation to student achievement;
* Reasonable and realistic timelines; and
* Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.
 |  |  |
| 1. **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)].**
 |
| Strong responses include: * Identification of the type of activity;
* Specific steps necessary to implement this activity;
* Person(s) responsible;
* Timeline; and
* Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.
 |  |  |
| 1. **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)]; and**
* **If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1118(c)(4)(C)].**

**Note: If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will also submit the parents’ comments on the plan that will be available to the local education agency [Section 1118(c)(5)].** |
| Strong responses include: * Process for providing information to parents;
* Dissemination methods;
* Reasonable and realistic timelines for specific parent notifications; and
* Description of how the school will monitor that the information was provided.
 |  |  |
| 1. **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 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)].**
 |
| Strong responses include: * Process for translating information into a parent’s native language;
* Description of how the school will ensure that parents with disabilities have access to parental involvement activities and/or services;
* Description of how the school will ensure that information is available to parents considering the fluctuating student populations;
* Specific languages that information will be routinely provided; and
* Process the school will use to monitor the dissemination of information to parents.
 |  |  |
| **10. Describe how each discretionary activity checked will be implemented.** |  |  |
| **Strong Responses Include**: * Content and type of activity including the following:
	+ Involve parents in the development of staff training,
	+ Provide literacy training,
	+ Pay reasonable and necessary expenses to conduct parental involvement activities,
	+ Train parents to help other parents,
	+ Maximizing parent participation,
	+ Adopt and implement model parental involvement programs, or
	+ Develop roles for community organizations and/or businesses in parental involvement activities;
* Description of the implementation strategy;
* Identification of person(s) responsible;
* Correlation to student academic achievement; and
* Reasonable and realistic timelines.
 |  |  |
| **School-Parent Compact** |
| **School-Parent Compact must include the following components:** * Description of the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State’s student academic achievement standards;
* Identification of ways parents will be responsible for supporting their children’s learning (for example, monitoring attendance, homework completion, or television watching; volunteering in their child’s classroom; and participating as appropriate in decisions relating to the education of their children and positive use of extracurricular time); and
* Highlight the importance of communication between teachers and parents on an ongoing basis through, at a minimum—
	+ Parent-teacher conferences in elementary schools, at least annually, during which the compact will be discussed as it relates to the individual child’s achievement;
	+ Frequent reports to parents on their child’s progress; and
	+ Reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities; and
* Evidence that parents were involved in the development/revisions to the compact [Section 1118(d), ESEA].
 |  |  |
| **Review of the 2015-2016 Policy/Plan** |
| Did the school include a copy of the review of the 2015-2016 policy/plan? |  |  |
| Did the review include all required components?* A summary of the results of the activities conducted for parents;
* A summary of the staff training activities;
* Identification of barrier which hindered participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); and
* Description of how the school will use the information gathered from the review to design strategies for more effective parental involvement policies.
 |  |  |

**Additional Comments or Concerns:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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