



**Local Educational Agency (LEA)/District Level  
Parent and Family Engagement Policy/Plan  
*Lee County School District*  
*School Year 2017 - 2018*  
*Revision Date 08/30/2017***

In support of strengthening student academic achievement, Lee County School District receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by Section 1116(a)(2) of the Every Student Succeeds Act (ESSA). The policy establishes the LEA's expectations and objectives for meaningful parent and family engagement and describes how the LEA will implement a number of specific parent and family engagement activities, and it is incorporated into the LEA's plan submitted to the Alabama Department of Education.

**The Lee County School District agrees to implement the following requirements as outlined by Section 1116:**

- The school district will put into operation programs, activities, and procedures for the engagement of parents and family members in all of its schools with Title I, Part A programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents and family members of participating children.
- Consistent with Section 1116, the school district will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of Section 1116(b) of the ESSA, and each include as a component a school-parent compact consistent with Section 1116(d) of the ESEA.
- In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, limited literacy, disabilities, of migratory children, who are economically disadvantaged, or are of any racial or ethnic minority background, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the state Department of Education.

- The school district will be governed by the following definition of parental involvement and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition in Section 8101 of the ESSA:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school
- (C) Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child
- (D) Other activities are carried out, such as those described in Section 1116 of the ESEA

**DESCRIPTION OF HOW THE DISTRICT WILL IMPLEMENT REQUIRED  
LEA PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

**JOINTLY DEVELOPED**

The Lee County School District will take the following actions to involve parents and family members in jointly developing its LEA plan under Section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of Section 1111(d) of the ESEA:

*The district and school policies, the SYSTEM IMPROVEMENT PLAN and the Alabama Continuous School Improvement/Schoolwide Plans are reviewed each school year and revised annually. Sources used in the development of these policies and plans include individual school meetings, completed workshop evaluations, annual parent survey results, parent meetings, workshop discussions, and parent-teacher conferences. This policy and all school policies are posted on our system and school websites where they are available for parent comments and suggestions. This policy is a working document subject to review and revision.*

**TECHNICAL ASSISTANCE**

The Lee County School District will provide the following coordination, technical assistance, and other support necessary to assist and build capacity of all Title I, Part A schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education:

*The Federal Programs Director will provide guidance and support on appropriate use of parent involvement funds and review school Parental Involvement Policies, Alabama Continuous School Improvement/Schoolwide Plans, and School-Parent Compacts to ensure compliance.*

## ANNUAL EVALUATION

The Lee County School District will take the following actions to conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in 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). The evaluation will also include identifying the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers and strategies to support successful school and family interactions. The school district will use the findings of the evaluation about its parent and family engagement policy to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, its parent and family engagement policies.

*Parents are surveyed annually to determine whether parent engagement needs are being met effectively and appropriately through the implementation of the parent and family engagement programs. Parents are given the option to complete the survey via paper copy or electronically. The results of these surveys are used to develop strategies for school improvement and to revise the district and school Parent and Family Engagement Policies. These results are also used in planning future parent workshops and meetings. Areas evaluated include academics and school leadership, parent involvement, Title I, school environment, and the school Parent and Family Engagement Program.*

## RESERVATION OF FUNDS

The Lee County School District will involve the parents and family members of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent and will ensure that not less than 90 percent of the 1 percent reserved goes directly to Title I schools.

*Each Parent and Family Engagement Coordinator offers each parent the opportunity to give feedback on the 1% reservation of funds by surveying parents on the use of funds. During the Annual Title I meeting, the school will share the budget for parent and family engagement activities.*

## COORDINATION OF SERVICES

The Lee County School District will coordinate and integrate parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs: that encourage and support parents in more fully participating in the education of their children by:

*The Lee County School System coordinates with local agencies, for example, Head Start, AIDB, and Early Intervention to Preschool services to insure a smooth transition for disabled three and four year olds from the referral, to placement in the local school system programs. For children with disabilities, services include participation with nondisabled peers as typical peer models. Lee County Schools also provides special education and related services to students with disabilities in private daycare and preschool programs. These services are initiated, coordinated, and supported through the IEP team in order to meet the unique individual needs of each child with a disability.*

## **BUILDING CAPACITY OF PARENTS**

The Lee County School District will, with the assistance of its Title I schools, build parents' capacity for strong parental involvement by providing materials and training on such topics as literacy training and using technology (including education about the harms of copyright piracy) to help parents work with their children to improve their children's academic achievement. Assistance will also be provided to parents in understanding the following topics:

- The challenging State academic standards
- The State and local academic assessments including alternate assessments
- The requirements of Title I, Part A
- How to monitor their child's progress
- How to work with educators

*Title I schools will offer computer access to parents in the computer lab at Central Office to aid in their knowledge and use of technology. Lee County Schools will provide tips and ideas to parents on helping their children with core content subject areas. Parents are given the opportunity to check out a wide variety of resource materials from the Parent Resource Centers to use at home with their children.*

## **BUILDING CAPACITY OF SCHOOL STAFF**

The Lee County School District will, with the assistance of its schools and parents, educate its teachers, specialized instructional support personnel, principals, and other school leaders, and other staff in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and schools by:

- *Sending home newsletters*
- *Sending home graded papers*
- *Making home visits*
- *Scheduling parent/teacher conferences*
- *Making phone calls; sending home homework, and notes in agendas*
- *Encouraging parents to serve as volunteers/tutors*
- *Attending conferences, seminars, workshops, and meetings with parents*
- *Serving together on school committees*

## **BUILDING CAPACITY FOR INVOLVEMENT**

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training
- Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training
- 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
- Training parents to enhance the involvement of other parents
- Maximize parental involvement and participation in their children's education, 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
- Adopting and implementing model approaches to improving parental involvement
- Establishing a districtwide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities

### **ADOPTION**

This LEA parent and family engagement policy has been developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs, as evidenced by this document and the sign-in sheet.

This policy was adopted by the Lee County School District in August **08/30/17** and will be in effect for the period of the 2017-2018 school year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before September 30 by placing it on the school district website.

**19. Sec. 1112(b)(7)**

Describe the strategy the local educational agency will use to implement effective parent and family engagement under section 1116. (This question will be answered in the written policy below).

**Parent and Family Engagement Written Policy (Sec. 1116 (2))**

**Sec. 1116(a)(2)(A))** Describe how the Local Education will involve parents and family members in jointly developing the local educational agency plan under section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of section 1111(d).

The Lee County School District will take the following actions to involve parents in the joint development of its district wide parental engagement plan.

- Host a parent feedback meeting annually for all parents to participate in the analysis of the Parent and Family Engagement Policy and to discuss the plan's effectiveness in meeting the needs of the students and requirements of the Title I Program.
- Distribute parent feedback forms to all parents of students enrolled in Title I schools to involve parents in the development of this policy, the district plan, and use of parent involvement funds.
- Provide parents access to the information in the district's Parent and Family Engagement Plan through the district website and engage in open communication about the plan during parent meetings, such as the following:
  - Annual Title I Public Meeting
  - School Advisory Council Meetings
  - Open House
  - Parent Workshops
  - Parent Conferences/Student Led Conferences
- Provide parent access to each school's Title I plan, budget, compact, parent and family engagement policy/plan, and brochure via each school's website. A stakeholder feedback form will also be provided to facilitate parent involvement in the development of these documents and in the expenditure of funds.
- Hold an annual meeting for parents of students in the Title I program to discuss the review and implementation of the Title I plan and how Title I funds for parent involvement activities will be used. This meeting will be held at different times of the school day.

**Sec. 1116(a)(2)(B))**

**A. Describe how the Local Education Agency will provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the local educational agency in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.**

Each Title I school will host an Annual Title I Parent Meeting. A committee will be formed which will have representation from consisting of two parents, two teacher, and the principal. These meetings will be planned using a flexible schedule (day and evening) and held bi-annual to discuss plans and evaluation of progress for the year.

- Family Engagement Activities planned by Action Team for Partnerships (ATP), especially academically related ones (i.e. Family Reading/ Math/ Science/Technology Activities), utilizing community members/businesses, as appropriate.
- Alabama Continuous Improvement Plan (ACIP) program with instructions and requirements for planning and implementing effective parental involvement activities

**19. Sec. 1112(b)(7)**

Describe the strategy the local educational agency will use to implement effective parent and family engagement under section 1116. (This question will be answered in the written policy below).

**Parent and Family Engagement Written Policy (Sec. 1116 (2))**

**Sec. 1116(a)(2)(A))** Describe how the Local Education will involve parents and family members in jointly developing the local educational agency plan under section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of section 1111(d).

The Lee County School District will take the following actions to involve parents in the joint development of its district wide parental engagement plan:

- Host a parent feedback meeting annually for all parents to participate in the analysis of the Parent and Family Engagement Policy and to discuss the plan's effectiveness in meeting the needs of the students and requirements of the Title I Program.
- Distribute parent feedback forms to all parents of students enrolled in Title I schools to involve parents in the development of this policy, the district plan, and use of parent involvement funds.
- Provide parents access to the information in the district's Parent and Family Engagement Plan through the district website and engage in open communication about the plan during parent meetings, such as the following:
  - Annual Title I Public Meeting
  - School Advisory Council Meetings
  - Open House
  - Parent Workshops
  - Parent Conferences/Student Led Conferences
- Provide parent access to each school's Title I plan, budget, compact, parent and family engagement policy/plan, and brochure via each school's website. A stakeholder feedback form will also be provided to facilitate parent involvement in the development of these documents and in the expenditure of funds.
- Hold an annual meeting for parents of students in the Title I program to discuss the review and implementation of the Title I plan and how Title I funds for parent involvement activities will be used. This meeting will be held at different times of the school day. Notify parents and family members via a variety of contact strategies including newsletters, emails, phone calls, school and district websites and school marquees. Take home notices are translated as needed.

**Sec. 1116(a)(2)(B))**

- A. Describe how the Local Education Agency will provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the local educational agency in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.**



Each Title I school will host an Annual Title I Parent Meeting. A committee will be formed which will have representation from consisting of two parents, two teacher, and the principal. These meetings will be planned using a flexible schedule (day and evening) and held bi-annual to discuss plans and evaluation of progress for the year.

- Family Engagement Activities planned by Action Team for Partnerships (ATP), especially academically related ones (i.e. Family Reading/ Math/ Science/Technology Activities), utilizing community members/businesses, as appropriate.
- Alabama Continuous Improvement Plan (ACIP) program with instructions and requirements for planning and implementing effective parental involvement activities
- Provide Title I, Part A schools with a copy of book entitled: Building Successful Partnerships: A Guide for Developing Parent and Family Involvement Programs
- Designate and Support a Parental Involvement designee at Title I, Part A Schools
- Provide resources for parent use: books, videos, games, materials for Make-and-Take, etc.
- Support the development of Parent Resource Centers at Title I, Part A schools made available during the school day, through the extended day program and summer programs
- School/Parent Compacts

**Sec. 1116(a)(2)(C))**

- B. Describe how the Local Education Agency will coordinate and integrate parent and family engagement strategies under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs.**

- Participation on the Alabama Continuous Improvement Plan Committee that includes an opportunity to participate in monitoring a Continuous Improvement Program a minimum of three times a year.
- Every parent in a Title I, Part A school will have the opportunity to complete an Evaluation for Schools checklist, based on the National PTA Standards for Parent/Family Involvement Quality Indicators, on an annual basis.
- Every parent in a Title I, Part A school will have an opportunity to complete a Parent Survey on an annual basis.

**Sec. 1116(a)(2)(D))**

- C. Describe how the Local Education Agency will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying—**

**(i) barriers to greater participation by parents in activities authorized by this section (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)**

Lee County Schools will take the following actions to conduct, with the engagement of parents/families, an annual evaluation of the content and effectiveness of this Parent/Family Engagement Plan in improving the quality of its Title I, Part A schools. The school district will use the findings of the evaluation about its Parent/Family Engagement Plan and activities to design strategies to improve effective Parent/Family Engagement, to remove barriers to parent/family participation, and to revise, if necessary (and with the involvement of parents/families) it's Parent/Family Engagement Plan. The review will be conducted through evaluation forms provided at parent/family meetings, as well as our district family meeting in the fall.



Comments by all stakeholders will be used to revise the plan each year. In addition to these evaluation surveys, each school will also use their meetings to discuss parent/family needs in order to design strategies and activities for more effective parent/family engagement. Each school will also do an annual End Year Evaluation Survey to gauge the effectiveness of their program as well as reflect on the quality of their family involvement activities for the school year.

Each Title I school will begin each school year by participating in an Open House—Schools will be open one night during the week before school begins to allow parents to come with their child to meet with teachers and staff (bus drivers, lunchroom ladies, maids, and janitors), visit classrooms, and tour the school. Student led conferences Parent/Teacher conference days will be scheduled throughout the school year. Student presentation activities (science fair, art fair, PTO programs) will held in the fall and spring. Parents will also participate in the annual Parent Involvement Survey/Evaluation of the current year program. Parent/Teacher conferences will be held on an as needed concerning each individual child.

**(ii) the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers**

The Lee County Schools will, build the schools' and parent/families' capacity for strong parent/family engagement in order to ensure effective engagement of parents/families to support a partnership. Building these relationships will improve student academic achievement by providing information for the following topics in an understanding format, to the extent practicable, and in a language that parents/families can understand:

- District Parent/Family Engagement Plan
- Title I Parent Orientation Meetings at each school including the requirements of Part A
- School-Parent-Student Compacts (Section 1116(a), (b), ESSA)
- Parent/Family Volunteer Programs
- Pupil Progression
- Parent Resource Center (PRC)
- Student Handbooks including Parents' Right to Know with the following information:
  - a. how parents/families can request information regarding the professional qualifications of their child's classroom teachers or paraprofessionals
  - b. how parents/families will be provided information related to their child's academic achievement if the student has been assigned a teacher who does not meet applicable State certification or licensure requirements for more than 4 weeks
- Level of achievement in each academic assessment required by state and federal laws
- Easy-to-understand annual LEA Report Card
- State or local policies on student participation in statewide assessments, including their rights to opt-out

**(iii) strategies to support successful school and family interactions**

Lee County Schools will also provide a district website that will contain resources and materials to help parents/families work with their children at home. Copies of needed materials will be made available at all Title I schools for those families who may have limited internet access.

Each school counselor will assist parents/families with understanding of the parenting center as well as linking all children in a family together for ease of access.

**Sec. 1116(a)(2)(E))**

- D. Describe how the Local Education Agency will use the findings of such evaluation described in the section above (Sec. 1116(2)(D)) to design evidence-based strategies for more effective parental involvement, and to revise, if necessary the parent and family engagement policies described in this section.**

Lee County School District will, with the assistance of its schools and parents, educate all stakeholders, in:

1. how to reach out to, communicate with, and work with parents as equal partners;
2. the value and utility of contributions of parents and families;
3. how to implement and coordinate parent and family programs;
4. how to build ties between parents/families and schools.

This will be done through the following:

- Providing training for school employees through annual training letter
- Engaging parents in quarterly Action Team for Partnerships (ATP) meetings
- Making the Family Resource Center available to all parents (Business Hours-8 A.M. – 4 P. M.)
- Working with schools during Meet and Greets, Open House, or Parent Orientations

**Sec. 1116(a)(2)(F))**

- E. Describe how the Local Education Agency will involve parents in the activities of the schools served under this part, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the local educational agency to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy.**

Lee County Schools will have a district Action Team for Partnerships (ATP) that consists of the District Family Engagement (FE) Coordinator (Social Worker), Assistant Superintendent /Title I Director,, and two parents from each of the schools (Title I and Non-Title I). During the annual District ATP meeting held in early fall, the district will develop or revise the District Parent/Family Engagement Plan utilizing suggestions and ideas to improve from all stakeholders. Letters will be sent to all participants informing them about the meeting date, place, and time. An announcement will be also posted on the Lee County webpage. All feedback from stakeholders will be included in the plan for this year. The district plan will be posted on the District website and in each school's handbook as well as being made available at the Title I Parent Resource Center.

**In order to build capacity for Parent and Family Engagement, the Local Education Agency will ensure effective involvement of parents and will support a partnership among the schools involved, the parents, and the community to improve student academic achievement, the LEA shall:**

- F. Describe how it will provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and**

**how to monitor a child's progress and work with educators to improve the achievement of their children.**

Lee County Schools will provide opportunities for parents/families to become involved in the decision-making at the school level on how the parent/family engagement programs will be designed, implemented, assessed, and strengthened through meaningful consultation. Action Teams for Partnerships (ATPs) will continue at each school and include administrators, teachers, paraprofessionals, parents/family members, and students. These school support teams will assist schools in increasing student learning by composing a parent/family engagement plan geared to the students' needs.

**G. Describe how it will provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement.**

Lee County will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective Parent/Family Engagement activities that are an intentional connection to learning in order to improve student academic achievement and school performance:

- Parent Meetings to assist parents/families in understanding State academic content standards, accountability system, academic assessments, and monitoring their children's progress
- School Counselors -responsible for Family Resource Center and Take Home activities
- Literacy Intervention Strategies
- Family Reading/Math/Science/Technology Activities , Student Led Conferences Its Learning
- Materials and training on strategies from Reading First
- Materials and training on strategies to improve areas of DIBELS, ACT with Writing, Scantron Performance Series.
- Materials and training on the Lee County Schools system-wide webpage and STI/Home
- Materials and training on general strategies to help improve achievement
- Materials and training on general ways parents can be more involved in their child's school experiences

**H. Describe how it will educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.**

- Providing training for school employees through annual training letter
  - Engaging parents in quarterly Action Team for Partnerships (ATP) meetings
  - Making the Family Resource Center available to all parents (Business Hours-8 A.M. – 4 P. M.)
- Working with schools during Meet and Greets, Open House, or Parent Orientation

- I. Describe how it will to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.**

Alabama First Class Pre-K Grant which was awarded to LCS to fund seven Pre-K classes at LES. Five of LCS schools host First Class Pre-K grants and each of these schools are Title I schools. Additionally, Parents will also receive education on the INOW Home Portal, College and Career Ready Standards (CCRS), Financial Aid, College Choice information and Tech Support.

- Providing two inservice programs to parents a year on how to work with their preschooler (ages 3 & 4) at home and prepare for a successful transition to school
- Opening the school Library/Media services to parents of preschool children
- Conducting a transition visit to the school in the spring of each year
- Assist parents in preparation for kindergarten enrollment in the spring of each year by inviting parents to view kindergarten during kindergarten registration as well as hosting a "Pre-Kindergarten Week Long Preview during the summer Math and reading night where school personnel train parents in reading and math

- J. Describe how it will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.**

Parental involvement is facilitated through the use of translators/interpreters at school events and for written communication between school and home, and the use of the TransACT program for various written notifications. Schools also refer parents/families to various programs available in the local communities. Below is a non-exhaustive list of community resources:

- Southern Union Community College
  - oESL classes
  - o Adult education classes
- Auburn Public Library
- Auburn University – Foreign Language Dept.
- All information will be translated in native language for any parent whose child qualifies under our system's ESL/ELL program (optional for parents of students who list a language other than English as the primary language spoken in the home but have children who do not qualify for ESL/ELL services)
- Lee County Schools system wide and school webpage designs

- K. Describe how it will ensure provide such other reasonable support for parental involvement activities under this section as parents may request.**

Lee County Schools Title I will also provide a district Title I webpage linked to the LCS District Website that will contain resources and materials to help parents/families work with their children at home. Copies of needed materials will be made available at all Title I schools for those families who may have limited internet access. Lee County also uses TransACT to help translate in the family's home language.

**L. Describe how the LEA may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.**

- Provide annual training to teachers, pupil services personnel, principals and other staff
- Provide materials on developing programs and overcoming barriers to developing stronger parental involvement programs

**M. Describe how the LEA may provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training.**

Lee County schools will reach out to the public libraries in both Auburn and Opelika as well as the Lee County Literacy Coalition in order to provide resources to families who need literacy training. Surveys will demonstrate this need.

**N. Describe how the LEA may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions. Hunter and Ivey**

The district will provide clear guidance and communication to assist each Title I school in developing an adequate parent/family engagement budget that addresses their needs assessment and ATP recommendations. Funds are used to support programs that reach parents and family members at home, in the community, and at school. These funds will assist with necessary expenses associated with parental involvement activities that include transportation and child care cost.

Each Title I school will hold annual meetings where parents/families are invited to provide suggestions on how parent/family engagement funds will be used in the upcoming year. Minutes from these meetings will document areas of need and consideration to the Family Engagement budget

**O. Describe how the LEA may train parents to enhance the involvement of other parents.**

LCBO will develop and utilize an Action Team for Partnerships (ATP) that function as District Title I Parent Leadership Team. The purpose of the team is for parents from each school to come together quarterly throughout the school year to collaborate and provide support and ideas for one another in taking a leadership role at their school. The motto is "Linking Home and School for Student Achievement." The mission of the team is to create opportunities to work with parents and school staffs in removing barriers, in effort to strengthen family-school partnership, to impact student academic success. The role of district Title I staff is to provide opportunities for quarterly meetings, provide current research, resources, and guest speakers in support of family-school engagement, and receive recommendations and advice from the group to understand what the district can provide to help schools nurture family-school engagement. Team members will actively participate by taking action at their school through sharing information with schools, reaching out to encourage and include parents in school-based opportunities that are offered, and working with Title I school contacts and principals as key planners and decision makers in increasing parent and school staff capacity.

- P. Describe how the LEA may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation. Hunter and Ivey**

Lee County Schools will arrange school meeting at various times to accommodate all parents. When need the social; worker and teacher may conduct home visits. Lee County Schools will use necessary available technology to assist as needed. Parent meetings will be offered at various times throughout the day to accommodate varying schedules of parents. Meetings will be held during school and after school. If needed, in-home conferences will be scheduled, but teachers must be accompanied by administrators. Furthermore, lack of transportation oftentimes keeps parents from attending school activities. Holding a parent meeting/school event within the community allows parents to be closer to the event, minimizing transportation issues. Also, parents who are uncomfortable attending school functions held at school facilities may feel more comfortable attending a school function held at a familiar location within their own community. Therefore, all schools are required to hold a minimum of one parent meeting/ school event at a community location, outside of regular school hours. Meetings can be held at a church, a park, a community center, a local business, or anywhere familiar within the specific community.

- Q. Describe how the LEA may adopt and implement model approaches to improving parental involvement.**

All approaches to improving parental involvement will be adopted and implemented by soliciting parent input and by utilizing evidence-based approaches to effective parent and family engagement. LCBOE will utilize the National Standards for Family-School Partnerships and Joyce L. Epstein's Framework of Six Types of (Parent) Involvement as the framework to guide our parent and family engagement activities. The following best practices will serve as the framework for the program design:

- Create a welcoming school climate.
- Provide families information related to child development and creating supportive learning environments.
- Establish effective school-to-home and home-to-school communication.
- Strengthen families' knowledge and skills to support and extend their children's learning at home and in the community.
- Engage families in school planning, leadership and meaningful volunteer opportunities.
- Connect students and families to community resources that strengthen and support students' learning and well-being

LEA and school staff will develop strategies for each of these categories, implement the strategies as intended, and revise the plan as needed to best meet the needs of stakeholders.

- R. Describe how the LEA may establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section.**

Lee County Schools will establish a Parent Advisory Committee to provide advice on all matters related to parental involvement throughout the Title I program. The committee will meet quarterly to discuss both school and district parent and family engagement activities and to discuss revisions needed to the parent and family engagement policy. Members of the Parent Advisory Committee will be comprised of parents and family members from all participating Title I schools and will adequately represent the needs of the population to be served. The district will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and when applicable, parents of migratory children.

**S. Describe how the LEA may develop appropriate roles for community-based organizations and businesses in parent involvement activities.**

The LEA will have two members on the districtwide advisory council for each Title I school. The council will meet bi-annually. Lee County Schools will develop relationships with each attendance zone's community-based organizations and businesses by providing opportunities for each to visit and volunteer with schools for activities such as: Grandparent's Day, Spirit Day, Red Ribbon Week, Homecoming etc. Each business partner may be given the chance to donate for such events.

**Sec. 1116(f)**

**T. Describe how the Local Education Agency, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, parent and family members of homeless children, and parents and family members of immigrant children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.**

Lee County Schools makes every effort to accommodate the needs of all parents. In conjunction with the LEA (school district), Lee County Schools provides opportunities for full participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students. The school provides basic information and school reports in a format and, to the extent practical, in a language that parents can understand. In addition, the LEA has a parent coordinator /interpreter available to assist with parental communication. Lee County Schools makes every effort to inform all parents of meetings held at the school. Information about school meetings, activities, etc. is sent to parents in a language that they can understand (e.g., paper, website, phone calls, text messages, social media). In addition, Lee County Schools utilizes the services of the district's translator who assists with written and verbal communications. Lee County Schools holds separate meetings for Hispanic families to address their needs and to inform them of important school issues with the assistance of the interpreter. Parents of children with disabilities are provided continuous opportunities to participate in the development and monitoring of their child's IEP. Lee County Schools also provides parent training, as appropriate, to help parents address the needs of their child with a disability.



This LEA Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs as evidenced by \_\_\_\_\_ Parental Advisory Board

\_\_\_\_\_. The school district will distribute this policy to all parents of participating Title I, Part A children on or before \_\_\_\_\_ September 30, 2017 \_\_\_\_\_.

Dr. Robert B. Hunter  
Assistant Superintendent / Federal Programs Director

\_\_\_\_\_  
8/30/2017

PLAN APPROVED BY (*Person or Entity*)

DATE OF APPROVAL

## **PARENTS RIGHT-TO-KNOW REQUIRED INFORMATION**

### **(1) INFORMATION FOR PARENTS-**

**(A) IN GENERAL.**—At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

**(i) Whether the student's teacher—**

**(I) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction**

**(II) is teaching under emergency or other provisional status through which State qualification nor licensing criteria have been waived; and**

**(III) is teaching in the field of discipline of the certification of the teacher.**

**(ii) Whether the child is provided services by paraprofessionals and, if so, their qualifications.**

**(B) ADDITIONAL INFORMATION.**—In addition to the information that parents may request under subparagraph(A), a school that receives funds under this part shall provide to each individual parent of a child who is a student in such school, with respect to such student—

**(i) information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part; and**

**(ii) timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned**

## **LEA CONSOLIDATED PLAN ASSURANCES**

Each local educational agency plan shall provide assurances that the local educational agency will—

- (1) ensure that migratory children and formerly migratory children who are eligible to receive services under this part are selected to receive such services on the same basis as other children who are selected to receive services under this part
- (2) provide services to eligible children attending private elementary schools and secondary schools in accordance with section 1117, and timely and meaningful consultation with private school officials regarding such services
- (3) participate, if selected, in the National Assessment of Educational Progress in reading and mathematics in grades 4 and 8 carried out under section 303(b)(3) of the National Assessment of Educational Progress Authorization Act (20 U.S.C.9622(b)(3))
- (4) coordinate and integrate services provided under this part with other educational services at the local educational agency or individual school level, such as services for English learners, children with disabilities, migratory children, American Indian, Alaska Native, and Native Hawaiian children, and homeless children and youths, in order to increase program effectiveness, eliminate duplication, and reduce fragmentation of the instructional program
- (5) collaborate with the State or local child welfare agency to—
  - (A) designate a point of contact if the corresponding child welfare agency notifies the local educational agency, in writing, that the agency has designated an employee to serve as a point of contact for the local educational agency
  - (B) by not later than 1 year after the date of enactment of the Every Student Succeeds Act, develop and implement clear written procedures governing how transportation to maintain children in foster care in their school of origin when in their best interest will be provided, arranged, and funded for the duration of the time in foster care, which procedures shall—
    - (i) ensure that children in foster care needing transportation to the school of origin will promptly receive transportation in a cost-effective manner and in accordance with section 475(4)(A) of the Social Security Act (42 U.S.C. 675(4)(A))
    - (ii) ensure that, if there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the local educational agency will provide transportation to the school of origin if—
      - (I) the local child welfare agency agrees to reimburse the local educational agency for the cost of such transportation;
      - (II) the local educational agency agrees to pay for the cost of such transportation; or

(III) the local educational agency and the local child welfare agency agree to share the cost of such transportation

(6) ensure that all teachers and paraprofessionals working in a program supported with funds under this part meet applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification

(7) in the case of a local educational agency that chooses to use funds under this part to provide early childhood education services to low-income children below the age of compulsory school attendance, ensure that such services comply with the performance standards established under section 641A(a) of the Head Start Act (42 U.S.C. 9836a(a))