

SCHOOL DISTRICT OF PITTSBURGH

SECTION: COMMUNITY

TITLE: PARENT AND FAMILY
INVOLVEMENT

ADOPTED: September 27, 1989

REVISED: Proposed May 29, 2013

	1012. PARENT AND FAMILY INVOLVEMENT
1. Purpose	<p>The Board recognizes that parent and family involvement contributes to the achievement of academic standards by all students. The Board views the education, health and safety of students as a cooperative effort among the school, parents and community. The District's <i>Excellence for All</i> initiative focuses on the "whole child" and treating each child as an individual, considering all aspects that affect each child as he or she grows and learns within the community.</p> <p>This policy is to comply with Public Law 107-110, 107th Congress, signed on January 8, 2002, referred to as the reauthorization of the Elementary and Secondary School Act (ESEA) of 1965 and commonly cited as the No Child Left Behind Act of 2001. Federal law states that the District and parents of District students, including those students participating in Title I programs shall jointly develop and agree upon a written Parent and Family Involvement Policy.</p>
2. Authority & Organization Of Policy	<p>The Parent and Family Involvement Policy shall ensure compliance with federal statutory provisions that specifically recognize parent and family involvement as a research-based educational practice that yields effective results. The District's Parent and Family Involvement Policy shall cover the involvement of all parents and families across any federal, state, or local programs being implemented in the District, with recognition and respect for the wide variety of ways in which parents and families can be involved in the education of District students. This policy shall serve as written documentation of the Pittsburgh School District's commitment to ensure parents and families are welcomed, engaged, and valued as stakeholders in the education of their children and the safety, health and welfare of their children while at school. The District will incorporate this Parent and Family Involvement Policy into</p>

	<p>its Local Education Agency (LEA) plan which is the required plan submitted to the state in its application to obtain Title I and other federal funding.</p> <p>The District's Parent and Family Involvement Policy shall be evaluated annually, with parental and family involvement. The policy shall be made available in all District schools, on the District's Internet site and various other accessible locations.</p> <p>The within jointly developed Parent and Family Involvement Policy includes the following information:</p> <ol style="list-style-type: none"> 1. A description of how parents will be involved in the planning, review and improvement of the District's Parent and Family Involvement Policy (<i>Section II, Section III</i>); 2. Information about an annual meeting that shall be held to inform parents of each District school's participation in the Title I program and to explain the requirements of the program and parents' and families' right to be involved (<i>Section II</i>); 3. A statement that parent meetings, including parent conferences, will be held at different times during the day (<i>Section II, Section V</i>); 4. A statement that Title I funds may be used to pay reasonable and necessary expenses associated with parental and family involvement activities, including transportation, childcare, or home visit expenses to enable parents to participate in school-related meetings and training sessions (<i>Section V</i>); 5. A description of how parents and families will be involved in the planning, review and improvement of District and school level programs, including the Title I program (<i>Section I, Section II, Section III, Section IV</i>); 6. A description of how District schools involve parents in the joint development of the Schoolwide Program Plan, as required under
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	<p>Section 1114 of the No Child Left Behind Act (applies only to Title I schools operating a Schoolwide Program) (Section IV);</p> <p>7. A description of how District schools involve parents in the joint development of the school level improvement plan, as required under Section 1116 of the No Child Left Behind Act (applies only to Title I schools identified for School Improvement) (Section IV);</p> <p>8. A description of how District schools will provide parents of participating children with timely information about school programs, including the Title I program (Section V, VI);</p> <p>9. A description of how District schools will provide parents of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet (Section V, VI);</p> <p>10. A description of how District schools will provide assistance to parents in understanding the State's academic content standards and student achievement standards, local academic assessments and how to monitor a child's progress and work with teachers to improve the achievement of their children (Section V, VI);</p> <p>11. A statement that District schools will provide, 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, and respond to any such suggestions as soon as practicably possible (Section V);</p> <p>12. Information regarding school-parent compacts that are jointly developed with parents and how the compact outlines how parents, the entire school staff and students will share in the responsibility for improved student achievement (Section III);</p> <p>13. A description of how District schools 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, as appropriate, to foster parental and family</p>
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<p>20 U.S.C. Sec. 6318</p>	<p>involvement (<i>Section III, V</i>).</p> <p>This policy is intended to describe how the District will:</p> <ol style="list-style-type: none"> 1. Involve parents in the joint development of the District's overall Title I plan, its implementation, and the process of school review and improvement; 2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance; 3. Develop activities that promote the schools' and parents' capacity for strong parental involvement; 4. Coordinate and integrate parental involvement strategies with appropriate programs, as provided by law; 5. Involve parents in an annual evaluation of the content and effectiveness of the policy in improving the academic quality of District schools; 6. Identify barriers to participation by parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority; 7. Use findings of annual evaluations to design strategies for more effective parental involvement; and 8. Involve parents in the activities of schools.
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	<p>national PTA's National Standards for Family-School Partnerships: Welcoming all families into the school, Communicating effectively, Supporting student success, Speaking up for every child, Sharing power and Collaborating with community. These national standards have been endorsed by the National School Boards Association and are endorsed by the Pittsburgh Board of Education with the adoption of this policy.</p> <p>Parents and families are welcome and encouraged to attend all public sessions of the Pittsburgh Board of Education and may speak on issues related to agenda items at the monthly public hearing. Information on dates, times, and the process for being placed on the agenda can be provided through the Office of the Superintendent or the Board Office. Individual Board members may be contacted through the Board Office.</p> <p>Section II – Policy Development and Dissemination</p>
20 U.S.C. Sec. 6318(a)(2)	<p>The District shall develop jointly with, agree on with, and distribute to, parents and families of participating children this written Parent and Family Involvement Policy. The policy shall be incorporated into the local District's LEA plan developed under ESEA, establish the School District's expectations for parent and family involvement, and describe how the District will implement provisions.</p>
20 U.S.C. Sec. 6318(b)(4)	<p>If the required District plan is not satisfactory to the parents and families of participating children, the School District shall submit any parent or family comments with the District plan upon submission to the state.</p>
20 U.S.C. Sec. 6318(f)	<p>In carrying out this policy, the District shall provide, to the extent practicable, full opportunities for the participation of parents and families with limited English proficiency, parents and families with disabilities, and parents and families of migratory children, including providing information and school reports in a language such parents and families can understand. For more information on translation services, parents and families can contact their child's school directly, and the school will arrange for available translation services, if appropriate, with the English as a Second Language (ESL) office.</p> <p>The District shall also provide speech and hearing interpreters for</p>

<p>20 U.S.C. Sec. 6318(b)(1)</p>	<p>parent-teacher conferences, Parent School Community Council (PSCC) meetings, and other activities as requested and deemed necessary.</p> <p>This Parent and Family Involvement Policy shall be distributed annually to parents and families. Parents and families shall be notified of the policy in an understandable and uniform format and, to the extent practicable, the policy shall be provided in a language that parents and families can understand. The policy shall be made available to the local community and updated periodically—with the involvement of parents and families—to meet changing needs. The policy shall be posted on the District’s Internet site. The policy will also be available to parents and families at local schools or through the Equity Office. Community agencies or programs that have direct access to parents and families may voluntarily distribute the policy at their sites.</p>
<p>20 U.S.C. Sec. 6318(c)</p>	<p>Principals in each school shall convene an annual meeting, at a convenient time, to which all parents and families of participating children shall be invited and encouraged to attend. The purpose of this meeting shall be to inform parents and families of school policies, Title I offerings (where applicable), and the right and opportunities for involvement. This involvement includes the planning, review, and improvement of the Parent and Family Involvement Policy. The schools shall offer a flexible number of meetings to accommodate parents’ schedules, and may provide transportation, child care, home visits, or other services related to parental and family involvement.</p>
<p>20 U.S.C. Sec. 6318(a)(2)</p>	<p>The District will conduct, with parents and families, an annual evaluation of this Parent and Family Involvement Policy through the Equity Office. (This process is specified in Section III of this policy.)</p> <p>Section III – Accountability, Responsibility, and Evaluation</p> <p>Within the administration of the School District of Pittsburgh, there are several divisions/offices that have primary responsibility and accountability for implementing and monitoring provisions and initiatives of the District’s Parent and Family Involvement Policy:</p> <ol style="list-style-type: none"> 1. The Equity Office, under the direction of the Superintendent or

	<p>designee.</p> <ol style="list-style-type: none"> 2. The Office of Curriculum, Instruction and Professional Development, and the Office of School Performance, under the direction of the Superintendent or designee. 3. The Title Programs Office, under the direction of the Title Programs Coordinator. <p>The Equity Office, in collaboration with the Office of Curriculum, Instruction and Professional Development and the Office of School Performance, bears the primary responsibility for fostering programs, activities, and procedures for the Parent and Family Involvement Policy at the District level. It is the responsibility of the Equity Office to develop, facilitate, and coordinate large-scale events and provide key support and resources for parent involvement.</p> <p>The Title Programs Office shall have the primary responsibility for ensuring compliance with the District's Parent and Family Involvement Policy inclusive of all schools within the District, not just schools qualifying for Title I assistance. (Refer to Section VII of this policy outlining the complaint process for all concerns/alleged violations regarding Title I and parent involvement.)</p> <p>The District supports professional development opportunities for staff members, parents and families to enhance understanding of effective parent and family involvement strategies which lead to student achievement and student improvement. The Equity Office, through the Office of Curriculum, Instruction and Professional Development, will support the development of teaching curricula and training programs on parent and family involvement and best practices within the District and in the higher education community. These ongoing training programs will enable parents, families, teachers, District administrators, principals, and staff opportunities to increase their knowledge and skills in communicating with and engaging parents.</p> <p>The District recognizes the importance of administrative leadership in setting expectations and will work with its administrators to enforce this policy. Principals bear the primary responsibility for ongoing parent and</p>
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<p>20 U.S.C. Sec. 6318(d)(2) 20 U.S.C. Sec. 6318(d)(1)</p>	<p>family involvement at the school level. Principals will work with classroom teachers to assure that they offer meaningful opportunities for parents and families to be full partners in their children's education and safety, health and welfare while at school. Principals will be held accountable for fostering parent and family involvement in their schools, as defined in Section I of this policy. Parent and family involvement will be maintained as an essential part of school climate review under the School Plan for Excellence (SPE). Principals, teachers, and staff members will be encouraged to select at least one individual goal to enrich parent and family involvement. This selection will become part of each annual individual evaluation. All employees will be held accountable for parent and family involvement and fostering positive parent interactions by their immediate supervisor.</p> <p>This policy shall be reviewed annually as part of all staff development, including administrative and support staff. The policy shall also be reviewed as a part of all orientations for new staff within the schools.</p> <p>The District encourages parents and families to become actively engaged with teachers and administrators at the onset of their children's school careers. To foster this goal, the District will promote the integration of early childhood programs as a primary strategy to ensure parents and families are involved in and aware of school readiness and opportunities for involvement.</p> <p>All parents and families will be asked to share responsibility with the District for:</p> <ol style="list-style-type: none"> 1. Communication between the home and school on an ongoing basis. 2. Support of their children's learning, such as monitoring attendance, homework completion, and television watching, and positive use of extracurricular time. <p>In order to facilitate parent and family responsibility for monitoring homework, attendance and academic achievement, the District and individual schools need to foster routine and frequent communications between the District/schools and families. Of paramount importance is a computer-based, information-sharing</p>
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<p>20 U.S.C. Sec. 6318(d)(1) 20 U.S.C. Sec. 6318(d)(2)(A)</p>	<p>system by which parents and students can monitor homework, attendance, grades, test scores and academic achievement. An information sharing system, such as a web-based parent portal that is designed to allow parents, teachers and students to interact, needs to be utilized by all schools to the maximum extent possible. A parent, student and teacher committee shall be formed, with the assistance of the Equity Office, to evaluate the utilization of parent, student and teacher “portals.” The committee shall also identify obstacles to its use and try to seek solutions. In order to further the stated goals, the parent, student and teacher committee shall work with the Office of Information and Technology or other designated Departments or staff necessary to maximize results.</p> <p>3. Participating in decisions relating to the education of their children.</p> <p>4. Participating in all parent-teacher conferences.</p> <p>5. Responding to school notices and requests by deadlines given.</p> <p>6. Providing for the health and well-being of their children including, but not limited to, discipline, nutrition, and hygiene.</p>
<p>20 U.S.C. Sec. 6318(d)</p>	<p><u>School-Parent Compact</u></p> <p>As shared responsibility for high student academic achievement, each school shall jointly develop with parents and families a school-parent-family compact that outlines how parents, families, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school, parents and families will build and develop a partnership to help children achieve the state’s high standards.</p>
<p>20 U.S.C. Sec. 6318(a)(2)(E)</p>	<p>The District will conduct, with parents and families, an annual evaluation of the content and effectiveness of the Parent and Family Involvement Policy in improving the academic quality of its schools served. The Equity Office shall be given responsibility for convening this annual committee for policy review. The evaluation will include identifying barriers to greater participation by parents and families in</p>

20 U.S.C.	<p>activities authorized by this policy (with particular attention to parents and families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The District will use the findings to design strategies for more effective parent and family involvement, and to revise, if necessary (and with the involvement of its parents and families), its Parent and Family Involvement Policy. The District will annually convene a focus group of parents, families and community members for this purpose and also distribute a parent and family satisfaction survey. Parents and families shall work with the Equity Office in an advisory capacity to define the design and distribution of the survey. Results of the survey will be shared with all Parent School Community Councils and parent leaders.</p> <p>Section IV – School Improvement Opportunities and Activities</p> <p>All parents and families will have the opportunity to volunteer on school and/or District initiated committees. The District will make parents and families of children within the school system integral to all District committees that are created around issues of student achievement, school improvement and the safety, health and welfare of children while at school. The District shall make every effort to utilize the skills, expertise, and interests of the maximum number of parents and families willing to make the commitment necessary for the committee's work and shall not limit parent and family participation to any particular subgroup. Parents and families selected to serve on committees should be willing to share information and bring the perspective of the broadest number of parents to the issue. Parents and families willing to volunteer to provide such service and make the necessary commitment should signify their willingness in writing and submit it to the Equity Office or to the school principal on an annual basis or respond to specific requests as committees are created and the opportunity for participation arises.</p> <p>No Child Left Behind gives parents explicit rights to be involved in their children's education and to participate in the school improvement process as outlined in this section of the policy. Parents and families also have the right to be part of "restructuring" efforts in schools that have consistently failed to make Adequate Yearly Progress (AYP) and</p>
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<p>Sec. 6316</p>	<p>have entered into Corrective Action stages. The School District shall not only give parents "an adequate opportunity to comment before taking any action but to participate in developing any plan for restructuring of the school." NCLB defines "restructuring" as any arrangement "that makes fundamental reforms" aimed at improving student achievement. If the District cannot meet these obligations by accepting input from those parents and families who take the initiative to provide it, the District has the obligation to reach out to parents to ensure they are aware of their right to participate in the restructuring process.</p>
<p>20 U.S.C. Sec. 6318(a)(2)</p>	<p>The School District will involve parents in activities of the schools, including the process of school review and improvement to assist students in achieving.</p> <p>Schools operating a Schoolwide Program Plan under Section 1114 of the No Child Left Behind Act shall include a description of how parents and families will be involved in the development of the Schoolwide Program Plan within their school level Parent and Family Involvement Policy.</p>
<p>20 U.S.C. Sec. 6316(b)(3)(A)</p>	<p>All District schools shall complete a school level improvement plan in consultation with parents, school staff, the School District, and outside experts. The school level improvement plan should be completed or revised within three (3) months of the beginning of each school year. When a school does not meet Adequate Yearly Progress (AYP) and is identified as in "school improvement" status, the school shall complete or revise a school level improvement plan within three (3) months after being so identified.</p> <p>The plan shall cover a two-year period and include strategies grounded on scientifically based research to strengthen core academic subjects, directly address the academic achievement problem that caused the school to be identified, and provide for additional staff development. Parents and families will be active partners to review the achievement data and assist in directing the school level improvement plan. Parents and families will participate in the implementation, budgeting, execution, and monitoring of the plan. Reports will be made available to parents and families as the plan progresses through PSSC/PTO/PTA monthly meetings and other creative methods of communication.</p>

<p>20 U.S.C. Sec. 6318(a)(2)(B), 6318(e)(14)</p>	<p>The District will also provide the necessary coordination, technical assistance, and other reasonable support (as requested by parents and families) necessary to assist schools in planning and implementing effective parental and family involvement activities to improve student academic achievement and school performance.</p>
<p>20 U.S.C. Sec. 6318(a)(2)(D)</p>	<p>The District will coordinate and integrate parental and family involvement strategies with other District operated programs. The District has embarked on a strong commitment to a “seamless” pre-school experience, including District-operated pre-school program and Head Start. Efforts from the District will be made to ensure seamless transitions from pre-school to elementary to middle and middle to high school. This will be accomplished by working with parents, families, students, staff and, where appropriate, community-based organizations. This will take place through parent and family workshops, parent meetings, Parent School Community Councils, conferences, school visitations, Open House, and volunteering in the classroom. The District will fulfill the above requirements by initiatives outlined below and further reinforce its commitment in its Strategic Plan.</p> <p><u>Parent School Community Councils (PSCC)</u></p> <p>The District will maintain a core parent involvement initiative of Parent School Community Councils (PSCC). All schools shall have an established PSCC and will convene monthly meetings to discuss educational issues through the school level improvement plan relevant to each school. Parents and families will be a part of the review and revision of the school level improvement plan and will be required to be part of the approval process on individual school level improvement plans as the guiding principle in schools. Each school level improvement plan will include parental and family involvement provisions linked to school improvement. A PSCC Handbook, including more detailed information and guidelines for District PSCCs, will be published by the District and may be obtained by contacting the Equity Office. Each PSCC is expected to abide by the terms of the PSCC Handbook.</p> <p><i>Purpose –</i></p>

Parent School Community Councils will create a climate where participation of all stakeholders results in increased understanding, commitment, responsibility, and satisfaction for the total school community. The purpose of the PSCCs is to provide direction and support to the school in the development and revision of its school level improvement plan and to serve as an advisory body to the principal regarding issues such as student achievement, increasing parent and community support for the educational program, school safety, and dress codes. Individuals who participate in the school PSCC shall assume responsibility for communicating information to other parents. Interested individuals should contact their schools to become involved. PSCC meetings are open to the public.

Relationship To Other School Organizations –

There shall be a direct communication link established between the Parent School Community Council and other groups within the school. The PSCC shall serve as a central clearinghouse and umbrella organization for information among groups with a shared mission of focusing on students. Each of the established groups within the PSCC will maintain their own identity and function. Representatives from these organizations communicate information to the PSCC about their respective groups. They include, but are not limited to the following:

1. Instructional Cabinet
2. Discipline Committee
3. PTA/PTO
4. Right to Education Task Force
5. *Excellence for All* Parent Steering Committees
6. Early Childhood Education Policy Council, where applicable
7. School Volunteers

PSCC Procedures –

PSCCs shall hold monthly meetings. The date and time of such meetings will be posted on the school's Internet site and publicized through other means of communication with parents and families of the school. Agendas shall be developed collaboratively between principals, parents and families. Each PSCC shall publish monthly meeting minutes and other relevant information on the school's Internet site for access by all parents and families of the school. Meeting minutes shall also be available to parents and families upon request to the school principal.

Participation In Parent School Community Councils –

Parents or family members interested in participating in of a Parent School Community Council (PSCC) should contact their school principal who will facilitate the process. Roles and responsibilities are outlined in detail in the District's Parent School Community Council Handbook which can be obtained through the Equity Office.

Excellence For All Parent Steering Committee

The *Excellence for All* Parent Steering Committee is comprised of four or more parents or family representatives from each of the District's schools. These representatives are committed to working directly with the Superintendent as a sounding board for ideas, suggestions, issues, concerns, and discussions. They serve as District-wide committees such as focus groups, Charter School Review Teams, Book Selections, Discipline Policy Reviews, Parent and Family Policy Reviews, Gifted Education Task Force, etc. A commitment of two years is requested.

Early Childhood Education Programs

The District operates Early Childhood Education Programs that are funded by both Federal Head Start and State Pre-Kindergarten grants. All programs follow the Head Start Performance Standards which include a high level of parent and family involvement and engagement in the programs. Parents with children in early childhood education programs will also be included in the school-based parent and family involvement and engagement.

PTO/PTSO

Parents and families in schools may organize and participate in activities of a locally organized Parent Teacher Organization (PTO) for greater involvement in the schools. Local membership is open to those willing to make a difference in the lives of children and youth. As a supportive arm of education, they offer a vehicle for parents and families to participate in activities such as Family Fun Nights, Family Science Nights, Family Math Nights, Book Fairs and other events that provide families information on school, District and state programs, and also equip families to support learning at home.

PTA/PTSA

Parents and families in schools may organize, participate, and join a local Parent Teacher Association (PTA), a local non-profit 501(c)(3) group with a state and national affiliation and voice for parents and families. Membership is open to those willing to make a difference in the lives of children and youth through improving policies and laws, receiving leadership skills and opportunities, and sharing valuable state and national information on the health, education, and welfare of children. Like the PTO/PTSO model, these groups also serve as vehicles for information dissemination to families.

Right To Education Task Force

The Right to Education Task Force is a parent-led group that meets monthly to provide updates on issues and topics that affect special education in the District. Parents, relatives, and guardians of children who receive special education services are invited to attend any meeting and become participating members. Each meeting includes time for discussion of parent concerns. Information on where and when meetings are held is available from the District's Program for Students with Exceptionalities and is posted on the District calendar, which can be found on the District's Internet site.

Right to Education Task Force members include parents, public agencies, and school officials. School District Administrators from the

<p>Pol. 920, 1004</p>	<p>Program for Students with Exceptionalities attend each meeting. The purpose of the Right to Education Task Force is to monitor the delivery of special education services in District schools, address parent concerns, and communicate problems to the appropriate sources. The Right to Education Task Force works to ensure that parents and families of students who receive special education services are provided information on District programs and equal access to these programs. The group is part of the State Local Task Force System comprised of 29 parent-led task forces, one in each Intermediate Unit in Pennsylvania.</p> <p>For more information, call the Parent-to-Parent Special Education Helpline at 412-323-3996.</p> <p><u>School Volunteers</u></p> <p>While the District's Parent and Family Involvement Policy largely defines mandated legal parental involvement provisions as stipulated by federal law, the District also realizes that many other adults play an important role in a child's life. The School District welcomes into its buildings all individuals who carry responsibility for a child's development, education, safety and well-being, including grandparents, aunts, uncles, neighbors, and community members. All stakeholders who wish to assist in the academic achievement or school improvement process are welcome to serve as school volunteers.</p> <p>Consistent with Board Policies 920 – Background Checks and 1004 – School Visitors, regular volunteers are required to have Act 34 Criminal Background History and Act 151 Child Abuse History clearances before volunteering in schools. Once parents/guardians are cleared, they are cleared for a three year period. This means that parents/guardians only have to get new clearances once every three years. Copies of all clearances will be kept on file with the designated central District office.</p> <p><u>Parent Hotline</u></p> <p>The District has established a Parent Hotline that can be accessed for concerns, complaints, questions, and information. The number for the Hotline is 412-622-7920.</p>
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<p>20 U.S.C. Sec. 6318(a)(2)(C)</p>	<p>Section V – Capacity Building for Parent and Family Involvement</p> <p>The District will build the schools’ and parents’ capacity for strong parental involvement by implementing strategies outlined in this document. The District, with the assistance of the Equity Office, will support all capacity building and opportunities for parent and family involvement. “Capacity building” within the District shall be defined as creating conditions and the welcoming environment for successful parent and family involvement to flourish. This includes examining internal structures, staff alignment, staff development, communication, programs, and resources to sustain effective parent and family involvement. Professional development opportunities for staff, parents and families will be provided through District-wide meetings, trainings, and workshops. Any employee designated as parent engagement specialist or anyone who serves as a parent liaison shall support and assist the District in its mission to build opportunities for parent and family involvement.</p> <p><u>Staff Development To Support Parental Involvement</u></p>
<p>20 U.S.C. Sec. 6318(e)(3), 6318(e)(6)</p>	<p>The District shall, with the assistance of its schools and parents, educate its teachers, administrators, principals and all other staff about how to effectively support parental and family involvement. The District will involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training. Such training will include, but not be limited to:</p> <ol style="list-style-type: none"> 1. The value of parent and family involvement as a research-based practice that leads to school improvement and student achievement. 2. The value of parent and family contributions. 3. How to reach out to, communicate with, and work with parents and families as equal partners. 4. How to implement and coordinate parent and family involvement programs.

<p>20 U.S.C. Sec. 6318(e)(9)</p> <p>20 U.S.C. Sec. 6318(e)(1)</p> <p>20 U.S.C. Sec. 6318(c)(4)(A) 20 U.S.C. Sec. 6318(c)(4)</p> <p>20 U.S.C. Sec. 6318(d)(2)(B)</p>	<p>5. How to build ties between parents, families, and the school.</p> <p>6. How to develop and foster meaningful school, family and community partnerships.</p> <p><u>Pre-K-12 Parent Training On Partnering For Academic Success</u></p> <p>The District will provide training for parents to enhance the involvement of other parents. The District will be given responsibility for facilitating workshops and training for parents and families of children in the School District of Pittsburgh, inclusive of parents with children in Pre-Kindergarten through 12th Grade. Workshops and training will enhance the knowledge and skill level of parents as they relate to the academic success of their children. These initiatives will provide opportunities for parents and families to engage in literacy activities through Book Clubs, math activities through workshops, technology through the District web-based parent “portal” initiative, and activities promoting the general health, nutrition, and welfare of their children.</p> <p>The District shall assist parents in understanding the topics of Pennsylvania Academic Standards, state and local assessments, monitoring their child’s progress, and working together to improve student achievement. In order to do so, the District will provide the following:</p> <ol style="list-style-type: none"> 1. Timely information about programs under No Child Left Behind. 2. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. Parents and families shall be part of a Book Selection Advisory Committee under the Office of Curriculum, Instruction and Professional Development. 3. Frequent reports to parents on their children’s progress. When report cards or progress reports are distributed to parents in a school or District mailing, relevant information on educational activities, parent and family involvement - initiated by the school, the District, or the parents - is encouraged to be included.
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<p>20 U.S.C. Sec. 6318(e)(2)</p>	<p>4. The District shall provide parents access to materials and training to improve their children's achievement, such as literacy or technology training. The District will assist parents and families in gaining communication skills through technology such as the web-based parent "portal" program to help parents not only gain access to their child's academic information and children's progress but to network with teachers through email.</p>
<p>20 U.S.C. Sec. 6318(d)(2)(C)</p>	<p>5. A system for reasonable access to school staff, including accommodations for working parents. Parent-teacher conferences shall be held annually. Parents and families shall be given several options of times in order to accommodate schedules. Adequate time shall be allotted to discuss student progress.</p>
<p>20 U.S.C. 6318(d)(2)(C)</p>	<p>6. Opportunities to volunteer and participate in their child's classroom. The School District of Pittsburgh will provide volunteers security clearances at District expense. Parents committed to participating in volunteering activities directly related to students should contact their local school for details and information regarding clearance procedures. Parents and families will be required to have both Criminal Background History and Child Abuse History clearances. Inquiries for obtaining the necessary forms from local schools may be made when students are registered and shall be posted on the School District's Internet site. If parents wish to accompany children on field trips or volunteer in other capacities, they are encouraged to submit application for security clearances several months in advance in order to allow for processing at appropriate local and state levels.</p>
<p>20 U.S.C. 6318(d)(2)(C) 20 U.S.C. 6318(c)(4)(C)</p>	<p>7. Opportunities to observe classroom activities.</p>
<p>20 U.S.C. 6318(a)(3)(B)</p>	<p>8. If requested by parents, the opportunity for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, with the District responding to any such suggestions as soon as practicably possible. This includes involvement of parents and families in decisions about how the District allots funds reserved for parental involvement to District schools. The District may use its District-wide <i>Excellence for All</i> (EFA) Parent Steering Committee and individual school</p>

<p>20 U.S.C. 6318(e)(10)</p>	<p>PSCCs to provide advice on this and other matters relating to use of funds for parental and family involvement.</p> <p>9. Arrangements for school meetings or in-home conferences between staff and parents who are unable to attend conferences at school in order to maximize parental and family involvement and participation.</p>
<p>20 U.S.C. 6318(e)(8)</p>	<p>10. Investment of federal, state, and local dollars to strengthen and sustain parent and family involvement activities such as paying reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents and families to participate in school-related meetings and training sessions.</p>
<p>20 U.S.C. Sec. 6318(e)(13)</p>	<p>11. A system designed to include appropriate roles for community-based organizations and businesses in parent involvement activities. The School District not only encourages local neighborhood partnerships but will maintain school facilities that accommodate and are accessible to local community groups, including sports.</p>
<p>20 U.S.C. Sec. 6318(e)(5)</p>	<p><u>Information And Its Distribution To Parents In Understandable Language</u></p> <p>The District will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents and families of participating children in a format and, to the extent practicable, in a language the parents and families can understand.</p> <p>When possible, all information for parents and families shall be posted on the Parent and Family Site of the School District Internet site.</p> <p>“Your Guide to Offerings and Options in the Pittsburgh Public Schools,” a publication which contains information on District magnet schools and other programs, shall be mailed to every parent at the beginning of each school year. Additional information shall be made available to parents and families at the District Internet site and at all individual schools which describes programs and explains how to take advantage of opportunities. Such information shall include, but not be limited to, the</p>

	<p>following categories:</p> <ol style="list-style-type: none">1. Academic (Examples include Advanced Placement (AP) options, Center for Advanced Studies (CAS) gifted offerings, and Pittsburgh Scholar Program (PSP))2. Early Childhood Programs3. Tutoring Programs4. Extracurricular5. Athletic6. After-School Programs7. Outreach Activities (Example: Intergenerational programs)8. Parent/Family Involvement Opportunities <p>The District will draw from multiple sources of information and materials for parents, families, and school staff. To assist in implementing this requirement, the District will use written materials, toolkits, and other resources that shall be made widely available to parents and families and can be accessed through local schools. Sources of information will include, but not be limited to:</p> <ol style="list-style-type: none">1. United States Department of Education2. Federal Education Technical Assistance Centers3. National Center on Family Literacy4. National Coalition of ESEA Title I Parents5. National Coalition for Parental Involvement in Education (NCPIE)6. National Head Start Association
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<p>20 U.S.C. Sec. 6318(g)</p>	<ol style="list-style-type: none"> 7. PA Title I State Parent Advisory Council (SPAC) 8. Pennsylvania Parent Information Resource Center 9. Pennsylvania Department of Education 10. National PTA and Pennsylvania PTA 11. Education Law Center-PA 12. Various regional and local community resources <p><u>Federally Funded Statewide Parent Information Resource Center</u></p> <p>The District shall make parents aware of parental and family involvement resource information available from the federally supported Pennsylvania Parent Information Resource Center.</p>
<p>20 U.S.C. Sec. 6311(h)(6)(A)</p>	<p>Section VI – Parents’ Right-to-Know, Notifications, and Other Rights</p> <p>At the beginning of each school year, the School District shall notify the parents of each student that the parents may request information regarding the professional qualifications of the student’s classroom teachers. The School District will provide the parents—on request and in a timely manner—at a minimum, the following information:</p> <ol style="list-style-type: none"> 1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. 2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived. 3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

<p>20 U.S.C. Sec. 6311(h)(6)(B)</p>	<p>4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.</p> <p>The District shall mail to each individual parent the following:</p> <ol style="list-style-type: none"> 1. Information on the level of achievement of the parent's child in each of the state academic assessments as required under the law. 2. Information that shows how all students in the District achieved on the statewide academic assessment compared to students in the state as a whole, along with other indicators of adequate yearly progress. 3. Timely notice that the parent's child has been assigned, or has been taught for four (4) or more consecutive weeks by, a teacher who is not highly qualified. <p>The District shall provide to parents of eligible students in schools that have either entered improvement status or otherwise qualify, the following notices:</p>
<p>20 U.S.C. Sec. 6316(b)(1)(E)</p>	<ol style="list-style-type: none"> 1. Eligibility to participate in a voluntary school choice plan if the school is in appropriate improvement stage: Not later than the first day of the school year following improvement identification, the District shall provide parents—in an understandable format and language—with the option of transferring their child to another public school served by the District which is meeting adequate yearly progress. Parents will be mailed the notice—in an understandable format—and given the opportunity to review offerings and opportunities at available schools. A reasonable amount of time shall be given for parents to visit schools and make this decision.
<p>20 U.S.C. Sec. 7912</p>	<ol style="list-style-type: none"> 2. Eligibility to transfer their child to another school within the District if their current school is designated as “persistently dangerous” or if their child is a victim of a violent crime.
<p>20 U.S.C. Sec. 6316(e)(1)</p>	<ol style="list-style-type: none"> 3. Eligibility to participate in Supplemental Educational Services (SES)—tutoring for their child if the school is in appropriate

<p>20 U.S.C. Sec. 7372(d)(2)</p> <p>20 U.S.C. Sec. 7908(2)</p> <p>20 U.S.C. Sec. 6812</p> <p>42 U.S.C. Sec. 11431 et seq.</p> <p>20 U.S.C. Sec. 7115, 7175</p>	<p>administration instructions.</p> <p>6. To review procedures for having their child receive reasonable accommodations, if available, when taking state assessments.</p> <p>7. To be notified of selection for administration of the National Assessment of Educational Progress (NAEP) and right to opt-out students, specifically stated in a voluntary participation section of NCLB as: Parents of children selected to participate in any assessment authorized under this section shall be informed before the administration of any authorized assessment, that their child may be excused from participation for any reason, is not required to finish any authorized assessment, and is not required to answer any test question.</p> <p>8. To opt-out students from military recruiter access lists, specifically stated as: A secondary school student or the parent of the student may request that the student's name, address, and telephone listing not be released to military recruiters without prior written parental consent and the District shall notify parents of the option to make this request and comply with the request.</p> <p>9. To participate in parental involvement activities affiliated with programs such as Limited English Proficiency Program Homeless Education Program as appropriate 21st Century Community Learning Centers Safe and Drug Free Schools Programs</p> <p>Section VII – Process for Title I and Parent and Family Involvement Policy Complaints</p> <p>The District maintains the following written procedures for receiving and resolving complaints which allege violations of the law regarding administration of Title I programs or other responsibilities outlined in this policy.</p> <p>A parent who feels that the school or District is not meeting its Title I or other responsibilities as outlined in this policy, should first discuss the</p>
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	<p>problem with the school principal.</p> <p>If the concern is not resolved at the school level or if the concern is District-wide, a parent should begin a formal complaint procedure as outlined below. The parent need not exhaust the below complaint procedure before pursuing their complaint with the Pennsylvania Department of Education (PDE) Division of Federal Programs or a court of law.</p> <p>All complaints shall be in the format of a written, signed statement filed by an individual or an organization and must include:</p> <ol style="list-style-type: none"> 1. A statement that a school has violated a requirement of federal statute or regulations which apply to Title I or other violations as outlined in the Parent and Family Involvement Policy; 2. The facts on which the statement is based; and 3. Information on any discussions, meetings, or correspondence with a school regarding the complaint. <p><u>Complaint Resolution Procedures</u></p> <ol style="list-style-type: none"> 1. Referral – Complaints against schools should be referred to the District’s Title Programs office. The location and contact information for the Title Programs Office can be obtained by contacting the Parent Hotline, any District school, or by visiting the District’s Internet site. 2. Notice to School – The Title Programs Office will notify the school principal and the principal’s immediate supervisor that a complaint has been received and provide a copy of the complaint. The principal will also be directed to respond to the complaint. 3. Investigation – After receiving the principal’s response, the Title Programs Office, along with the principal’s supervisor, will determine whether further investigation is necessary. If necessary, the Title Programs Office and/or the principal’s supervisor may do an on-site investigation at the school. If the Title Programs Office and
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	<p>the principal's supervisor deem no on-site investigation to be necessary, the complainant will be notified in the Title Programs Office's report and recommended resolution of the reason no on-site investigation was conducted.</p> <p>4. Opportunity to Present Evidence – The Title Programs Office may provide for the complainant and the principal to present evidence.</p> <p>5. Report and Recommended Resolution – Once the Title Programs Office has completed the investigation and taking evidence, a report will be prepared with a recommendation for resolving the complaint. The report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution and the reasons for the recommendation. Copies of the report will be issued to all parties involved. The recommended resolution will become effective upon issuance of the report.</p> <p>6. Follow-up – The Title Programs Office and the supervising Assistant Superintendent will ensure that the resolution of the complaint is implemented, if applicable.</p> <p>7. Time Limit – The period between the Title Programs Office receiving the complaint and resolution of the complaint shall not exceed sixty (60) calendar days.</p> <p>Right to Appeal to Superintendent or designee – Within thirty (30) days of the date of the Title Programs Office's report and recommended resolution, the complainant may appeal the dispute to the Superintendent or designee with appropriate supervisory authority over the Title Programs Office. A final report and recommended resolution will then be provided to all parties involved.</p> <p>Right to Appeal to PDE – Either party may appeal the final resolution to PDE's Division of Federal Programs. Information regarding how to file an appeal, including contact information for the Division of Federal Programs, will be issued along with the report and recommended resolution to all parties.</p>
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<p>2. Definitions 20 U.S.C. Sec. 7801(31)</p> <p>20 U.S.C. Sec. 7801(32)</p>	<p>Parent shall include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare). The School District also believes in the importance of families as other adults who play an important role in a child's life.</p> <p>Parent and family involvement shall mean the participation of parents and families in regular, two-way and meaningful communication involving student academic learning and other school activities, ensuring:</p> <ol style="list-style-type: none"> 1. That parents and families play an integral role in assisting their child's learning; 2. That parents and families are encouraged to be actively involved in their child's education at school; 3. That parents and families 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; 4. That other required parental and family involvement activities are carried out in compliance with relevant federal and state law and regulations. <p>The School District not only embraces the definition of parent and family involvement as defined in the No Child Left Behind Act, but further expands that definition to include diverse, ongoing, meaningful activities and opportunities that are designed to engage a range of parents and families throughout the school year. Some of these activities shall be focused on helping parents and families help their own children succeed academically, while others engage parents and families in the process of school improvement.</p> <p>Title I, Part A, of the Elementary and Secondary Education Act, is the largest single federal aid for elementary and secondary education. This grant is to ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum,</p>
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	<p>proficiency on challenging academic achievement standards that the State has set for all children.</p> <p>The District's Parent and Family Involvement policy shall be evaluated annually, with parental and family involvement. The policy shall be made available in all District schools, on the District's Internet site and various other accessible locations.</p> <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 403.1</p> <p>No Child Left Behind Act of 2001 – 20 U.S.C. Sec. 6318</p>
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