



SECTION 15

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PARENT INVOLVEMENT/LEADERSHIP COUNCILS

ROLES AND GUIDELINES

Parent involvement in ELL programs is the key to improved ELL performance. For the growing number of limited or non-English proficient parents, parent involvement of any kind in the school process is a new cultural concept. The overwhelming majority of ELL parents believe that the school has not only the qualifications, but the responsibility to educate their children and that any amount of parental interference is certain to be counter-productive. The most important task, then, in involving ELL parents in their children's education is to show them the meaning of parent involvement in their new social environment.

- ◆ The Consent Decree requires parent involvement by establishing a Parent Leadership Council (PLC) at each school and district. This PLC should have documented meetings each semester. It serves as a liaison between parents and school officials to help monitor the implementation of the META/DOE Agreement in the school district
- ◆ ESOL personnel orient council members to the District's ELL Plan, the Consent Decree, and other laws related to the education of language minority students, grievance procedures, ESOL program requirements, School Board policies, and general school system information.
- ◆ A growing body of research has shown vast benefits that occur when parents are actively involved in their children's education. Students need emotional support in order to learn, and such an environment of support is optimally created when families and school personnel cooperate. Improvements in student attendance and behavior and in parent-teacher relations happen as a result of parental involvement. There are also benefits to parents as they gain greater confidence and expertise as they help their children succeed academically.
- ◆ A successful parent leadership program requires the collaboration of all school personnel. Regular classroom teachers, special education teachers, counselors, and administrators should receive training on improving home-school collaboration with ELL parents. ELL parents/guardians, community-based ethnic representatives from cultural organizations, businesses, the media, as well as religious leaders should be encouraged to serve on committees, participate in leadership training and orientation activities, attend functions, and join parent/student organizations. As a result of parental involvement at the schools, the following occurs: improvements in student academic success, attendance rate, good behavior, and better understanding in parent-teacher relationship.
- ◆ Council members should receive information about various organizations, committees, and volunteer opportunities available at the school level web sites in order to encourage more active participation and to empower them to recruit other language minority parents.
- ◆ All parents are to be notified of upcoming events in their home/native language when available and receive home/native language interpreter services at these events (when available).

PARENT INVOLVEMENT MEETING IDEAS

Make every attempt to plan ahead for the following year PLC meetings. Perhaps before the end of the school year or at the beginning of the school year, meet with the school ESOL contact/coordinator, SAC, and grade chairs to work on a tentative schedule for the school PLC meetings.

The following is a list of ideas to promote the Parent Leadership Council Meetings at your school site:

- ◆ Confirm date and location.
- ◆ Announce to all district, area, and school center persons concerned.
- ◆ Maintain contact with district office, area office, and area schools as activities evolve.
- ◆ Develop a flyer/letter announcing the meeting in English, Spanish, Haitian Creole, and any other languages represented in your school.
- ◆ Remember to add school's name and phone number on the flyer/letter.
- ◆ Invitations must be written in the languages that your school represents.
- ◆ Students may create an invitation to take home and to tell parents about the meeting. Be concise (See invitation sample in different languages).
- ◆ Add meeting time and place to the morning announcements for students and staff.
- ◆ Send notes to parents encouraging them to participate.
- ◆ Sponsor a contest with prizes for the children who bring their parents to the meeting.
- ◆ Gather resource materials from the district office.
- ◆ Obtain resource materials from area businesses and organizations.
- ◆ Line up a sponsor for refreshments.
- ◆ Locate volunteers to care for children during the meeting.
- ◆ Collect materials for children to use in the break out room.
- ◆ Display student work.
- ◆ Make welcome signs in the languages represented by your students and their families.
- ◆ Create an agenda in the languages that your school represents. Remember two or three items on the agenda should be sufficient for an hour-long meeting. (See sample agenda in different languages).
- ◆ Produce a sign-in sheet for parents to write their names, telephone numbers, and the name of the student they are representing.
- ◆ Develop a theme for the decorations.
- ◆ Bring a camera and film to record the meeting.
- ◆ Announce that pictures will be taken of students and their parents at the meeting.
- ◆ Provide language facilitators for the languages spoken by the students' parents.
- ◆ Involve students as hosts and hostesses.
- ◆ Locate multicultural music selections for background music.
- ◆ Procure door prizes.
- ◆ Provide opportunities for the ESOL children to perform before or at the end of the meeting.
- ◆ Pass out educational activity packets for the parents to take home and do with their children.
- ◆ Make the meeting an enjoyable event.

SCHOOL SITE ELL PARENT/GUARDIAN INVOLVEMENT CHECKLIST

Procedures were established and implemented to ensure that parents/guardians of ELLs receive, whenever feasible, all communications in their language and are represented on various district and school committees that require parent/guardian participation. (Section 233.058, FS; Rules 6A-6.0906, 6A-6.0908, F.A.C., and Section I-IV, 1990 Lulac et. al. vs. State Board of Education Consent Decree)

ITEM	YES	DOCUMENTATION
1. Parents/guardians of ELLs receive school communications in the home language, Spanish, Haitian Creole, and other languages whenever feasible.		
2. Parents/guardians of ELLs receive home visits by authorized personnel who speak the home language, Spanish, Haitian Creole, and other languages whenever feasible.		
3. Parents/guardians of ELLs are informed, when appropriate, through the effective use of ETHNIC community organizations, churches, local radio and television stations.		
4. Parents/guardians of ELLs are brought together in an ELL Parent Leadership Council established at our school, meeting on a regular basis and having a Parent/Guardian of an ELL designated as chairperson.		
5. Parents/guardians of ELLs receive ELL Parent Leadership Council invitations and agendas in their home language, Spanish, Haitian Creole, and other languages whenever feasible. Copies of the above are always forwarded to the ELL/ESOL District Parent Liaison.		
6. Parents/guardians of ELLs are currently serving on existing school committees including the PTA/PTO and the School Advisory Committee (SAC).		
7. Parents/guardians of ELLs are informed of all school procedures, policies, the ESOL Program, the META Agreement, and the District LEP Plan in a manner and language they understand.		
8. Parents/Guardians of ELLs are provided assistance in the front office in a manner and language they understand.		
9. Parents/Guardians of ELLs have received the Sunshine State Standards in a language they understand, whenever feasible.		
10. Parents/Guardians of ELLs are provided conferences in a manner or language they understand. Qualified personnel who are fluent in the language of the parent/guardian are present at conferences for ELLs and at ELL Committee meetings whenever feasible.		

SAMPLE INVITATION

SCHOOL NAME

DATE

(LARGE FONT AND BOLD, INSERT A PICTURE (SCHOOL LOGO) TO MAKE IT MORE ATTRACTIVE)

**YOU ARE CORDIALLY INVITED TO A
PARENT LEADERSHIP COUNCIL MEETING**

WHEN:

WHERE:

TIME:

(Spanish)

**Estimados padres,
Les invitamos cordialmente a la próxima reunión de Padres Líderes.**

Cuándo:

Lugar:

Hora:

(Haitian-Creole)

Nou envite w nan yon reyinyon,

Kijou:

Kikote:

Kilè:

(Portuguese)

Vocês estão cordialmente convidados à reunião do Conselho de Liderança dos Pais

Dia:

Local:

Horário:

SAMPLE AGENDA

School Name:

(English)	School Name
(Spanish)	Nombre de la Escuela:
(Haitian Creole)	Non Lekèl la:
(Portuguese)	Nome da Escola:

Parent Leadership Council Meeting

(English)	Parent Leadership Council Meeting
(Spanish)	Reunión de Padres Líderes
(Haitian Creole)	Reyinyon Komite Dirijan Paran
(Portuguese)	Reunião do Conselho de Liderança dos Pais

Date:

(English)	Date:
(Spanish)	Fecha:
(Haitian Creole)	Dat:
(Portuguese):	Data:

Agenda

Remember: Keep agendas short and simple. Two or three agenda items should be sufficient for a one hour meeting. Some items you may consider:

Purpose of PLCs (**A must**)

The ESOL program at your school (**Another must**)

Plan ahead with your School Advisory Council members and also with your Parent Teacher Organization/Parent Teacher Association president so you can bring current events/ information to parents

Recruit volunteers

SAMPLE INFORMATION FORM

School Name
Address
Phone number

Parent Leadership Council Member (Please print)

Name: _____

Address: _____

Home Phone: _____ Work: _____

Cell: _____

E-mail _____

Language (s) Spoken

- English
- Spanish
- Haitian Creole
- Portuguese
- French
- Other: _____

School Organizations (Please check ones that apply to you)

- School Advisory Council (SAC) Chairperson or a SAC member
- Parent Leadership Council President (PLC) or a PLC member
- Volunteer
- Parent Teacher Association (PTA or Parent Teacher Organization)

SAMPLE SIGN-IN SHEET

SCHOOL NAME PARENT LEADERSHIP COUNCIL MEETING

(English)
(Spanish)
(Haitian Creole)
(Portuguese)

Date:
Fecha:
Dat:
Data:

(English) PARENT'S NAME

STUDENT

PHONE

(Spanish) NOMBRE DEL PADRE/MADRE

ESTUDIANTE

TELEFONO

(Haitian-Creole) NON PARAN/RESPONSAB

ELÈV

TELEFÒN

(Portuguese) NOME DOS PAIS

ALUNO

FONE

1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

Department of Multicultural Education Parent Leadership Council Documentation

This is a checklist to document your Parent Leadership Council meetings each year. **Two meetings are required each year.** This checklist, your agendas, handouts given to parents, and a parent sign in sheet that includes student names should be included in a folder and kept with other ESOL documentation. Use of parent's home language should be evident in agendas and handouts. A copy of this checklist should be submitted to FHESC, **Parent Leadership Council, Multicultural Department, Suite A-204**, after each Parent Leadership Council meeting. This information is to be collected by the school based ESOL coordinator or school ESOL contact person and verified by the district ESOL coordinator.

Meeting Date _____

School _____

Location of meeting		
How many parents attended?		
How many students were represented?		
How was language assistance provided?		
ON FILE IN SCHOOL		
	YES	NO
Invitations in English and parents' home language		
Agendas in English and parents' home language		
Handouts in English and parents' home language		
Sign in sheets with students' names included		
Other		

School based ESOL Coordinator / Contact _____
Signature

School Based ESOL Administrator _____
Signature