

POLK Title I, Part A Parental Involvement Plan

I, Dr. Sherrie Nickell, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Assurances

- The LEA will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children;
- Consistent with Section 1118, the LEA will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1118(b) of the ESEA, and each includes, as a component, a school-parent compact consistent with Section 1118(d) of the ESEA;
- The LEA will incorporate this LEA-wide parental involvement policy into its LEA Plan developed under Section 1112 of the ESEA;
- In carrying out the Title I, Part A, parental involvement requirements to the extent practicable, the LEA and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and to the extent practicable, in a language parents understand [Section 1118(f)];
- 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 LEA will submit any parent comments with the plan when the LEA submits the plan to FDOE;
- The LEA will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools, after equitable provisions have been provided to participating private schools;
- The LEA will be governed by the statutory definition of "parental involvement" defined in Section 9101 (32), and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition; and
- The LEA will inform parents and parent organizations of the purpose and existence of both Parent Information and Resource Center(s) (PIRC) in the state.

Alicia Z. Hickox

7/11/11

Signature of Superintendent or Designee

(Note: If this certification is signed by a designee, then the letter authorizing this person to sign in place of the Superintendent must be included with this request.)

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: District and School-based Title I Parent Involvement Programs in Polk County will strive to build RELATIONSHIPS to create real family engagement for every child, every family, every teacher, every day .

Involvement of Parents

Describe the actions the LEA will take to involve parents in the following required policies/plans:

- LEA-wide parental involvement policy [Section 1118(a)(2)];
- LEA plan [Sections 1112 (c)(H), 1112(d)(1)];
- School review and improvement under Section 1116 [Sections 1118(a)(2)(A), 1116 (a)(1)(D), 1116(b)(3)(A)]; and
- How the funds reserved for parental involvement will be allocated [Section 1118(a)(2)].

Response: *Parent representatives from Title I schools will form the

D-PAT (District Parent Advisory Team). This team along with Title I Program Coordinators, Director of State and Federal Programs, and the Title I Parent Involvement Specialist share in the development, implementation, evaluation and review of the Local Educational Agency Plan, the District Improvement Plan, Parental Involvement Plan, and the Title I, Part A application. Involvement of parents will be documented through sign-in sheets and minutes of meetings. Decisions involving the use of the Title I funds reserved for parental involvement at the school level are made during the development of the Parent Involvement Plan and the School Improvement Plan by the School Advisory Council (SAC) and at other Parent meetings. The LEA (Local Education Agency-District) will monitor SAC (School Advisory Council) memberships and parent leadership to ensure that parents are involved in the process. All schools receive training and information on ways to include parents in the school improvement process and the life of the school through the Office of School Improvement and Title I Parent Involvement.

*Parental input regarding plans is documented at each individual school through the annual Title I Parent Survey Report in the spring (these results were reviewed at the May, 2011, Facilitator meetings) and direct comments from parents related to the effectiveness of the plans are also considered.

*School planning teams include parents, SAC members, administrators, and members of the staff including the Parent Involvement Facilitator. Sign in sheets, agendas and minutes of these meetings are filed for audit. Team members review the school's Needs Assessment Survey, parent surveys, student achievement information and demographics to provide information used in the development of the Parent Involvement Plan and School Improvement Plan.

*The District Title I Parent Involvement Specialist provides updated training for all of the Parent Involvement Facilitators at Title I schools and representatives from the participating private schools in all levels of Parent Involvement based on Joyce Epstein's "Six Keys to Parent Involvement" and her book SCHOOL, PARENT & COMMUNITY PARTNERSHIPS: A HANDBOOK. Additional information is reviewed from Dr. Steven Constantino's books 101 WAYS TO CREATE REAL FAMILY

ENGAGEMENT, PARENTS AND TEACHERS WORKING TOGETHER by Davis/Yang and BEYOND THE BAKE SALE by Anne Henderson.

The Title I Parent Involvement Specialist will provide a power point for each of the books named above to all Facilitators and private school representatives to share as needed in their schools with staff and parents as evidenced with agendas and sign in sheets.

A book study will be presented to the school-based facilitators using Joni Samples (Family Friendly Schools) book, PARENT CONNECTION (providing resources to engage and challenge parents) and will also be documented by agendas and sign-in sheets. A power point will be available for all schools including the private schools.

*Schools will provide information, led by the school-based Parent Involvement Facilitator as listed in their individual school plans, to parents regarding their important role as their child's first and most important teacher, their partnership with the school, School Advisory Council membership and responsibilities, the development and review of the school plans and understanding the use of data in plan development.

*The LEA Local Education Agency-District) set aside funds for parental involvement are used to support Parent Involvement activities and to purchase a variety of resources, including materials on literacy, math, and parent training and also supplies for parent communication and parent activities. Parents (at the D-PAT (District Parent Advisory Team) meeting were surveyed for input as to how the set aside funds should be spent in the most effective manner, and student agendas and child care for parent meetings were the top two choices for the 2011-2012 school year.

Technical Assistance

Describe the actions the LEA will take to provide coordination, technical assistance, and other support necessary to assist Title I, Part A schools in planning and implementing effective parental involvement activities which build the capacity of parents to improve the academic achievement of their child and overall school performance [Section 1118(a)(2) (B and C) and 1118(e)(1-14)]. Include a description of the process the LEA will use to review the school-level PIP to ensure compliance with all requirements of Section 1118 [34 CFR 200.30(e)]. Include information on how the LEA will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

Response: The LEA will provide coordination, technical assistance and other support to assist all schools in planning and implementing effective parental involvement programs to improve student achievement and school performance in the following ways:

* The Title I Coordinators and Parent Involvement Specialist provide ongoing technical assistance to all Title I principals and facilitators which includes Title I, Part A requirements for parental involvement as they relate to increasing student achievement.

* The Parent Involvement Specialist, Program Coordinators, and a Facilitator peer group will review each school's Parent Involvement Plan to ensure compliance and that all strategies enhance student achievement. A summary of each school plan in English, Spanish or Haitian-Creole will be distributed to all parents of participating Title I, Part A students, no later than October 1, 2011. Schools new to Title I will distribute the summaries no later than November 1, 2011. A complete school plan, outlining all programs and activities, is available in the school office and on the school

website. The School Plans are available in many other languages upon request.

*Title I Program Coordinators will meet with school administrators and Leadership Teams throughout the school year at the school site to monitor compliance and documentation regarding Section 1118 with compliance to the law and use of best practices for parent involvement programs. The Parent Involvement Specialist and the Program Coordinators will provide technical assistance, as required. Every Parent Involvement Facilitator at the school level will keep a hard copy of required information in a Title I Audit Survival Kit (TASK) and in an online TASK file. The District Title I office is able to access the online TASK at any time to monitor compliance in the schools. Facilitators bring the TASK to several meetings during the year and random monitoring is done throughout the year to ensure compliance.

*Each Title I school will have a designated Parent Involvement facilitator/representative supported by the LEA (local education agency). The District Parent Involvement Specialist and Program Coordinators will meet with Parent Involvement Facilitators to share strategies, resources, receive training, discuss parent feedback on workshops, and review data on parent participation.

*A Parent Involvement Group (PIG) will continue for 2011-2012. This is an advisory committee comprised of school based Parent Involvement Facilitators that meets regularly online to discuss the most efficient, effective manner in which to present information to facilitators and parents in order to give the highest level of support to both groups.

*The District Parent Involvement Specialist will be responsible for Facilitators receiving parental involvement training, resources, and information at monthly meetings throughout the year. Schools are encouraged to use any of this information in their school newsletters or on their school websites. This will be monitored through agendas, evaluations and occasional visits to schools by the District Specialist and Program Coordinators.

*The Title 1 Parent Involvement Specialist will review the requirements of the Title I law as it relates to Parent Involvement with principals at the Title I Principals' Back to School meeting in August, 2011, and an ongoing review will continue with Facilitators at the monthly meetings. Principals will receive a copy of PARENT POWER-BUILD THE BRIDGE TO SUCCESS from USDOE (United States Department of Education). A power point based on PARENT POWER will be prepared by the Title I Parent Involvement Specialist and presented at this meeting. The power point will be made available to every Title I school as information for their staffs.

*The Parent Involvement Specialist and Coordinators will provide technical assistance and resources to support implementation of parent workshops, trainings and outreach efforts including, but not limited to "It Takes a Village: Creating Readers for Life" - a humorous and motivational presentation given by Danny Brassell, designed to show how to make a difference in the lives of students whether you are an administrator, teacher, or parent; INVOLVING PARENTS IN THEIR CHILDREN'S READING DEVELOPMENT: A GUIDE FOR TEACHERS to maximize the potential of parent involvement in elementary through high school with an emphasis on parent-teacher conferencing, sending material home to parents, or putting together a parent involvement workshop, etc; Read and Rise (Scholastic) -literacy initiative that reinforces the practical things all families and schools can do together to ensure that children become strong readers and learners.

Schools distribute handouts, brochures, etc. to give parents additional information regarding Title 1 requirements. A power point is also provided to facilitators explaining Title I and the School-Parent Compacts to be shared with the parents at parent involvement activities, the Annual meeting, and throughout the year at conferences

and other parent meetings. An Annual Meeting Report which includes the number of parents who attended, agenda, and evaluation is required in the TASK (Title I Audit Survival Kit) for monitoring of compliance.

*Schools may use Title I funds to assist in planning parental involvement activities, build capacity for parents to assist their child at home, engage parents in meaningful communication, and provide child care and transportation for parent meetings and workshops.

Coordination and Integration

Describe how the LEA will coordinate and integrate parental involvement strategies from Part A of Title I with other federal programs (including but not limited to Head Start, Early Reading First, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters (HIPPY), Voluntary Pre-Kindergarten, Title I, Part C, Title I, Part D I, Title III, and Title IV, Part A) [Sections 1118 (a)(2)(D) and 1118(e)(4)].

count	Program	Coordination
1	Voluntary PreK	PreK to Kindergarten Transition Activities(inc. Kindergarten Round-Up, Summer Activity Calendars, etc.) Person responsible-Dist. Dir. Preschool Activities and Title I Parent Involvement Specialist
2	Parent Engagement	Parents K-12 online information for parents (inc. Parent Tips, Curriculum and Assessment information, etc.) Person responsible- District Director of Diversity
3	ESOL	Translation of documents in Spanish/Haitian-Creole Person Responsible - District Parent Involvement Specialist, ESOL Translator and Title One Translator
4	Homeless	Title I will provide a social worker to visit families of homeless children Person Responsible - District Homeless Coordinator
5	SES/Choice	Development of documents that are easily understood by parents Person Responsible - District SES Coordinator

Annual Evaluation

Describe the actions the LEA will take to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of the Title I, Part A schools [Section 1118(a)(2)(E)].

Response: The LEA met twice with the District Parent Advisory Team (D-PAT) for input into the development, implementation, and evaluation of the existing LEA Plan; Project Application; and Parent Involvement Plan (March and May, 2011). The first meetings were held at four different locations in the Northwest, Southwest, Northeast, Southeast sections of the district for the convenience of the parents. At the March meetings, the D-PAT began the review of the existing documents, analyzed participation data, evaluated parent survey information, listed barriers for parent participation and made suggestions for revising the documents as needed. Surveys were distributed in the Spring, 2011, and the results were analyzed and discussed at the May 24/25, 2011, Elementary and Secondary Parent Involvement Facilitator meetings. In May, 2011, a draft of the 2011-2012 Parent Involvement Plan was mailed and forwarded by email to members of the District Parent Advisory Team for final comments. All suggestions/comments by the parents will be considered and incorporated as feasible. The information was used to make revisions for the 2011-2012 school year.

Building Capacity

If the LEA plans to implement LEA-wide activities, describe the actions the LEA will take to build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Sections 1118(a)(2)(C), 1118(e)(1-14)].

count	Content and Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
1	It Takes a Village: Creating Readers for Life (Danny Brassell)	District PI Facilitator	Improve student achievement (Goal 1-Academics) Strengthen instruction (Goal 2:Academics)	November, 2011	number of follow up presentations in the schools with other parents; record of parent attendance

Staff Training

Describe the professional development activities the LEA will provide, with the assistance of the schools and parents, to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

count	Content and Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
1	Creating Family Friendly School	Parent Involvement Facilitators	Increases comfort level of parents coming to the school and interacting with the staff	Ongoing	Parent surveys;evaluations
2	School Success Web Content & newsletters	Parent Inv. Specialist & Technology Specialist	Gives parents 24-7 assistance in helping their child at home	Ongoing	Parent surveys;evaluations
3	Involving Parents in Their Children's Reading Development	Parent Involvement Facilitator	Improving instruction	1st semester presentation; ongoing throughout year	Presentations to parents at the school; parent attendance; evaluations
4	Developing the levels of Parent Involvement	Parent Involvement Specialist	Realization of the different levels of parent involvement	Ongoing	Parent surveys; evaluations
5	Rise & Shine (Scholastic)	Parent Involvement Specialist	Giving parents tools and resources necessary to help their child at home	January - second semester	Presentations to parents; attendance; sign ins
6	Academic pamphlets, reading backpacks/workbooks & family involvement newsletters	Private School Program Coordinator	Resources for parents to help their child at home	Ongoing	Parent surveys
7	Monthly Facilitator meetings-Presentation of all compliance issues; book studies; parent activity suggestions; technology-technical assistance, as needed	PI Specialist; Program Coordinators; Tech. Spec.	Provide information on subjects such as Opening the Lines of Communication and Effective Parent Conferencing	Monthly August, 2011-May, 2012	Evaluations; Participation record from the schools; Sign in sheets

Communication and Accessibility

Describe how the LEA will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the LEA plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

Response: *The District Parent Involvement Plan is summarized into a two page document (front to back)and will be available in English, Spanish and Haitian-Creole. This summary of the District Plan will be distributed to all Title I parents by October 1, 2011. The complete District Title I Parent Involvement Plan will be posted on the District website (www.polk-fl.net), linked from each Title I school's website and copies will be in the parent section of the school offices by October 1, 2011. Schools new to Title One will have their information accessible no later than November 1, 2011. The Home Language Survey Results will be used to determine the number of other translations needed for distribution to all Title I school families. The School Parent Involvement Plan is summarized into a tri-fold brochure in English, Spanish and Haitian-Creole. Many other languages are available upon request. The summary will outline the major components of the School Plan and will be distributed to every Title I family by October 1, 2011, and will also be included on the school website and available in the school office. The complete School Parent Involvement Plan will be

posted on the school website, and will be available in the school office with Spanish and Haitian-Creole translations upon request. Arrangements for translation services in Spanish will be made available at each Title I school. If other languages are needed, schools will send the request to the LEA and arrangements will be made (as possible) through the English Speakers of Other Languages (ESOL) Department. Translating machines are also available through the ESOL Department for check out and schools may use Parent Involvement funds to purchase translation machines. The English Language Survey results will be used by the District to determine the number and specific needs for translations into a language other than English.

Sign language translation services are sometimes available through churches and a school may make a request to a local church or contact the LEA for assistance in attempting to make these arrangements.

The Migrant Education Program assists local schools in providing school communication to parents of eligible migrant students in their native language. In most cases, the language spoken in the home is Spanish. Through the local school and with the assistance of the Migrant Program, migrant parents are invited to school meetings and activities and are provided information/translation in their native language. The migrant program has parent resources available to parents for English learning, health information, job information, daily living needs, and many other community contacts. A parent resource guide is also provided for easy access to school and community resources. Migrant specific parent meetings (14 total) are held each year in various school locations throughout the county that provide education, health, and community information/workshops. A Migrant Parent Advisory Council that meets three times a year is also in place to assist the direction and decisions of the migrant education program. Migrant staff have migrant student lists and other pertinent information that are available to schools upon request.

Discretionary Activities

The LEA parental involvement policy may include additional discretionary activities that the LEA, in consultation with the parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement [Section 1118(e)]. Check here if the LEA does not plan to implement the discretionary parental involvement activities. Check all activities the LEA plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Correlation to Student Achievement	Timeline
1	Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions [Section 1118(e)(8)];	Refreshments, transportation, child care may be provided using school Title I funds.	School based PI Facilitator	Parents receive tools & resources to help their child at home	ongoing
2	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	Flexible meeting times	PI Facilitator & School Team	Parents receive information to help their child at home.	ongoing
3	Establishing a LEA-wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs [Section 1118(e)(12)]; and	Parent Advisory Team (PAT)	District Parent Involvement Specialist	Parents involved in planning Title I programs provide for the needs of students.	2 times a year - Fall, Spring

Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.
Uploaded Document

Evaluation of the 2010-2011 Parental Involvement Plan

Building Capacity Summary

Provide a summary of the activities provided during the 2010-2011 school year designed to build the capacity of parents to help their children [Section 1118(e)(1-2)].

Not Applicable

Staff Training Summary

Provide a summary of the professional development activities provided during the 2010-2011 school year by the LEA to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118(e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Correlation to Student Achievement
1	Creating Family Friendly School	2	85	Increases comfort level of parents coming to the school and interacting with the staff
2	School Success Web Content & newsletters	1	85	Gives parents 24-7 assistance in helping their child at home
3	Developing the levels of Parent Involvement	1	85	Realization of the different roles parents may be interested in
4	Comprehension Strategies & Extended Thinking	1	85	Giving parents the tools to assist their child at home
5	Reading backpacks/workbooks & family involvement newsletters	1	17	Resources for parents to help their child at home
6	Monthly Facilitator meetings-Presentation of all compliance issues; book studies; parent activity suggestions; technology-any technical assistance needed	9	85	Provide information on subjects such as Opening the Lines of Communication and Effective Parent Conferencing
7	Title I requirements power points provided by FL DOE	2	85	Facilitators and parents will have addl. info about the requirements of Title I

Private School Summary

Provide a summary of the parental involvement activities provided during the 2010-2011 school year for private schools implementing a Title I, Part A program [Section 1120(a)(1)].

count	Content and Type of Activity	Number of Participants	Schools Participating	Correlation to Student Achievement
1	Summer School supply bags	122	6	Materials for students to engage in meaningful activities to reinforce concepts and skills at their grade level
2	101 Ways to Create Real Family Engagement	35	17	Parent Involvement increases student achievement - gave schools tools and resources to involve and engage parents in their child's education

Barriers

Describe the barriers which hindered participation by parents in parental involvement activities during the 2010-2011 school year. Include the steps the LEA will take during the 2011-2012 school year to overcome the barriers and design more effective parental involvement policies (with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(2)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Lack of Time (all subgroups)	Schedule more flexible meetings

2	Parents lack background knowledge of what is presented (all subgroups)	More useful information given to parents on a regular basis through newsletters, website, etc.
3	Sports activities are very demanding	Work with team sports directors to try to emphasize the importance of school related activities and time for school work

Best Practices (Optional)

Describe the parental involvement activity/strategy implemented during the 2010-2011 school year the LEA considers the most effective. This information may be shared with other LEAs as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
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