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FLORIDA DEPARTMENT OF  
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Pam Stewart  
Commissioner of Education

December 12, 2014

Pamela Diaz  
Alachua County School District  
620 East University Avenue  
Gainesville, FL 32601

Dear Ms. Diaz:

We are pleased to inform you that Alachua County 2014-2015 LEA Parental Involvement Policy/Plan (PIP) meets all of the requirements outlined in Section 1118 of the Elementary and Secondary Education Act.

Please be reminded that the local educational agency (LEA) is required to share the contents of the PIP with parents of children participating in the Title I program. The information must be provided in an understandable and uniform format, including alternative formats upon request.

If you have questions or need additional information, please contact Wanda Young via email [Wanda.Young@fldoe.org](mailto:Wanda.Young@fldoe.org) or by telephone at 850-245-0726.

Sincerely,

  
Sonya G. Morris

SGM/wy

SONYA G. MORRIS, CHIEF  
BUREAU OF FEDERAL EDUCATIONAL PROGRAMS

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## ALACHUA Title I, Part A Parental Involvement Plan

I, Dr. Roberts, 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

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### 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:** The School Board of Alachua County recognizes that a child's education is a responsibility shared by the school and family. To support the goal to educate all students effectively, the school and parents must work in close collaboration with one another. It is the desire of the Board to strengthen family involvement and family empowerment through a policy that addresses parent choices and responsibilities; links with community services; opportunities for parental involvement in the development, implementation, and

evaluation of family programs; and opportunities for parents to participate on school advisory councils and in school volunteer programs and other activities. Toward this end, the Board supports the development of a relationship between the school and home that fosters:

- a. Communication between the home and school on a regular and on-going basis;
- b. Parents playing an integral role in assisting student learning;
- c. Parents being welcome at school, and their support and assistance being actively encouraged; including participation in school advisory councils and PTA;
- d. Development of community resources to strengthen school programs, family practices, and student learning; and
- e. Development of clear expectations of good student behavior, attendance, and academic performance.

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## Involvement of Parents

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

- LEA-wide parental involvement policy (PIP)[Section 1118(a)(2)];
- LEA plan [Sections 1112 (c)(H), 1112(d)(1)]; and
- How the funds reserved for parental involvement will be spent [Section 1118(a)(2)].

**Response:** The District will involve parents in the joint development of its District Wide Plans by:

1. Inviting Title I parents through notices, personal and written contacts, school marquee announcements, posters, phone home messages, and website postings, to identify goals, discuss funding allocations and decisions regarding district parent involvement activities. Review, develop and revise the plan with the Title I Staff, Parents, or School Staff annually. 2. Convening this meeting, creating focus groups, discussing funding and allocations of funds to schools, identifying goals and objectives, gathering input, collecting written surveys and focus groups notes, and minutes during the spring of each school year prior to the Title I application due date. 3. Parental input will be used to review and revise the District Parent Involvement Plan. 4. Providing training to schools for SAC members, helping to secure a balanced representation by the Office of School Improvement.

The District will involve parents in the process of school review and improvement by:

1. Inviting Title I parents through notices, personal and written contacts, school marquee announcements, posters, phone home messages, and website postings to be part of each school improvement committee with the given task of developing Title I school plans, project planning and implementation, and parent involvement procedures. School surveys will be distributed and analyzed to evaluate school needs and data collected throughout the year will be shared with the SAC;
2. Convening annual school meetings at the start of the school year, conducted by the school principal, to inform parents of their school's participation in the development of the Parent Involvement Plan and their right to be involved. Parents are also encouraged to participate in school meetings by the Title I letter contained in the Parents' Rights packet

distributed at the beginning of school; and

3. Including parents in discussing funding, gathering input, presenting ideas, and making final decisions based on identified needs and the overall consensus of the group involving the use of the one percent of Title I funds reserved for parental involvement during the development of the School Improvement Plan at the SAC meetings or charter board Meetings held at Title I schools.

The required 1% of the district's Title I allocation will be set aside for parent involvement. Of this 1% amount 95% will be allocated to schools to be used for school based parent involvement activities which are designed to meet the specific needs of students at each school.

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## 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:** 1. Conducting ongoing site visits during the school year to Title I schools by Title I staff;

2. Providing information, materials, and training not otherwise available to help parents with their child's achievement.

3. Enhancing the awareness of teachers, student services personnel, principals, and staff on how to reach out to, communicate with, and work with parents as equal partners by developing Professional Learning Communities on working with parents, providing staff development on engaging families and family friendly schools during School based Parent Involvement Meetings, providing technical assistance on research based articles, programs and activities during site visits and District Meetings;

4. Ensuring, to the extent possible, that information is sent home in a language and form that parents can understand by providing translations with Via Language and Trans Act;

5. Providing information on literacy training available in the community by distributing the ACPS Adult Literacy information brochures and providing county contact information to Lead Teachers from each Title I school at the Title I meetings; and

6. Reviewing annually each school level Parent Involvement Plan by Title I Staff, using the state template and rubric, to ensure compliance and that the activities planned will provide meaningful opportunities for parents to become more involved in their child's education. Feedback from the rubric and technical assistance will be provided to each

Title I school through documented site visits by Title I Staff during the year, technical assistance meetings, district meetings, and through Title I meetings held in the fall and spring of each year. Templates will be distributed when released by DOE. Reviews will be completed by the Title I staff prior to the due date.

## 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 of Title I, Title III, and Title IV, Part A) [Sections 1118 (a)(2)(D) and 1118(e)(4)].

count	Program	Coordination
1	Head Start & Title I Part A	Collaboration and coordination with the Head Start Staff, Title I District Staff, and school site staff to provide programs for Head Start parents. Materials are provided for the transition to kindergarten programs conducted by Head Start Staff and school staff at various sites in the spring. Other programs include Readiness Skills, Parenting Workshops and Workshops for Families.
2	Migrant & Title I Part A & Title I Part C	Title I meetings included the Migrant Education Supervisor and Project Development Director to coordinate activities, update on events, and to provide program information. Staff and migrant parents are also invited to participate in the District Title I Meetings.
3	Homeless - Title I Part A & Title X	Title I Department meetings included the Homeless Coordinator and Project Development Director to coordinate activities, update on events, and to provide program information. Staff and homeless parents are also invited to participate in the District Title I Meetings.
4	ELL - Title I Part A	Collaboration and coordination with ELL Teacher Specialist, Project Development Director and District Title I Staff to coordinate activities, update on events, and to provide program information. Title I purchased "Ready for School" activity folders in Spanish. Four Spanish version Building Home School Connections Activity Centers for Parent Resource Areas. Title I also contributes toward the cost of Trans Act and after school tutoring for ELL students on Achieve 3000. Title I purchased text sets for our highest ELL populated schools.

## 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 academic quality of the Title I, Part A schools [Section 1118(a)(2)(E)].

**Response:** The Alachua County Public Schools LEA will meet annually with the Parent Involvement Committee for input into the development, implementation, review, evaluation, and revision as needed of the existing LEA Parent Involvement Plan through creating focus groups, analyzing participation data, and collecting written surveys which includes information of barriers to participation. Also, the District will gather data from the Parent Involvement Activity Documentation reports and the Evaluations Reports documenting the participation, implementation, and evaluations of parent programs in Title I schools. The data is compiled in the Title I Annual Parent Activity Evaluation report in the spring of each year. The results are reviewed and shared at the Title I Meetings, and are disseminated to all Principals. Results of the evaluation will be posted on the District website and a hard copy will be provided to each school for placement in the parent resource area. The results will be used by District staff, Principals, parents and school staff to evaluate programs, to increase participation, to address barriers to participation, to adjust programs and projects, and to revise plans to meet the needs of the students and parents.

## 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	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Distribute Parent Newsletter: Value of Parents - Parents Make A Difference-A monthly research based newsletter for parents available in English and Spanish	Title I Staff, School Title I Lead Teacher	Improve the ability of parents to work effectively with their child and to work effectively with teachers and school staff.	September to May	School Survey; sign-ins; activity logs
2	Parent Committee Meeting-Program Planning-Build capacity at schools, discuss barriers, review & revise District Plan	Title I Supervisor & Staff	Conduct meeting - Program Planning to discuss and address survey results and barriers, build capacity, expectations, and goals for the district to increase parent involvement	Spring	School Survey, sign-ins, comments and input survey, parent/focus group evaluations
3	Distribute District-wide Title I Beginning of School Packet which includes: District Parent Involvement Plan, School Parent Involvement Plan, Title I Home-School Compact, Parent's Rights Letter, Complaint procedures, Parent Notification Requirements, Informative websites and a glossary of acr	Title I Supervisor and TSAs	Increase communication, provide updates of functions, parent notifications and resources	August to May	School Survey; sign-in sheets, comments and input survey, parent/focus group evaluations
4	Hold Title I Annual Meeting offering flexible times/dates. Contents of Annual Meeting should include: Agenda, PowerPoint, provided by Title I, Review of Title I Part A and Parent Involvement budgets, District and School Parent Involvements reviewed, description and explanation of school's curriculum	Principal/Title I Lead Teacher/Title I Staff	Informational meeting of a school's participation in Title I, Part A programs, explain Title I Part A requirements and the right of parents to be involved in these programs	Fall	School Survey sign-in sheets evaluations/parent input
5	Distribute at Kindergarten Round-Up Ready for School folders(Eng.Sp.)Building Home School Connections Parent Activity centers for grades K,1 and 6, Tips for Encouraging SchoolSuccess Magnets,Parent Guides-grades K-8 (Eng./Sp.)Parent Certificate Rewards,One copy of "The 7 habits of Highly	Title I Staff	Increase communication and improve the ability of parents to work effectively with their child; to develop collaborative relationships with teachers. Increase parent engagement and student	Fall/Spring	School survey sign in sheets evaluation/parent input

	Effective		achievement		
6	#5 continued -People. for all title I Lead Teachers, Composition books for all 3-8 grade Title I students. Graphing calculators for all 6-8 grade Title I students, math, writing and vocabulary journals for all 1-2 grade Title I students. Student planners for all Title I schools grades 3-8 rs	Title I Staff	Increase communication and improve the ability of parents to work effectively with their child; to develop collaborative relationships with teachers, increase parent engagement and student achievement.	Fall/Spring	School survey, sign in sheets, evaluations/parent input
7	District parent Involvement funds are used to provide the following materials for the school based parent Resource Area: Parent Resource Notebook, Monthly Parent s Make a Differences Newsletters (Eng./Sp.) K-8 grade, Parents make a Difference -Parent guide for working with teachers, Teachers guide for	Title I Staff	Increase parent engagement and student engagement	Aug.-June	Parent sign out log, evaluation/parent input
8	working with parents, Fatherhood and your childs education; a parent handbook, "the Leader In Me," "the Leader In Me Parent's guide, "The Seven habits of Highly Effective Teens.""The Seven Habits of Highly Effective People" Help for Parents Homework Dictionary, Parent's Playbook, Parents as Partner	Title I Staff	Increase parent engagment and student engagement	Aug.-June	Parent sign out log, evauation /parent input
9	Parent Guides for your childs success grades K-8(Eng./Sp.) Refill packets for all Parent Activity Centers, Computer for parents use	Title I Staff	Increase parent engagement and student engagement	Aug.-June	Parent sign out log, evaluations/parent input
10	Parent training for "Kids Learn!" Grades 2-3 and 6-7	Title I Staff, TitleI Lead Teacher Created Staff tTainer	Promoting home/school connections and relationship to increase participation and parent involvement	April	School survey, evaluations/parent input

## 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	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Training of Title I Lead Teachers in the	Title I Staff	Improve the ability of staff to work effectively	August to May	Parent Involvement

	implementation, value and coordination of the parent involvement plan/program		w/parents		Activity Logs for 1st and 2nd semester, sign-in sheets, Activity Documentation
2	Professional Learning Communities/Staff Development/Book Study by/"The Leader in Me", engaging staff working with parents /students in identifying leadership styles of students	District Staff Development/Title I staff	To work effectively with parents-increase participation/involvement	Fall to Spring	Staff Development Evaluation, Activity Logs
3	Training on "Florida Kid's Learn!"	Title I Staff	Promoting home/school connections and relationships to increase participation and involvement	Spring	School Survey, Evaluations, Activity Logs

## 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 will be provided to all parents. Also, hard copies are available at the District Title I office. Copies are available at schools in the Parent Resource Area. The District Parent Involvement Plan will be posted on the on the District Title I website and linked or posted on each Title I school's website. The District Parent Involvement Plan will be available in Spanish.

The District provides schools with information on local agencies that provide assistance for parents with disabilities. (Example: Center for Independent Living) The District will utilize Trans ACT documents and contract with the Via Language Company to provide school-related documents, to the extent possible, for parents in a language and form they can understand. Also, the District will monitor through monthly site visits and provide support to the Title I ELL students in the county. Student data that reflects changes in population will be collected and reviewed at schools on a quarterly basis to ensure that information is available to parents in a language and form, to the extent feasible, as needed. The LEA will monitor schools following the reports with site visits to ensure that information is available to parents.

## 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	Anticipated Impact on Student	Timeline
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				Achievement	
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)];	Pay requested reasonable childcare expenses to conduct meetings	Title I Lead Teacher	Reduce barriers to parent's participating in school events	August to May
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 time frames of meetings, at least 2 programs/events each year	Title I Lead Teacher	Reduce time barriers for parents' participation in school meetings	August to May

### Upload Evidence of Input from Parents

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

## Evaluation of the previous year's Parental Involvement Plan

### Building Capacity Summary

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

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Distribute monthly newsletter : Parents make a Difference grades K-8 (Eng./Sp.)	10	10000	Increase parent engagement
2	Purchase updated Parent guides and materials available for checkout in the Parent Resource Area	2	250	Increase parent engagement
3	Distribute at Kdg. round Up "Ready for School Activity Posters"	1	450	Encourage early parent engagement
4	Train parents on how to use "Florida Ready " materials with their child	10	300	Decrease summer slide
5	Train parents on Achieve 3000	6	25	Increase parent awareness of informative websites to encourage reading

### Staff Training Summary

Provide a summary of the professional development activities provided during the previous 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	Anticipated Impact on Student Achievement
1	Training of the implementation, value and coordination of the parent involvement plan/program	4	31	Increase student achievement and parent engagement
2	Professional learning Communities/Staff book Study "The Leader in Me."	2	31	Increase awareness of the talent in each student thus increasing student achievement
3	Trained Title I Lead Teachers to train parents on how to use "Florida Ready"	10	300	Utilizing parents as partners will strengthen impact on student achievement

### Private School Summary

Provide a summary of the parental involvement activities provided during the previous 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	Anticipated Impact on Student Achievement
1	Annual Meeting	15	2	Promoting home/school connections and relationships to increase parent participation in their child's education
2	Data Chats with	10	2	Increase understanding of data and how data is

	Parents			used in formatting students achievement goals d
3	PI Learning through Games	8	1	Promoting parent engagement and student learning

## Barriers

Describe the barriers which hindered participation by parents in parental involvement activities during the previous school year. Include the steps the LEA will take during the current 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	Flexible meeting times -economically disadvantaged	Provide flexible time frames for meetings
2	Transportation-economically disadvantaged	Arrange for reasonable transportation
3	Childcare-economically disadvantaged	Provide childcare

## Best Practices (Optional)

Describe the parental involvement activity/strategy implemented during the previous 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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