



State Board of Education

Gary Chartrand, *Chair*
John R. Padget, *Vice Chair*
Members
Ada G. Armas, M.D.
John A. Colon
Marva Johnson
Rebecca Fishman Lipsey
Andy Tuck

Pam Stewart
Commissioner of Education

December 12, 2014

Lana Gatewood
Lee County School District
2855 Colonial Blvd.
Ft. Myers, FL 0

Dear Ms. Gatewood:

We are pleased to inform you that Lee 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 or by telephone at 850-245-0726.

Sincerely,

Sonya G. Morris

SGM/wy

SONYA G. MORRIS, CHIEF
BUREAU OF FEDERAL EDUCATIONAL PROGRAMS

LEE Title I, Part A Parental Involvement Plan

I, Nancy Graham, 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

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: N/A

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 School District of Lee County Title I office will ensure that parents are included in the development, implementation and evaluation of the District Parent Involvement Plan, as well as all school-related plans, including, but not limited to, Schools' Parent Involvement Plans and School Improvement Plans, through their participation in the School Advisory Council (SAC) and by providing input through their school's annual Parent Survey and the District Parent Satisfaction Survey. All Title I SACs, of which parents comprise 51%, review, evaluate, and provide feedback on the District PIP at their SAC meetings throughout the school year.

Members of SAC, including parents, community and school staff, are encouraged and invited to participate on this committee via school newsletters, the district Parent Guide, websites (district, school, teacher), flyers, ParentLink, marque postings, parent letters and personal invitation. In addition, all parents are encouraged to complete the annual school's Parent Survey and the district Parent Satisfaction Survey through the array of communication methods mentioned above.

Parent feedback on the District PIP, including how Title I funds allocated for parent involvement should be spent, are shared with District Title I staff prior to the finalization of the District PIP. Parents are encouraged and invited to participate in all levels of district and school planning. In addition, parents provide feedback on the District and School PIPs and SIP through their participation in their schools' Annual Title I meeting and parent trainings and workshops. Parent workshop evaluations give parents another opportunity to provide feedback on the effectiveness of the parent involvement program throughout the school year.

Parent members of SAC, as well as all school and district committee opportunities, are notified through the Parent Guide, school newsletters, school and district websites, through PTA/PTO/PTSA memberships, school marquees, letters sent home and through personal invitation. All records, including, but not limited to, agendas, sign-in sheets, handouts, minutes, and evaluation forms are maintained in Title I Toolkits at the school level.

The summaries of District and School Parent Involvement Plans, as well as School Compacts are distributed to all Title I parents at the beginning of each school year. While District and School level PIPs are revised with the involvement of parents in the spring of each year, parents are given the opportunity during the Annual Title I meeting for further contribution of their suggestions to both PIPs and the Compact. The District Parent Involvement Plan, School Parent Involvement Plan, School Compact, and School Improvement Plan are maintained in the school office, should a parent request to review a hard copy of the plans. The District PIP is also available on the School District website.

The district set aside funds for parental involvement will be used to: assist with support of several school-based Family Learning Resource Centers; purchase a variety of books

and resources, including materials on literacy, math and parent training; provide train-the-trainer research-based opportunities for school staff and assist with supplies for enhanced parent communication such as the Talk System, which supplies simultaneous translation.

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 School District of Lee County will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance. District Title I Staff, specifically Parent Involvement Specialists, provide:

- Ongoing technical assistance to all Title I schools for completing Parent Involvement Plans and School Compacts, as well as other required compliance documents;
- Continuous support throughout the year to schools in planning and implementing parental involvement activities to engage parents in their children's education to support academic achievement;
- Parent Involvement updates, workshops, and training opportunities at Title I Principals' meetings;
- Quarterly technical assistance training with school-based Parent Involvement Specialists to enhance their skills in providing opportunities for parent participation, share best practices, provide training and technical assistance, and review data on parent participation;
- Train-the-trainer opportunities throughout the school year for school staff and parents that directly relate to improving academic achievement;
- Research-based training and information throughout the school year to school staff that enhance their abilities to communicate with parents and to encourage parent participation in their children's education;
- Support and encourage Title I school and community events by offering additional assistance throughout the year;
- If parents request family involvement activities, the District PI Specialists will work with the schools to ensure that these specific needs are met, when possible;
- Each school is responsible for keeping copies of all agendas, sign-in sheets, handouts, and flyers of parent involvement workshops in their Title I Tool Kit provided by the District Title I office;
- Title I staff survey, review, and evaluate all school's parent involvement programs and participation through the School Academic Trainings Record at the end of each year; and,
- In the spring of each year, Technical Assistance sessions are offered to the Title I schools for updating their Parent Involvement Plans. Once the responsible person or

team at each school has a draft copy, this is forwarded to the District Parent Involvement Specialists for review and evaluation. The PIP is returned to the school with suggestions or ideas to consider. It's then taken in draft form to the SAC and/or other parent groups for parent input and finalization in August. The final copy is forwarded to the District PI Specialists. The schools are notified to enter their PIPs in the Online System when the district is notified by DOE that the system is open.

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/VPK	Title I, Part A has provided to Head Start a portable to be used for Parent Involvement. The Head Start Parent Involvement Specialist holds parent workshops which the Title I PI LEA Specialists and Migrant Recruiters are invited to attend.
2	Head Start/VPK	Each Title I school in coordination with Head Start, offers a Kindergarten Orientation for incoming preschoolers to introduce families to the School District.
3	Head Start/VPK	Family and Community Specialists in the Student Assignment Office recruit, enroll and assist families with community resources, training and educational opportunities.
4	Head Start/VPK	Each Title I school invites parents, including the parents of its Head Start students, to participate in early childhood literacy and parenting training as available.
5	Title I, Part C	Migrant Recruiters invite parents of migrant students at all elementary, middle and high schools to attend Parent Leadership Council meetings which are held quarterly in a variety of locations throughout the district to best serve the needs of parents.
6	Title III	ESOL Specialists invite parents of ESOL students at all elementary, middle and high schools to attend Parent Leadership Council meetings which are held quarterly in a variety of locations throughout the district to best serve the needs of parents.
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		

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 School District of Lee County will involve parents of participating children in an annual evaluation of the content and effectiveness of the District Parent Involvement Plan.

Parents take an active role in the review and evaluation of the District plan through participation in their School Advisory Committee (SAC), PTO/PTA/PTSA throughout the school year. All Title I School SACs receive an annual Title I District Parent Involvement Plan review form provided by the District Parent Involvement Specialists to complete by the end of May. School Administration, faculty, staff, community members and parents review and evaluate the implementation and effectiveness of the District Parent Involvement Plan by completing the review form and providing written suggestions and feedback. All completed evaluations are submitted to the District PI Specialists at the end of the year for review. Through the use of the Plan, Do, Study, Act (PDSA) Model, results of evaluations and collected data will be used to guide revisions in the Parental Involvement Plan for the following school year.

The District Parent Involvement Plan Committee will meet each year in the spring to review and evaluate the effectiveness of this plan.

Particular attention will be given to:

Data, including, but not limited to, parent surveys, workshop evaluations, parent participation, district and school committee minutes and the annual District Climate Survey; and,

Identified barriers for greater participation in parent involvement activities, with special attention to parents who are economically disadvantaged, disabled, have limited English proficiency or limited literacy, and/or racial or minority background; and,

Research-based best practices that lead to improved student achievement.

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	WGPU Curious Kids	District PI Specialist & WGPU Staff Member and School Staff	Provide information and activities for families to improve students' literacy skills.	Ongoing (5 sessions per school)	Agenda, Sign in sheets, Handouts, Workshop Evaluations
2	Partners in Parenting	District PI Specialist, School Staff & Community Partnerships	Increase understanding of effectiveness of PI on student achievement.	Fall & Spring	Agenda, Sign in sheets, Handouts, Workshop Evaluations
3	FLDOE Train-the-Trainer Workshop on Florida Standards	District PI Specialist, DOE Staff, School Staff	Provide information to families about the new Florida Standards and how they link to student achievement.	Fall	Agenda, Sign in sheets, Handouts, Workshop Evaluations
4	Title I Schools and Literacy Council Partnership	District PI Specialist, School Staff, Literacy Council Director	Provide English and GED Prep Classes to parents linking literacy skills of parents to student achievement	Ongoing throughout the school year	Agenda, Sign in sheets, Handouts, Workshop Evaluations
5	Value of Parent Involvement: Research-based articles	District PI Specialist & School Administration	Improve the ability of staff to work effectively with parents/best practices for parent involvement	Monthly	Newsletters

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	PI Specialist Technical Assistance Training	District PI Specialist	Increase understanding of effectiveness of PI on student achievement	Quarterly	Agendas, Sign in sheets, Handouts, Workshop Evaluations
2	Title I Principal Technical Assistance Training	District Title I Director & Staff	Increase understanding of effectiveness of PI on student achievement	Quarterly	Agendas, Sign in sheets, Handouts
3	Values of PI: Research-based articles	District PI Specialist and School Administration	Improve the ability of staff to work more effectively with parents/best practices for parent involvement.	Monthly	Newsletters
4	PowerPoint Presentation on Effective Parent Communication (available via Title I Sharepoint site)	District PI Specialist & School Administration	Improve the ability of the school staff to communicate more effectively with parents.	Ongoing	Agendas, Sign in sheets, Evaluations

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 School District of Lee County encourages parents and guardians, regardless of native language or disability, to become involved in school and district activities, advisory committees, surveys, meetings, trainings, workshops, and programs. Every effort is made to provide special accommodations, when requested, for parents with disabilities and/or special needs at the District and in all schools.

The District PIP will be summarized into a brochure that will be printed in English, Spanish, and Haitian Creole and provided to all parents in the beginning of the school year via each Title I School. The brochure will outline the major components of the plan and the District will offer to provide a hard copy upon request. Each Title I school has hard copies of the District PIP, School PIP, School Compact and School Improvement Plan available in their front office. The District Parent Guide is distributed to all students during the first week of school in English, Spanish, and Haitian-Creole. The Student Progression Plan and the Program of Studies are also available in all three languages.

The District contracts with three companies for the translation of documents and pertinent parent information into Spanish and Haitian Creole. All Title I schools have been provided with or have access to an electronic TalkSystem for translation and/or a translator is available at all parent meetings throughout the year. All schools are provided with an electronic communication parent portal (ParentLink), which offers parents multiple languages to receive electronic communications from the schools and the district. Parents may view grades, assignments and communicate with teachers on the computerized version of the ParentLink system.

Title I Parent Involvement Specialists provide schools with bimonthly parent involvement newsletter items, available in English and Spanish, to support student academic success. All

Title I schools send out parent newsletters in English and Spanish. The district and school websites provide parents with a variety of information related to parent programs including, for example, a daily parent "Tips & Suggestions" Parent Institute newsletter, which is offered in English and Spanish. Copies of newsletters are maintained in the Title I Toolkit.

The District PI Specialists and Migrant Recruiters coordinate throughout the year to plan parent involvement activities specific to the needs of migrant parents and their children.

District Title I staff annually review Title I schools' Toolkits to monitor that schools provide information to parents in a language they can understand, if feasible.

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:

Not Applicable

Upload Evidence of Input from Parents

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

Uploaded Document

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	Title I Annual Meetings	42	7400	Provide information to parents on expectations and how parents can help their children be successful.
2	WGPU Partnership: Curious Kids Workshops	40	640	Families will be given opportunities to learn and improve reading skills.
3	State and local assessments/reports. Provide "ParentLink" access to parents.	42	18000	Provide information to parents on the progress of their child.
4	Provide research-based articles on PI to schools for school newsletters.	18	18000	Provide parents with information too more effectively work with their children at home.
5	Literacy Council Partnership: English and GED Prep Classes for parents	17	935	Parents will increase their knowledge of English to better assist their children's learning.
6	"Just for Parents" web-based content service undated daily via district website.	365	21000	Provide information to parents on parenting strategies and how to help their child at home to be successful.
7	NA	0	0	NA
8	NA	0	0	NA
9	NA	0	0	NA
10	NA	0	0	NA

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	Technical assistance for School Parent Involvement Specialists and other school staff.	6	180	Improve the ability of school staff to work effectively with parents.
2	Technical assistance for Title I Principals	4	144	Improve the ability of school staff to work effectively with parents.
3	Bi-monthly research-based parent involvement articles for school newsletters.	18	2500	Provide information to teachers and staff to more effectively work with parents.

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	Technical assistance training for private schools	9	1	Improve the ability of staff to work effectively with parents and provide information to parents on expectations and how they can help their children succeed.
2	Parent conferences provided by tutoring staff.	74	5	Provide information to parents on expectations and involve them in their children's education to support academic achievement.
3	Tools for Student Achievement	22	3	Provide information to parents on expectations and how they can help their children succeed.

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	Lack of Transportation (all subgroups)	Provide transportation to conferences and parent trainings via Title I vans.
2	Lack of time/Scheduling (all subgroups)	Provide flexible dates and times for all parent trainings/meetings.
3	Language barrier (ELLs)	Provide all Title I schools with the Talk System for translation at all parent events. Provide written communication in home language (when feasible).
4	Lack of child care	Every effort is made to provide child care during meetings and events.
5		
6		
7		
8		
9		
10		
11		
12		
13		

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