



State Board of Education

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December 12, 2014

Shela Khanal  
Martin County School District  
500 E Ocean Blvd  
Stuart, FL 34997

Dear Ms. Khanal:

We are pleased to inform you that Martin 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

## MARTIN Title I, Part A Parental Involvement Plan

I, Laurie J. Gaylord, 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 Martin County School District's Title I Parent Involvement Mission Statement aligns with district beliefs and values that "Learning has no Boundaries". Our parent involvement efforts' purpose is to encourage parents and community stakeholders to realize that "Learning has no boundaries". We will host, facilitate, and coordinate activities from Early Childhood to Adult Learning that will nurture student learning and

impact student achievement.

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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 LEA District Parent Advisory Council (PAC) is a consolidated advisory group that serves Title I, Part A - Migrant and ELL Programs. The Council membership is composed of two representative parents from each Title I school and the participating private schools. In addition, six Migrant Education Program parents whose children attend Title I schools participate. The council members provide input into the development, implementation and evaluation of school related plans/ activities, including but not limited to the District Improvement Plan, the Local Education Agency Plan, Parental Involvement Plan, and the Title I, Part A application. Parents participate in the development of the Title I activities and therefore the Title I budget in their District PAC role. All meetings are documented through sign-in forms and minutes of the meetings which reflect parental participation in decision making.

Decisions involving the use of the Title I funds reserved for parental involvement at the school level will be made during the development of School Improvement Plans by the School Advisory Committees (SAC). Parent members are selected by parents. Fifty-one percent or more of the SAC members are parents with two being community representatives. The LEA will monitor SAC memberships to ensure that parents are involved in the process. Schools receive training and information from the Office of Instructional Services and from the Title I Program on ways to increase parental involvement and how to involve parents in the on-going development and monitoring of School Improvement activities and plans.

Funds reserved for parent involvement will be spent on school site parent liaisons, parent resource centers, and support activities and materials for parent and family engagement workshops.

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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:** The Martin County School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

-Technical assistance is provided to Title I School administrators through 3-4 meetings annually. At these meetings district Title I administrators review school achievement data, assist in the modification of school improvement activities and provide training, information or implementation support for required plans.

-At the beginning of each school year, the Title I Program provides Title I School Principals with an updated Title I Principals' Guide. This Guide provides principals with guidance on parental involvement requirements and how to implement parental involvement components.

-Each Title I school has a Parent Liaison who facilitates parental involvement activities and serves as a contact/ resource to parents. The Title I Program staff meets monthly with Parent Liaisons to educate them on parental involvement strategies and to provide support to the school.

-The Title I Program School Level Comprehensive Needs Assessment provides schools with guidance to review their effectiveness in fostering parental involvement and in educating parents on testing, the Next Generation Sunshine State Standards, Florida State Standards, and monitoring children's progress. District Title I staff meet annually with school administration on how to implement the Comprehensive Needs Assessment process.

-District Title I staff meet annually with school administration and teachers to inform them about the two district Parent Resource Centers and how to support students' academic performance by utilizing the PRC.

-Title I schools will send their school parent involvement policies to the Title I office for review prior to submitting them with their SIP. A checklist will be developed to determine if they meet Title I requirements and revisions will be requested to meet FDOE standards.

The above activities serve to ensure that school level activities:

-Provide parents with information about testing, Florida Standards and student achievement expectations.

-Involve parents in the decision making process.

-Engage parents and students in activities to help their child academically.

-Provide parents with information on the academic needs of their child and how to improve.

-Provide methods of communicating with parents.

## 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	HeadStart	The Title I Program staff will meet annually with the Martin County School District Pre-K Coordinator to discuss Migrant Pre-K needs, program & Kdg. readiness; Title I, Part A needs, program, transition of Pre-K records to elementary schools and I-ready/F.A.I.R performance.
2	VPK	The Title I Program staff will meet annually with the Martin County School District Pre-K Coordinator to discuss Migrant Pre-K needs, program & Kdg. readiness; Title I, Part A needs, program, transition of Pre-K records to elementary schools

		and I-ready/F.A.I.R performance.
3	Even Start	The Title I Program staff will meet annually with the Martin County School District Even Start Coordinator to discuss Migrant Pre-K needs, program & Kdg. readiness; Title I, Part A needs, program, transition of Pre-K records to elementary schools and I-ready/F.A.I.R performance.
4	HeadStart	Schools invite feeder pre-K schools' parents and future kindergarteners to attend school activities specifically Kindergarten orientation and other school events as appropriate.
5	VPK	Schools invite feeder pre-K schools' parents and future kindergarteners to attend school activities specifically Kindergarten orientation and other school events as appropriate.
6	Even Start	Schools invite feeder pre-K schools' parents and future kindergarteners to attend school activities specifically Kindergarten orientation and other school events as appropriate.
7	HIPPY	Schools invite parents of pre-K students to attend school activities specifically Kindergarten orientation and other school events as appropriate
8	HeadStart, VPK, Even Start, MEP	The two Title I, Part A, ELL and Migrant Parent Resource Centers are utilized by pre-K parents for resources and parent education programs.

## 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 Martin County School District Title I/ Migrant/ and ELL Parent Advisory Council (PAC) meets formally two times times per year. The PAC helps to develop/ revise the District's Parent Involvement Policy, to determine how it is distributed and to suggest improvements for parental involvement activities and other Title I activities in schools.

The LEA Parental Involvement Policy development consists of a process that follows the requirements of Section 1118(a)(2)(E). This process includes developing/revising a parent survey that addresses the six indicators of quality parental involvement programs, evaluating survey results and utilizing this data to guide in the development of the Parent Involvement Policy which includes strategies and activities to increase parental involvement and the capacity of parents. Survey development by the PAC occurs in the fall. Surveys are distributed in early spring and considered by the PAC later in spring. Also, the PAC discusses the current school year PIP and the activities initiated. The PAC uses this information to identify areas of concern and barriers for parental involvement and to suggest parental involvement activities for the upcoming school year's PIP.

The annual evaluation is conducted in part by the Parent Advisory Council, the district Title I office, Parent Liaisons and school site Principals. The Parent Advisory Council helps to develop annual surveys that are distributed to all Title I school parents and families. Parent Liaisons along with school administration distribute, collect and tabulate the results. School results are submitted to the district Title I office for evaluation and planning purposes. Results are also shared out at a biannual Principal/Assistant Principal meeting.

## 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	Balanced Literacy/Reading Levels brochures hard copy brochure distribution	Coordinator, Title I / School Principals	Parents are provided with three separate brochures that help them to understand the Standards and strategies	September	Each brochure is dated. A question on the annual Title I parent survey assesses the effectiveness
2	State and local assessments - hard copy brochure distribution	Title I / School Principals	Parents are provided with three separate brochures that describe both state and local assessments.	September	Each brochure is dated. A question on the annual Title I parent survey assesses the effectiveness.
3	State Standards, State & local assessments – discussed during individual conferences	Classroom teachers	Teachers conduct individual parent conferences to discuss each child's assessment results, the connections to Florida Standards and expectations	August through October	Conference logs
4	Parental Involvement Requirements – Title I Brochure, annual meetings, Right to Know letter	Coordinator, Title I	Parents are provided with the Title I Brochure which describes parental involvement requirements and a separate Right-to-Know letter. Also, schools discuss these requirements at the annual meetings.	August - September	The Title I Brochure and letter are dated. Sign-in sheets, agendas, and presentation materials
5	How to monitor child's progress and to improve achievement – four separate brochures, Two Parent Resource Centers, parent conferences	Coordinator, Title I	Parents are provided with four separate brochures that advise them on how they can monitor their child's progress and improve their child's achievement.	August - June	Each brochure is dated. A question on the annual Title I parent survey assesses the effectiveness.
6	LEA-wide Parent Workshops	Two Parent Resource Centers' staff	Parent workshops that help them to learn English so they can assist their children, to learn the district's online academic reporting system, RtI workshops and state workshops such as FBBR, Readers' of the Caribbean or MAPPS.	Workshops occur throughout the school year.	Parent sign-in sheets and evaluations
7	Partnerships with Families for increasing academic achievement	Title I Coach	Parent workshops that help provide specific strategies and materials for parents working at home with their students in the areas of language development, reading	Family Achievement Nights will occur throughout the school year.	Parent sign in's evaluations and follow up surveys

			and math.		
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## 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	Communicating and working with parents - three newsletters distributed annually to school staff, Parent Resource Centers sch. staff training, Parent Liaisons' monthly training	Coordinator, Title I	Teachers and staff learn effective strategies on how to involve parents	September - April	Sign-in sheets, evaluations, observation of increased parental involvement activities
2	Implementing and coordinating parental involvement program – Principal meetings and technical assistance; Parent Liaisons' training; Title I Principals' Resource Guide	Coordinator, Title I	Improve the ability of staff to work effectively with parents	August - May	Agendas, sign-in sheets, minutes
3	Building ties between home and school – newsletters to school staff, Parent Resource Centers sch. staff training, Parent Liaisons' training	Coordinator, Title I	Improve the ability of staff to work effectively with parents	September - April	Dated newsletter distribution
4	Value of Parental Involvement – three newsletters distributed annually to school staff, Parent Resource Centers sch staff training, Parent Liaisons' training	Coordinator, Title I	Teachers and staff need to know why and how parental involvement improves academic success	September - April	Sign-in sheets, evaluations, observation of increased parental involvement activities
5	Value of Parental Involvement – three newsletters distributed annually to school staff, Parent Resource Centers sch staff training,	Coordinator, Title I, Parent Liaisons', Title I Liaisons, School Teams	Teachers and staff learn effective strategies on how to involve parents in the education of their children.	September - April	Family Night Attendance, Sign in-s, Records for material check out

## 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:** Parental brochures are printed in both English and Spanish. In addition, other written communication will be provided for parents in English and Spanish. Translators who speak Spanish are available at all parent meetings and in school offices to provide

translation services and to ensure that parents are able to fully participate in parent meetings.

District level translation of both school and district documents is on-going. In addition, other language translators are available, as needed, in the following languages: Arabic, Chinese, French, German, Korean, Japanese, Polish, Romanian, Thai, Vietnamese and Haitian Creole.

Parents with disabilities have access to parental involvement activities as school facilities are ADA accessible and staff assistance is provided, if needed. Parent Liaisons conduct home visits, as needed, to accommodate specific needs.

Critical documents that have been distributed and relate to Title I and school improvement are maintained in a binder in the front office and accessible to parents who may enroll their children throughout the school year.

Requests for document translations are made to the Title I office and allow the LEA to monitor that schools provide information to parents in a language they can understand. Also, monitoring documentation collected by schools and reviewed by district Title I staff include translated documents.

## 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 Achievement	Timeline
1	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)];	Sed de Saber – learning English workshops	Parent Resource Centers' Staff	Parents who are able to understand school requirements for children and to assist them increase students' success.	A minimum of two- ten day sessions per year
2	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)];	Mileage for Parent Liaisons, child care costs, ed. materials for PRC loan.	Director, Title I	Parental involvement in schools and PI activities directly correlates to students' increased academic success	On-going



3	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)];	In-home conferences	Parent Liaisons	Parental involvement in children's education enhances student achievement and attendance. To achieve increased levels of parental participation, a variety of times for events and activities need to be available.	On-going
4	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	The PAC meets twice annually	Director & Coordinator, Title I	Parents take on a leadership role that extends to school activities. Further, they learn strategies to effectively work with their children	Two times per year
5	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	PRCs' staff coord. with organizations, agencies to initiate PI activities	PRCs' staff	Coordination with multiple agencies and organizations promotes effective parental involvement and support for parents that increases student achievement.	On-going

## 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	Balanced Literacy/Reaading Levels brochures hard copy brochure distribution	8	250	Parents are provided with three separate brochures that help them to understand the Standards and strategies
2	State and local assessments - hard copy brochure distribution	8	250	Parents are provided with three separate brochures that describe both state and local assessments.
3	State Standards, State & local assessments – discussed during individual conferences	8	250	Teachers conduct individual parent conferences to discuss each child's assessment results, the connections to Florida Standards, FSA, and expectations
4	Parental Involvement Requirements – Title I Brochure, annual meetings, Right to Know letter	8	250	Parents are provided with the Title I Brochure which describes parental involvement requirements and a separate Right-to-Know letter. Also, schools discuss these requirements at the annual meetings.
5	How to monitor child's progress and to improve achievement – four separate brochures, Two Parent Res	8	250	Parents are provided with four separate brochures that advise them on how they can monitor their child's progress and improve their child's achievement.
6	LEA-wide Parent Workshops	3	50	Parent workshops that help them to learn English so they can assist their children, to learn the district's online academic reporting system, Rtl workshops and state workshops such as FBBR, Readers' of the Caribbean or MAPPS.
7	Partnerships with Families for increasing academic achievement	8	250	Parent workshops that help provide specific strategies and materials for parents working at home with their students in the areas of language development, reading and math.

### 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	Communicating and working with parents - three newsletters distributed annually to school staff, Par	8	211	Teachers and staff learn effective strategies on how to involve parents
2	Implementing and coordinating parental involvement program –	8	211	Improve the ability of staff to work effectively with parents

	Principal meetings and technical assist			
3	Building ties between home and school – newsletters to school staff, Parent Resource Centers sch. st	8	211	Improve the ability of staff to work effectively with parents
4	Value of Parental Involvement – three newsletters distributed annually to school staff, Parent Resou	8	211	Teachers and staff need to know why and how parental involvement improves academic success
5	Value of Parental Involvement – three newsletters distributed annually to school staff, Parent Resou	8	211	Teachers and staff learn effective strategies on how to involve parents in the education of their children.

## 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	Parent involvement, input and District Parent Advisory Council	7	Hope Rural Private School	IOWA assessments will increase
2	Communication and empower parents	10	Hope Rual Private School and St. Joseph Catholic School	Parents will engage in more oral conversations with their child and their child's education which will increase positively effect students' academics and behavior at school

## 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	Language	Parent Liaisons will help build the two-way communication between the a parents and the school (teachers and staff)
2	Transportation	Transportation is provided for families to parent involvement events via school bus program on certain parent involvement night events
3	Information about the Common Core Standards	Parent Workshops will be provided to empower the parents about the Common Core Standards
4	Understanding the schools' grading system	Parent Workshops will be provided to assist parents in understand about the grading system and how to assist their child at home

## Best Practices (Optional)

Describe the parental involvement activity/strategy implemented during the previous school year the LEA