

**Pam Stewart** 

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December 15, 2015

Ivette Mendoza Hernando County School District 919 North Broad Street Brooksville, FL 34601

Dear Ms. Mendoza:

We are pleased to inform you that the Hernando County 2015-16 LEA Parental Involvement Policy/Plan meets all of the requirements outlined in Section 1118 of the Elementary and Secondary Education Act.

Please be reminded that the LEA is required to share the contents of the parental involvement policy 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 Tony Graham via email at <a href="mailto:Tony.Graham@fldoe.org">Tony.Graham@fldoe.org</a>, or by telephone at 850-245-9893.

Sincerely,

Sonya J. Mems Sonya G. Morris

SGM/tog

# 2015-2016 Hernando County School District Title I, Part A Parental Involvement Plan

I, Dr. Lori Romano, 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

Lori M. Romano

September 29,005

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



#### State Board of Education

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# 2015-2016 LEA Parental Involvement Adoption Page

## **LEA or District Name:** Hernando County School District

This policy was adopted by the LEA on 05/13/2015 and will be in effect for the period of one year through 05/13/2016. The LEA will distribute this policy to all parents of participating Title I, Part A children on or before 10/30/2015.

(Signature of Title I Authorized Representative)

(Date)

Provide evidence that the LEA PIP was developed with the input of parents and based on the evaluation of the previous year PIP.

#### **Parental Involvement Mission Statement**

**Response:** The mission of the Title I Parent Involvement program is to promote high academic student achievement through technical assistance support and cutting edge parent involvement practices.

#### 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 Hernando County School Title I program is committed to fostering parental involvement as required in Title I Part A [Section 1118(a)(2)]; [Sections 1112 (c)(H), 1112(d)(1)]; and [Sections 1116(a)(1)(D), 1116(b)(3)(A)]. In order to accomplish this goal, many activities will be supported at the Title I served schools with the involvement of parents in the development of the LEA plan and the process of school review and improvement. A Title I district-wide Family Engagement Team (FET) has been established to assist with this process. The FET is composed of parents and educators representing the eleven Title I schools in the district. School level educators nominate parents to represent their school; and the school Principal selects the parents to become members of FET. Members of the FET are responsible for following the tasks:

- Develop, implement and evaluate various components of programs in our Title I Schools. Provide
  parent in-put in the development of plans related to Title I Part A: Section 1112, 1118 under No Child
  Left Behind. Inform the community of the purpose and intent of the law.
- Act as a liaison between the FET and Title I schools, and encourage other parents at their school to become actively involved in leadership committees; such as, School Advisory Council (SAC), Parent-Teacher Student Association (PTSA), Parent-Teacher Organization (PTO), and other school committees and activities.

The Title I Coordinator of Family Engagement organizes and provides leadership for the FET meetings and promotes district family engagement initiatives and best practices such as the Hernando County Parent Academy. The Title I Facilitators, located at each of the Title I schools, oversee parent engagement practices and activities at their sites. FET members attend three meetings at the district office (scheduled for the months of October, January, and April).

Effective parental engagement practices are coordinated and evaluated by each school's Title I Committee. The Title I Committee is a group represented by parents, educators and interested citizens, who help in the **development, implementation** and **evaluation** of the Title I program at the school level. All data collected from surveys, event response forms, and input given by parents at the FET meetings is shared with the schools' Title I committees to maintain open and clear lines of communication, make appropriate decisions about the 95% allocated to the schools and to carry out parent engagement activities.

The Supervisor of Title I ensures that a minimum of 1% of the Title I, Part A funds are allocated towards parental involvement services with 95% going to Title I, Part A schools. Schools use their 95% to support a Family Resource Center and build capacity for strong parent involvement at the school and district level.

This year we are starting a new initiative called the Hernando County Parent Academy, Title I Schools. The goal of the Parent Academy is to engage parents in becoming full partners in their child's education by offering them training, information and assistance. The Parent Academy trainings will be centered around three topics: Home-School Connection to Increase Student Achievement, Parents as Advocates in the New Millennium, and Parent's Personal Growth. The Parent Academy will promote opening the lines of communication between home and school by connecting parents to the resources and information needed to support their child's education.

#### **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 Director of Federal Programs and Academic Services, the Supervisor of the Title I program and the Title I Coordinator of Family Engagement provide leadership, coordination, technical assistance and all other necessary support to the eleven Title I served schools in the district through the following strategies:

- Facilitate through the Family Engagement Team (FET) the development of the district's Parental Involvement Plan; and distribute a summary of such plan to all participating parents under Title I Part A.
- Facilitate at the school level an annual evaluation and review of the district's and school's Parental Involvement Plans in collaboration with the FET and each school's Title I Committee.
- Reserve a minimum of 1% of the Title I, Part A allocation for parental engagement events with 95% going to Title I Part A, schools and facilitate the discussions for their expenditures.
- Conduct monthly meetings with Title I Facilitators to ensure compliance with all the requirements of Section 1118.
- Develop a timeline and a checklist of tasks to assist schools with the development, implementation, and review of district and school parent involvement plans.

Schools' parental involvement plans will be submitted annually to the district office by the month of May and reviewed to by the district Title I Coordinator of Family Engagement to ensure compliance. Feedback and approval will be given back to the schools by the end of June. All schools' plans are expected to be ready for distribution by September 1st of every academic year.

The district Title I leadership (Director of Federal Programs and Academic Services, Supervisor of Title I, Coordinator of Special Programs, Coordinator of Evaluation, Data Analysis and Research, Coordinator of Family Engagement and Title I Facilitators) will continue to assist, monitor and build each Title I, Part A school's capacity for strong parent engagement and ensure compliance by performing the following tasks:

- Ensure that parents are provided with flexible meeting times by school personnel. Title I schools will analyze their Event Response Forms in order to make informed decisions about their parental engagement practices.
- Provide technical assistance in the development and utilization of the School-Parent Compact for Student
  Achievement (Coordinator of Family Engagement developed guidelines and trains school staff in the
  appropriate use of the School- Parent Compact for Student Achievement)
- Provide assistance to Title I schools in order for them to convene annual school meetings to inform
  parents of their school's participation in the Title I program, school's accountability and student
  achievement data (national, state and local educational goals), development of the parent involvement
  plan and their right to be involved. The Coordinator of Family Engagement developed technical
  assistance papers with information and handouts to assist schools with their Title I Annual meeting.
- Provide assistance to parents through the Hernando County Parent Academy Title I Schools on topics such as, improving children's academic achievement, advocacy and effective navigation of school and community resources.
- Provide information to the extent possible, in a language and format easy for parents to comprehend.
   (Coordinator of Family Engagement coordinates with the ESOL Department to assist schools with translations) in addition to contracting with a translator to translate the schools' and district Parental

Involvement Plans and Summaries, School-Parent Compacts for Student Achievement and academic event flyers.

- Encourage parents to visit and take advantage of the educational materials found at the Family Resource Center in their child's school and assist them in supporting their child's academic achievement.
- Encourage parents to participate in district sponsored parent involvement activities such as: FET and the Hernando County Parent Academy Title I Schools.
- Coordinate parent involvement activities with other programs, such as the Adult Education Program, Suncoast Technical Education Center, Title III, ESOL, Homeless Education/Student and Families in Transition SAFI), Exceptional Student Education & Student Services Department, and The Hernando Youth Initiative with Communities in Schools.
- Evaluate the effectiveness of parental engagement activities and practices through surveys, consultation, and parental input. The Coordinator of Family Engagement and the Coordinator of Evaluation, Data Analysis and Research developed a framework on the different ways to collect and discuss with parents the effectiveness of parental engagement practices at the school and district level).
- The Title I Leadership will approve reasonable and necessary expenses associated with parental
  engagement activities, such as child care assistance, transportation, extra duty compensation,
  consultant fees and other related expenses.
- Provide reasonable support to promote effective parental engagement practices and services at the request
  of participating parents in Title I served schools. Parents are afforded the opportunity to provide in-put
  through multiple venues such as: FET meetings, Title I Committees, School Advisory Council meetings,
  Event Response Forms, Parent Input Form, informal visits to the Family Resource Centers and surveys.

### 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)].

Program	Coordination
Title I Pre-K at Pine Grove Elementary School, Head Start Program and the Volunteer Pre- Kindergarten through the Boys and Girls Club	The Parent Academy Team (Coordinator of Family Engagement and the six Parent Academy Liaisons) will provide training opportunities for the parents of students that participate in Title I Pre K program at Pine Grove Elementary School and coordinate services as applicable. The Head Start Director, the Head Start Family Services Workers and the Boys and Girls Club Leadership are invited to become active members of the district Family Engagement Team meetings to encourage collaboration and coordination of parental engagement activities and services in all our Title I schools.
Adult Education and Suncoast Technical Education Center	The Hernando County Parent Academy Team participates in quarterly meetings to coordinate services with the Adult Education Program and other community based organizations. In addition to the meetings, the Parent Academy Team will collaborate with the Coordinator of Adult Education to develop ways to encourage parents to enroll in the Adult Education Program and or Suncoast Technical Education Center.
ESOL Program and Title III and ESOL Adult Education	The Hernando County Parent Academy Team will participate in quarterly meetings to coordinate services with the ESOL Adult Education program and other community based organizations.
ECTAC and other regional technical assistance organizations	The Coordinator of Family Engagement will attend meetings, conferences where technical assistance is provided to assist Title I schools.
Homeless Education	The Homeless Liaison is an active member of the Title I Leadership meetings where all coordination with other programs and services are conducted. The eleven Title I Facilitators assigned to the Title I schools will work hand in hand with the Homeless Liaison to assist with referrals to the program.
Hernando Youth Initiative	The Hernando County Youth Initiative is a team of educators, community-based leaders and businesses that meet monthly to address the needs of Hernando County dropout rate. The Hernando County Parent Academy Team will attend meetings and present at this year's

	Annual Youth and Family Summit and coordinate the Knowing Your Options for High School and Beyond Parent Night.	
Exceptional Student Support Services Department	The Hernando County Parent Academy Team will coordinate services and trainings with the Exceptional Student Education & Student Services Department. To ensure that parents are utilizing all the services and resources that is available to them through ESE and Student Services.	

#### 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 Title I team (FET Parents, Title I Committees, Director of Federal Programs and Academic Services, Supervisor of Title I Programs, Coordinator of Family Engagement, Coordinator of Evaluation, Data Analysis and Research, Parent Academy Liaisons, Title I Facilitators and parents) will conduct several types of assessments to evaluate all the Title I parental engagement sponsored events, activities and trainings using the following strategies:

- Use of the Event Response form, from which the following data is obtained (parent's demographic and student school information such as (race/ethnicity, number of children in public school, participation in free or reduce lunch program, ESOL, ESE and afterschool programs). This form is given to parents to complete after each parental engagement event and/or activity.
- Use of the Parent Survey, given to parents and teachers during the months of January through mid March. The survey gathers information regarding parent and teacher satisfaction at the school level in the following areas: (parent support, parent-teacher communication, student and school assessment information). The results are shared with members of the Title I Committee at the school level during the evaluation process that starts during mid March through the month of May.
- Use of formal and informal comments during parent visits to the Title I Family Resource Centers and other school areas will also be shared with the committees.

All of the data collected from the above instruments are summarized by the district Coordinator of Evaluation, Data Analysis and Research and the Coordinator of Family Engagement. The data is reported to parents via a Data Analysis Report and minutes from the previous meetings; it is distributed during the FET and Title I committee meetings for discussion and in-put. These discussions are on-going since the Title I committee meetings are scheduled monthly with educators and parents. The District FET meetings are held three times a year. This process will ensure the annual evaluation and review of the content and effectiveness of the Title I Parental Engagement Program. This process will also include an assessment of what barriers to parental participation we still need to overcome. Based on the review and evaluation reports the Title I team with the in-put of parents will revise the Hernando County Schools Parental Involvement Plan.

# **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)].

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Parent Leadership- Family Engagement Team Meetings	Parent Academy Team (Title I Coordinator of Family Engagement and Parent Liaisons)	district and school level. The anticipated outcome is to increase parental		Sign-in sheets, handouts, agendas, and presentation materials

educational and	Title I Coordinator of Family Engagement	To opens the lines of communication between home and school by connecting parents to the resources and information needed to support their child's education.  The anticipated outcome is increased student achievement.	rali	Sign-in sheets, handouts, agendas, and presentation materials and formal evaluation of the program
	Title I Coordinator	To assist schools in the execution of their school's Title I Annual Meeting. The anticipated outcome is to increase parents' knowledge about services and programs offered by the Title I program and their right to be involved at their child's school.	Fall	Sign-in sheets, handouts, agendas, and presentation materials and Event Response Forms
Parental engagement activities	Parent Academy	Assist schools in the implementation of their parental engagement activities. The anticipated outcome is to increase parental engagement at the district and school level and increase student achievement.	On-going	Sign-in sheets, handouts, agendas, and presentation materials and Event Response Forms
The position of a Coordinator of Family Engagement	Supervisor of Title I	To support and provide training and technical assistance to school staff and parents. The anticipated outcome is to improve parental engagement practices at the district and school level.	Year around	Personnel Performance Evaluation
iring six Parent and Coordinator of cademy Liaisons Family Engagement		To support and provide training and technical assistance to school staff and parents. The anticipated outcome is to increase parental engagement at the district and school level that improves student achievement.	196 Days	Personnel Performance Evaluation
Leadership and shared decision making	Title I Coordinator of Family Engagement	To develop parent leaders to serve on Title I committees, SAC and other school parent organizations so they can provide input for shared decision making regarding Title I requirements.	Year around	Sign-in sheets, handouts, agendas, and presentation materials and Event Response Forms
Technical support to Parent Academy Title I schools Team		To assist and monitor the eleven Title I schools, through monthly meetings, and school visits. The anticipated outcome is increased parental engagement at the district and school level.	Year Around	Parental Involvement Checklist, Timeline Data Analysis Reports and website checklist for documents
Title I Family Resource Centers checkout and parent support	Title I Facilitators	Provide educational materials and resources to assist parents in supporting their child's academic achievement at home.	Year Around	Family Center Quarterly Report

# **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)].

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Professional development opportunities through	Parent Academy Team	The anticipated outcome is to improve the ability of teachers and school staff to	On-going	Feedback from the Event

scheduled faculty meetings, data chats with school staff and PLCs in the area of opening the lines of communication with parents and fostering their engagement.		work more effectively with parents to increase parent participation in school level activities and increase student academic achievement.		Response Form, Data Analysis Report and Follow –up activity
Family Friendly Front Office and Schools	Team	The anticipated outcome is to improve the ability of teachers and front office staff to work more effectively with parents to increase parent participation in school level functions.	Fall/Spring	Feedback from the Event Response Form, Data Analysis Report and Follow –up activity

### 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: Translators are available for general meetings. If requested standardized documents such as the District Parent Involvement Plan, the School Parent Involvement Plan, and the School-Parent Compact for Student Achievement are made available in English and Spanish. Parents will be informed of meetings and opportunities for involvement in a timely manner. Meetings will be publicized through, school parent groups, on the school website, on the school bulletin board, through school-wide automated telephone messages, backpack notices and social media. The schools are fully compliant with provisions of the Americans with Disabilities Act in terms of physical accessibility to all areas of the campus. Parents requiring additional assistance may call their schools to make arrangements for individual tours or to work with school staff when additional assistance is needed. The Hernando County ESOL program has instituted a process to ensure that all documents that are sent home to parents have a note in the bottom of the page written in Spanish that states if parent/guardian would like the information translated into Spanish to please call the school. All Title I schools are staffed with bilingual personnel to assist 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:

Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
, .	transportation for parent	Supervisor of Title I and the Parent Academy Team	, ·	On going
Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Leadership training through the parents' participation at the Family Engagement Team meetings.	Team	become active in	Three times a year: October, January and April

### **Evaluation of the 2014-2015 Parental Involvement Plan**

### **Building Capacity Summary**

Provide a summary of the activities provided during the 2014-2015 school year designed to build the capacity of parents to help their children [Section 1118(e)(1-2)].

Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
Parent Leadership-Family Engagement Team Meetings	5	65	During these meetings parents are provided with first hand information about effective parental involvement practices to improve academic achievement. The workshops are provided in collaboration with the local and state agencies.
Parent Academy: Parenting classes with a focus on student achievement	12	35	Increase parental involvement at the school level to increase student achievement.
Assist and monitor Title I Annual Meetings at the eleven Title I schools	13	3285	Increase parental involvement at the school level to increase student achievement.
Assist and monitor schools parental engagement trainings and other school functions	79	7723	Increase parental involvement at the school level to increase student achievement.
Provide leadership and monitor Title I parental involvement requirements	11	11	Increase parental involvement at the school level to increase student achievement.
Provide technical support through monthly meeting, and school visits) to all eleven Title I schools and monitor the implementation of the delivery of the information to parents about the Florida Educational Standards, the local assessments including alternative assessments and student achievement reports.	28	11	Increase parental involvement at the school level to increase student achievement.
Family Center checkouts at the eleven Title I Schools	11	2033	Support learning at home to increase student achievement.

# Staff Training Summary

Provide a summary of the professional development activities provided during the 2014-2015 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)].

Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
Modern Parental Engagement in Education	2	68	Improve the ability of parents and teachers to work more effectively to improve student academic achievement.

# **Private School Summary**

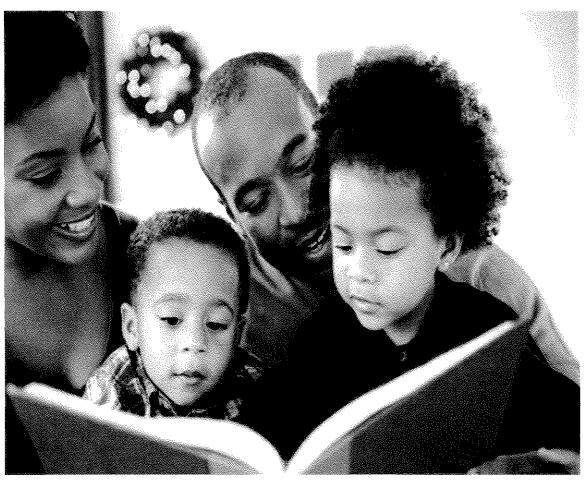
Provide a summary of the parental involvement activities provided during the 2014-2015 school year for private schools implementing a Title I, Part A program [Section 1120(a)(1)].

Content and Type of Activity	Number of Participants	Schools Participating	Anticipated Impact on Student Achievement
Summer Learning Activity Book	28		Helping parents understand the resources available through Title I and Catapult.

### **Barriers**

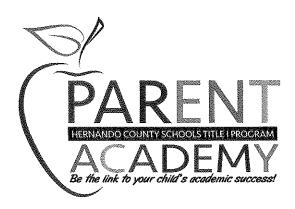
Describe the barriers which hindered participation by parents in parental involvement activities during the 2013-2014 school year. Include the steps the LEA will take during the 2014-2015 school year to overcome the barriers and design more effective parental involvement policies (with particular attention 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)].

Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
School staff lacks interest in the area of Parental Engagement	Trainings will be offered to all eleven schools. The Title I Facilitators at each school will coordinate the training through the Parent Academy Team.



Hernando County Title I Parenta

The goal of the Title I Parental Involvement Plan is to engage parents in becoming full partners in their child's education by offering them training, information and assistance.



Hernando County School Board 919 North Broad St. Brooksville, FL 34601 352-797-7070 Ext. 449 352-797-7139