

State Board of Education

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FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

Pam Stewart  
Commissioner of Education

November 30, 2016

Ms. Angela Heyward  
Lake Wales Charter System  
130 E. Central Ave.  
Lake Wales, FL 33853

Dear Ms. Heyward:

We are pleased to inform you that the Bureau of Federal Educational Programs has received Lake Wales Charter System 2016-17 LEA Parental Involvement Policy.

Please be reminded that the LEA Parent Involvement Policy/Plan must meet all of the requirements outlined in Section 1118 of the Elementary and Secondary Education Act. The LEA is also 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 [Tony.Graham@fldoe.org](mailto:Tony.Graham@fldoe.org), or by telephone at 850-245-9893.

Sincerely,

Sonya G. Morris

SGM/tog

## LAKES WALES CHARTER SCHOOL Title I, Part A Parental Involvement Plan

I, Dr. Jesse Jackson, 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.)

10/17/16

\_\_\_\_\_  
Date Signed



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*Members*  
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## 2016-2017 LEA Parental Involvement Adoption Page

### Lake Wales Charter Schools:

This policy was adopted by the LEA on September 30, 2016 and will be in effect for the period of one year through September 30, 2017. The LEA will distribute this policy to all parents of participating Title I, Part A children on or before October 21, 2016.

A handwritten signature in black ink, appearing to be "J. Padgett", written over a horizontal line.

(Signature of Title I Authorized Representative)

10/17/16

(Date)

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

## LAKES WALES CHARTER SCHOOL Title I, Part A Parental Involvement Plan

I, Dr. Jesse Jackson, 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:

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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 Lake Wales Charter Schools will use each school's School Advisory Council (SAC) as the LEA parent group that will develop the LEA Parent Involvement Policy (PIP) in cooperation with LWCS Leadership Team members. (Every school in the LWCS system is a Title I school.) These groups will be responsible for evaluating and implementing the PIP. LWCS Leadership Team will coordinate technical assistance and training needs.

School Advisory Council (SAC) Members are voted on by parents and staff to serve for one school year. PTO Memberships are available to all parents willing to serve in the Parent Teacher Organization (PTO). Each SAC represents the diversity of the school community it serves. All LWCS schools have active and diverse School Advisory Councils.

The LEA Parent Involvement Policy will be submitted to each SAC to provide review, feedback and evaluation. SAC Members will be given a copy of the PIP draft to review and write their comments and return their copies to the schools' for final review and revisions. Information from the feedback/evaluation process will be used to update the plans annually.

As required by law, the LEA will reserve not less than 1% of the Title I allocation for parental involvement and distribute not less than 95% to the schools served. Each SAC will determine how the parent involvement allocation is spent.

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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:** Each school will designate an administrator or Title I Facilitator with on-site responsibility for all aspects of Title I programs and compliance, including parent involvement and the school PIP. In addition, the LWCS system will identify key employees to assist as Title I trainers and mentors due to their previous Title I experience.

The LWCS Central Office will provide support with parent/community communication through publicity via newspapers, radio, website, social media, and assist individual schools with outreach via parent newsletters, school websites, and ConnectEd phone calls.

The LWCS Title I Director, Title I Facilitators, and other LWCS Leadership Team Members will coordinate annual surveys preparation, data collections, and distribute

survey results to schools.

Title I Director will provide ongoing technical assistance and professional development to all school based leadership teams which will include Title I Part A requirements for parental involvement to assist with increasing student achievement. Title I Facilitator Meetings are scheduled monthly for facilitators from 8:30am to 11:30am along with weekly school site visits by the Title I Coordinator. Facilitators are given notification of all Monthly Title I Facilitator Meetings at first meeting scheduled in August. Reminder emails are sent to facilitators at least one week in advance. Documentation of the monthly meetings along with agendas, and sign in sheets are filed for audit compliance purposes.

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## 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	Title I Part C Migrant	Title I Facilitators will meet with migrant parents to build capacity; provide supplemental and instructional support services to support effective parenting of migrant worker families.
2	Title I Part III ELL	Title I Facilitators will meet with ELL parents to build capacity; information will be provided to parents when possible in their native language and English to encourage parental involvement and develop a line of communication across cultural lines.
3	IDEA	Title I Facilitators will coordinate services with ESE parents/teachers to build capacity
4	PreK Transition	PreK transition activities which include Kindergarten Round-Up and summer activity packets
5	Parent Engagement	LEA provides online information for parents which include but is not limited to explanations of federal programs, upcoming activities, and assesment/curriculum information.
6	Title II Professional Development	Professional Development opportunities are available at all schools through Title II funds.
7	Community Outreach Event	Title I Diector, Title X Liaison, and Migrant Coordinator will invite key community resources to come together to assist families with essential needs.

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## 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:** Parent involvement surveys will be distributed every fall to assist in the evaluation and revision of the LEA Parent Involvement Plan (PIP) and school-level PIPs. Surveys will be sent to each School Advisory Council (SAC) member, and randomly to parents. Year-end results will be reviewed by each SAC and the LEA Leadership Team.

SACs and the LEA Leadership Team will consider all feedback/suggestions and evaluate the effectiveness of the current school-level PIP and LEA PIP, including any barriers and

needs. After review and agreement by SACs the LEA Leadership Team, new strategies and activities based on survey results will be incorporated into the new plans.

## 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	Title I Parent Surveys	LEA Title I Director, School Based Title I Facilitators	Results are used to evaluation and enhance the Title I program and PIP at the school sites to better help meet the needs of parents	On-going	Increase parental support and increased student achievement
2	Parent - Teacher Conferences	School Based Title I Facilitators and Teachers	Teachers will conduct conferences to discuss teacher/parent concerns and student achievement along with grade level expectations.	Throughout the school year	Conference Logs kept by school based facilitators.
3	Parent Involvement Nights	School Based Title I Facilitators and school staff	Increase parental involvement and give parents tools to assist with student achievement	Throughout the school year	Sign in sheets and feedback from parents
4	Student agendas and planners are issued by the LEA as a direct contact between the schools and homes of the students.	LEA Title I Director, School Based Title I Facilitators, Classroom Instructors	Teachers and parents will share a direct line of communication through the students' planners and agenda books	Throughout the school year	Increase in parental support and feedback from both parents and teachers

## 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	PIP requirements at each school & implementation of PIP	Asst Principal and Title I Facilitator	PIP written in DOE school format/implementation meets section 1118	Ongoing	Completion of school-level online PIP
2	PIP requirements at each school & implementation of PIP	Asst Principal and Title I Facilitator	Increased understanding of PIP according to section 1118, and increased parental involvement in schools	Ongoing	SAC agendas, minutes, lists of all school activities

3	Capacity of parents to understand how they can be involved and partner with schools to increase student achievement	Asst Principal and Title I Facilitator	Increased understanding of strategies to build capacity of parents to partner with schools to increase student achievement	Ongoing	Increase in AMOs percentage met at each school site
4	Capacity of parents to understand how they can be involved and understand curriculum, assessments, and proficiency levels	Guidance counselors, academic intervention coaches and/or Title I Facilitators	Increased capacity building in parents regarding parent involvement	Ongoing	Parent survey results
5	SIP Meetings	Title I Director and school based leadership teams	Assist principals and school staff with planning, professional development activities, and set goals based on data.	August 2016	Evaluations and SIP Plans
6	Public Relations Training	Community Outreach Coordinator	Assist with parent outreach by giving staff members tools to communication effectively with both parents and community members.	Ongoing	Sign sheets and increase in publicity at the school level.
7	Epstein's School and Community Partnerships	Title I Director and School Based Title I Facilitators	Improve student achievement and strengthen parent involvement	Throughout school year	number of followup responses and increase in parental involvement

## 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:** Our LWCS schools use both conventional and unconventional strategies to communicate with parents, including but not limited to the following:

- Parent meetings, family events, and trainings. (often with on-site translators, & Talk System)
- Strong publicity program in local newspapers.
- School signs
- ConnectEd phone calls (dual languages)
- Teacher & school newsletters (backpack and direct mail) in dual languages.
- School & LWCS websites
- Social media (our LWCS facebook page has more than 1,050 active friends - mainly students & parents receiving regular information about happenings in our schools)
- School administration and/or staff will make home visits when needed to assist parents with various needs.



## 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	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)];	Providing refreshments, language assistance, child care may be provided using Title I funds	School based Title I Facilitators	Parents will acquire resources and tools to help with student achievement at home.	Ongoing
2	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	Flexible meeting times.	School Based Leadership Team	Parents will acquire resources and tools to help with student achievement at home.	Ongoing

## 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 offered to help build the capacity of parents improve their children academic achievement [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 Parent Surveys	3600	2624	Parents opportunity to give feedback
2	Parent Teacher Conference	1948	1922	Parents and teachers meet to collaborate regarding student achievement expectations
3	Parent Involvement Nights	24	750	Academic nights to allow parents to partner the teachers and students to ensure students' academic success

### Staff Training Summary

Provide a summary of the professional development activities provided 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	PIP requirements at each school & implementation of PIP	8	200	PIP written in DOE school format/implementation meets section 1118
2	Capacity of parents to understand how they can be involved and partner with schools to increase stud	19	120	Increased understanding of PIP according to section 1118, and increased parental involvement in schools
3	Monthly Title I Parent Meetings	8	60	Assisting school based leadership with tools needed to ensure parents can assist students at home.

### Private School Summary

Provide a summary of the parental involvement activities provided for private schools implementing a Title I, Part A program [Section 1120(a)(1)]

☒ Not Applicable

### 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 upcoming 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	Parents lack the background knowledge of information	More information given to parents on a regular bases such as newsletters, website, and fliers
2	Language	Offer information in parents' native language and translators at school events
3	Sport Activities	Coordinate with area sport teams to emphasize to parents the importance of school related activites
4	Transportation	Offer flexible meeting at alternate locations

### Best Practices (Optional)

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