

## HIGHLANDS Title I, Part A Parental Involvement Plan

I, Wally Cox , 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 LEA will establish a district-wide Parent Advisory Council (DSAC). Each school asks for a parent representative from its own Parent Advisory Council. That representative will then attend the six District School Advisory Council (DSAC) meetings. The reps will bring concerns from the schools to the DSAC meetings as well as voice concerns during the DSAC meetings. After the DSAC meetings, the representative will return to the school's Parent Advisory Council meeting to report on previous concerns voiced to DSAC as well as new concerns, policies, or information. The input from the parents will be documented in the DSAC notes which are mailed out to parent members, principals, administrator of Student Services, Elementary and Secondary Curriculum, Assistant Superintendent of Curriculum, and the Superintendent.

\*The LEA will work in consultation with the members of the District Parent Advisory Council in the development of a written parent involvement plan.

\*The LEA will involve members of the DSAC in the development, implementation and periodic review of the LEA plan.

\*Members of the DSAC will determine how funds reserved for parental involvement will be spent.

\*Membership of the district-wide Parent Advisory Council is comprised of representatives from each school in the LEA.

\*Each school will organize a school Advisory Council (SAC) made up of an equal proportion of parents, reflecting the demographics of the school, to employees, which will serve as the decision-making body of the school.

\*The council will meet quarterly to develop, review and offer suggestions for improvement of the School Improvement Plan.

\*The council will review data, discuss strategies implemented, and evaluate progress made by students.

\*All Highlands County Title I schools shall jointly develop with and distribute to parents a link to our LEA's Parental Involvement Plan and/or have written copies available in each school's front office, agreed upon by the parents that it meets Title I parental involvement requirements and is made available to all parents in the local community. The schools shall conduct an annual review (with parent representation) to determine the effectiveness of their parental involvement practices and policies in improving student academic achievement and school performance.

\*The District Title I office will offer the Title I schools technical assistance in creating their policies by providing an electronic parental involvement plan template that addresses the Title I requirements for parental involvement.

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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 Title 1 Resource will meet regularly as needed with principals to provide technical assistance.

\*The district's email system will be utilized to provide efficient communication between site based administrators and district administrators.

\*LEA provides social workers to work with area schools as a support to parents and students. The social worker makes home visits at the request of the schools. LEA is available to social worker if there are any concerns. The social workers suggest that early involvement with parents on the elementary level helps improve attendance with students.

\*The district will allocate Title I funds earmarked for parental involvement activities.

\*The Title I Resource will visit Title I participating schools to offer assistance and support of parental involvement activities.

\*The district will allocate professional development funds to Title I schools to assist schools in attending state conference and regional workshops.

\*All Title I schools will be required to convene an Annual Meeting, at a convenient time, to which all parents shall be invited and encouraged to attend. The purpose of the annual meeting is to distribute and discuss the District and School Parental Involvement Policies and Plans; to explain to parents what it means to be in a Title I school, including an explanation of the parental involvement requirements; to give availability notification and invite input into the individual School Improvement Plan and Title I Part A plan.

\*All Title I schools shall jointly develop and annually review with parents, a School-Parent compact that outlines how parents, the entire school staff and students will share the responsibility for improved student academic achievement and the means by which the school and the parents will build and develop a partnership to help children the state's high standards. Every parent should have an opportunity to participate in the drafting of the compact.

\*The school will conduct, at least annually, one parent-teacher conference during which the compact shall be discussed as it relates to the individual child's achievement.

\*LEA provides a translator for Title 1 Annual meetings, Migrant Parent Meetings, and ELL Parent Meetings. Migrant Recruiters also accompanied parents to some parent/teacher conferences.

\*The LEA will use a variety of ways to communicate to parents including the District website which has links to all the schools' websites.

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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	District School Advisory Council	This Parent Advisory Council represents each school in the District. The DSAC reviews Code Of Conduct, Student Progression Plans, Parent Involvement Plans, and other items of concern.
2	District Parent Advisory for Advance	This Parent Advisory Council is actively involved in the support and increasing the advanced academic program.

	Academics	
3	IDEA	Supplemental instructional support provided by Federal funds will be discussed with parents during the development of the Students' IEP.
4	Exceptional Students Education	This Parent Advisory Council is actively involved in reviewing parent educational activities and strategies.
5	Migrant Parent Advisory	The Migrant Parent Advisory is actively involved in reviewing parent educational activities and strategies, as well as student instructional programs.
6	Homeless	Students Services coordinates with Title 1 Part A to provide resources (school supplies, social services referrals) for students identified as homeless under the McKinney-Vento Act to eliminate barriers for a free and appropriate education(FAPE).
7	VPK	These programs are provided and facilitated through the district each summer at a school location in each community for families of all eligible incoming kindergarten students not previously served in the private sector.
8	Title VI	Title VI provides for our Career Academy at South Florida State College which gives students vocational opportunities as well as academic education.
9	Adult Education	Adult Education programs are provided at South Florida State College. Numerous vocational programs, college level courses, and community interest workshops are available.
10	Nutrition Programs	LEA participates in the federal Free/Reduced lunch program and the free breakfast for all students program. Snacks are also provided for afterschool care and afterschool tutoring programs. Summer food programs are provided at various school sites and community locations. The USDA fruit and vegetable grant will also be provided at Fred Wild Elementary School.
11	SAI	SAI funds will be coordinated with Title I funds to provide summer school for Level 1 readers.
12	Title III	Supports activities to assist students become proficient in English, supports teacher professional development in ELL strategies, parent involvement, and education.
13	Title II	Provides for teacher professional development and supports all teachers and paraprofessionals to be highly qualified.
14	Title I Part A	Will provide funds to all district Title 1 schools, in a school wide project format, to target academic assistance to all students, professional development for teachers and parent involvement activities. This grant is also the funding source for implementing the requirements of NCLB which have not been waived by the FLDOE's waiver.
15	Title I Part C, Migrant	Provides services to migrant students (PreK-12) and their families. The primary goal of the Migrant program is to improve academic performance of migrant students, and provide health and guidance to them. The Migrant Early Childhood Program serves 3 & 4 year old children in a full time preschool program, focusing on readiness activities. Parent involvement and education is an integral part of the Migrant Program.
16	ELL	The ELL Parent Advisory Council is actively involved in reviewing parent education activities and strategies, as well as student instructional programs and strategies. Title I, Part A, Title I, Part C and Title III staff collaborate to provide quarterly parent education activities. Topics covered include, but are not limited to, acculturation, helping your child in school, English language acquisition, FCAT standards, graduation requirements and post secondary career opportunities.

## 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 District Federal Programs Office will be responsible for the Annual Survey's joint development, distribution and review of the findings. The District School

Advisory Committee(DSAC) will be comprised of parent volunteers from each Title 1 and non Title 1 schools. These parents are members of the individual school's School Advisory Committee(SAC). Individual SAC members bring concerns and feedback from the schools to the DSAC. Parents on DSAC are encouraged to voice concerns and ask for follow up and data.

\*The District Parent Involvement Plan will be evaluated annually at the District Parent Advisory Council which is also known as District School Advisory Committee(DSAC) during a District School Advisory Council meeting.

\*The chairman of DSAC working with the Federal Programs Resource will be responsible for leading this evaluation. The parents will be given a copy of the submitted PIP in the October Meeting. Parents will be notified by mail of the Parent Involvement Plan review in the March meeting. The DSAC will be given a copy of the PIP at the February DSAC meeting. During the March meeting, the Federal Programs Resource will go step by step through the Plan. Concerns and questions will be addressed in each sections. Members will make corrections or additions to the PIP. This will be recording in the DSAC minutes.

\*Data will be reviewed from District Migrant and ELL Parent Meetings held in October, January, and April. Numbers for growth will be presented. These numbers will be presented to the DSAC meeting in March when the PIP is reviewed and revised. Members of DSAC will represent each school in the District. The results of the data will be reviewed and revisions will be used to improve parent involvement.

\*Parents will have an opportunity and will be encouraged to complete an evaluation.

\*The evaluation instrument will be sent home to allow parents to have an opportunity to evaluate the plan through the DSAC committee.

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## 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	District Parent Advisory Council for Special Needs Students	Saundra Bass	Incorporate and advise parents of the different programs available for special needs students.	February/March 2014	Parent Surveys; meeting minutes
2	District Parent Advisory Council for Special Needs Students	Saundra Bass	Incorporate and advise parents of the different programs available for special needs students.	April/May 2014	Parent Surveys; meeting minutes
3	District Advanced Academic Parent/Administration Committee	Dr. Ruth Heckman	AVID program for advanced academic students	September 2013	Meeting notes
4	District Advanced Academic Parent/Administration Committee	Dr. Ruth Heckman	Opportunities for advanced academic students	October 2013	Meeting notes
5	District Advanced Academic Parent/Administration Committee	Dr. Ruth Heckman	Opportunities for the advanced academic students	January 2014	Meeting notes

6	District Advanced Academic Parent/Administration Committee	Dr. Ruth Heckman	Support and increase the advanced academic program	February 2014	Meeting notes
7	District Advanced Academic Parent/Administration Committee	Dr. Ruth Heckman	Support and increase the advanced academic program	April/May 2014	Meeting notes
8	District Parent Advisory Council for Special Needs Students	Saundra Bass	Incorporate and advise parents of the different programs available for special needs students.	December 2014	Parent Surveys; meeting minutes
9	District Parent Advisory Council for Special Needs Students	Saundra Bass	Incorporate and advise parents of the different programs available for special needs students.	October 2013	Parent Surveys; meeting minutes;
10	District School Advisory Council	Debbie Wood	Programs that Title 1 has to support student learning	October 2013	Parent Attendance and sign in sheets and meeting notes
11	Migrant Parent Advisory Council	Debbie Wood	Continue student learning in the summer	March/April 2014	Advisory parents will review the surveys from the large parent meetings. meeting notes
12	Migrant Parent Advisory Council	Debbie Wood	Reporting on FCAT and student achievement and how to increase it	January/February 2014	Advisory parents will review the surveys from the large parent meetings. meeting notes
13	Migrant Parent Advisory Council	Debbie Wood	Increasing parent involvement in homework	November 2013	Advisory parents will review the surveys from the large parent meetings. Meeting notes
14	ELL Parent Advisory Council	Andrew Lethbridge	Explaining FCAT and student achievement	Winter 2014	Parents' ability to understand the FCAT and student achievement/ Parents monitoring student performance
15	ELL Parent Advisory Council	Andrew Lethbridge	Reporting to parents how their involvement helps student achievement	Fall 2013	Parent sign in sheets & minutes from meeting
16	Migrant/ELL Parent Meeting	Debbie Wood	A translator will explain the importance of continuing learning in the summer. LEA will supply books and workbooks for parents to use for the summer learning.	March/April 2014	Parents are more informed of the need to summer learning, and parents will monitor children to complete their workbooks.
17	Migrant/ELL Parent Meeting	Debbie Wood	A translator will present information on	January 2014	Parents will understand how

			the important of the FCAT and strategies to improve student achievement on the FCAT. The CELLA assessment will also be explained and the importance of students' doing their best is needed.		their help in the home can improve their child's FCAT scores. Parents will monitor the FCAT and CELLA scores.
18	ELL/Migrant Parent Meeting	Debbie Wood	A translator will present tips and strategies to work with their students at home. This increase of parent involvement in students' homework should improve student's grades and achievement.	October 2013	Parents will understand how their help in the home can improve grades. Parents will monitor grades.

## 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	Train the Trainer/Importance of Parental Involvement	Federal Program Director	Better Parental Involvement increases Student Achievement	Fall 2013	Increase in parent involvement
2	Train the Trainer/Annual Title 1 Mtg	Federal Program Director	School awareness of services available for student improvement	August/September 2013	Increase in student participation in services

## 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 LEA will provide oral translators at parent workshops and provide written documents that are translated into other languages to ensure that information related to the school and parent-programs, meetings and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language the parents can understand.

\*LEA will ensure that parents with disabilities will have access to parental involvement activities and/or services by assuring that the activity or service is accessible and welcoming. In large rooms provide loud speakers for adequate communicating.

\*LEA has Rosetta Stone to allow teachers to learn a second language in the summer to communicate and interact with parents.

\*LEA provides resources to the schools on a need basis to translate documents into the home language. LEA also communicates on a level of reading which will meet the needs of the majority of parents.

\*The LEA will also use alternative means to inform and communicate to parents such as ConnectEd (a district School wide phone system) and by posting information and events on district and school websites. The LEA also encourages the schools to use technology in communicating with parents.

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## 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

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## Upload Evidence of Input from Parents

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

[Uploaded Document](#)

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## Evaluation of the 2012-2013 Parental Involvement Plan

### Building Capacity Summary

Provide a summary of the activities provided during the 2012-2013 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	ELL/Migrant Parent Meeting	3	169	A translator will present tips and strategies to work with their students at home. This increase of parent involvement in students' homework should improve student's grades and achievement.
2	Migrant/ELL Parent Meeting	3	138	A translator will present information on the important of the FCAT and strategies to improve student achievement on the FCAT. The CELLA assessment will also be explained and the importance of students' doing their best is needed.
3	Migrant/ELL Parent Meeting	3	132	A translator will explain the importance of continuing learning in the summer. LEA will supply books and workbooks for parents to use for the summer learning.
4	ELL Parent Advisory Council	1	1	Reporting to parents how their involvement helps student achievement
5	ELL Parent Advisory Council	1	2	Explaining FCAT and student achievement
6	Migrant Parent Advisory Council	1	6	Increasing parent involvement in homework
7	Migrant Parent Advisory Council	1	6	Reporting on FCAT and student achievement and how to increase it
8	Migrant Parent Advisory Council	1	6	Continue student learning in the summer
9	District School Advisory Council	1	16	Programs that Title 1 has to support student learning
10	District Parent Advisory Council for Special Needs Students	1	11	Incorporate and advise parents of them of the different programs available for special needs students.
11	District Parent Advisory Council for Special Needs Students	1	12	Incorporate and advise parents of them of the different programs available for special needs students.
12	District Parent Advisory Council for Special Needs Students	1	12	Incorporate and advise parents of them of the different programs available for special needs students.
13	District Parent Advisory Council for Special Needs Students	1	10	Incorporate and advise parents of them of the different programs available for special needs students.
14	District Advanced Academic Parent/Administration Committee	1	7	High School program for advanced academic students
15	District Advanced Academic Parent/Administration Committee	1	5	Middle School program for advanced academic students
16	District Advanced Academic	1	6	Elementary school programs for the advanced academic students

	Parent/Adminstration Committee			
17	District Advanced Academic Parent/Adminstration Committee	1	5	Support and increase the advanced academic program
18	District Advanced Academic Parent/Adminstration Committee	1	1	Support and increase the advanced academic program

## Staff Training Summary

Provide a summary of the professional development activities provided during the 2012-2013 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	Train the Trainer/Importance of Parental Involvement	1	10	Better Parental Involvement increases Student Achievement
2	Train the Trainer/Annual Title 1 Mtg	1	10	School awareness of services available for student improvement

## Private School Summary

Provide a summary of the parental involvement activities provided during the 2011-2012 school year for private schools implementing a Title I, Part A program [Section 1120(a)(1)].

count	Content and Type of Activity	Number of Participants	Schools Participating	Anticipated Impact on Student Achievement
1	Annual Title 1 mtg	18	1	Student achievement and awareness of Title 1 program
2	Annual Title 1 mtg	19	1	Student achievement and awareness of the Title 1 program

## Barriers

Describe the barriers which hindered participation by parents in parental involvement activities during the 2012-2013 school year. Include the steps the LEA will take during the 2013-2014 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	Economically Disadvantaged Parents and Students	At some of our LEA meetings, books are distributed to students and families. This usually creates excitement for new books.
2	Language barrier	Our Haitian Creole population is not very large, but some parents have been attending our parent meetings. The LEA provided a Haitian Creole interpreter for these families.

## Best Practices (Optional)

Describe the parental involvement activity/strategy implemented during the 2012-2013 school year the LEA considers the most effective. This information may be shared with other LEAs as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
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