



State Board of Education

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

Pam Stewart  
Commissioner of Education

December 12, 2014

Elena Garcia  
Manatee County School District  
215 Manatee Ave. W  
Bradenton, FL 34205

Dear Ms. Garcia:

We are pleased to inform you that Manatee 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

## MANATEE Title I, Part A Parental Involvement Plan

I, Mr. Rick Mills, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

### Assurances

- The LEA will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children;
- Consistent with Section 1118, the LEA will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1118(b) of the ESEA, and each includes, as a component, a school-parent compact consistent with Section 1118(d) of the ESEA;
- The LEA will incorporate this LEA-wide parental involvement policy into its LEA Plan developed under Section 1112 of the ESEA;
- In carrying out the Title I, Part A, parental involvement requirements to the extent practicable, the LEA and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and to the extent practicable, in a language parents understand [Section 1118(f)];
- If the LEA Plan for Title I, Part A, developed under Section 1112 of the ESEA is not satisfactory to the parents of participating children, the LEA will submit any parent comments with the plan when the LEA submits the plan to FDOE;
- The LEA will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools, after equitable provisions have been provided to participating private schools;
- The LEA will be governed by the statutory definition of "parental involvement" defined in Section 9101 (32), and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition; and

---

### Signature of Superintendent or Designee

(Note: If this certification is signed by a designee, then the letter authorizing this person to sign in place of the Superintendent must be included with this request.)

Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** The School District of Manatee County promotes and supports active family involvement and engagement activities that enhance the learning process for the purpose of improving student achievement. The family/parent involvement procedures include strategies to enhance home/school communication, to promote responsible parenting, to define the families integral role in assisting student learning, to provide family engagement activities and to identify community resources designed to strengthen

home/school programs. Parents are encouraged to participate as decision makers of school based planning teams, local parent groups, and the LEA parent advisory committee.

---

## 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 has established Community Engagement Forums (CEF) to provide parents with educational information to help parents become more informed about school-related topics, such as standards, state testing, ESE service, etc. The Parent Task Force (PTF) has also been established to act as an additional link between the district, parents, and community engagement. The District Advisory Council (DAC) provides SAC training and technical assistance to school-based SAC representatives and principals. The DAC also reviews and offers input on the district budget and School Improvement Plan (SIP).

The School District of Manatee County (SDMC) created a Title I Parent Involvement Team that meets twice a year. The committee is comprised of parent leaders including but not limited to Title I DAC representatives, SAC/ PTA members, representatives from programs including English Language Learners, VPK, Head Start, HIPPY, Extended Day, Take Stock for Children, ESE, Migrant and other community members. The committee provides input into the development, implementation and evaluation of the LEA plan and Parent Involvement Policy. The Parent Involvement Team reviews the parent assessment needs data, projected parent involvement activities, and the use of parent involvement funds. Once the plan is approved the TI PIP brochure will be sent to schools and posted on the district website. The brochure has a comment form that parents complete and return. The comments are used to assist in the review, implementation, and evaluation of the PI plan at both the LEA and school level.

Each SDMC Title I school develops their Parental Involvement Policy (PIP) in collaboration with parents via the School Advisory Council (SAC), parent evaluation data, and/or parent focus groups. The SDMC ensures that each Title I schools meets with their SAC committee regularly and solicits input for the school-based parental involvement plan/policy. Parents are invited through invitations and flyers, and reminders are posted on the school marquees and websites, as well as through mass telephone notifications.

The Title I Team reviews and considers each school-based PIP as an integral part of the PIP planning process. The PIP will subsequently be shared and reviewed with the Title I schools' SAC committees in an effort to receive additional input and approval from parents and other stakeholders. The SDMC receives input in a variety of ways including the collection and analysis of the aggregated data of parent workshops and the annual Title I Parent Evaluation.

Parent surveys will be distributed in the spring and the results analyzed to evaluate school needs. Decisions involving the use of Title I Parent Involvement Funds at the

school level will be made during the Spring 2014 Title I Planning Session and is updated Spring 2014 based on the school-level School Improvement Plan (SIP), additional parent program data, and other stakeholder input.

All Title I Schools receive training and information on ways to include parents in the school process, including school improvement. Training also includes gaining a thorough understanding of parent involvement requirements for the LEA and the school. Quarterly trainings are held in Oct 2014, Jan 2015, Feb 2015, and May 2015. The LEA parent advisory council will meet twice this school year, Fall 2014 and Spring 2015.

---

## Technical Assistance

Describe the actions the LEA will take to provide coordination, technical assistance, and other support necessary to assist Title I, Part A schools in planning and implementing effective parental involvement activities which build the capacity of parents to improve the academic achievement of their child and overall school performance [Section 1118(a)(2)(B and C) and 1118(e)(1-14)]. Include a description of the process the LEA will use to review the school-level PIP to ensure compliance with all requirements of Section 1118 [34 CFR 200.30(e)]. Include information on how the LEA will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

**Response:** The School District of Manatee County will provide the following coordination, technical assistance and other support to the Title I Schools:

Each Title I school will establish a Parent Involvement Team (PIT) led by a Parent Involvement Contact. Quarterly meetings with Parent Contacts will be held to assist schools with meeting the requirements for their PI program, to effectively measure PI activities, to model effective parent meetings and activities, to inform about PI and community resources available to schools, and to share information to build a network of resources across schools.

The Title I Coordinator and Specialists will provide information, resources and support to schools to enhance their abilities in working with parents. We will coordinate with other Federal Program staff to support the Title I Schools' parent involvement initiatives through planning, resources, and/or attendance. We will also assist schools with the creation of model family information areas that provide a variety of current materials for families.

The Federal Programs Director, Title I Coordinator and Title I Specialists will hold quarterly *Principal's Meetings* to provide technical assistance and model effective parent involvement practices. Additional information and support to principals will be available as needed. Phone calls, emails, and an electronic resource page will be used to share and offer on-going support to principals and their Parent Involvement Teams.

The Title I Coordinator and Specialists will review each school level PIP in the fall of 2014 to ensure compliance and to encourage activities that provide meaningful opportunities for parents to support their child's educational needs. These activities will be logged and aggregate data will be analyzed with the school PIT to measure the effectiveness of the parent involvement activities.

In addition, an electronic resource will be available to support the Title I schools. There will be information on school data, Title I compliance and updates, parent involvement resources, model workshops, sample presentations and other templates, community resources, etc. There will also be an area for sharing best practices across schools.

---

## 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 II	Professional development will be provided to schools to support the professional development needs of the staff related to parents involvement under Domain 4 of Danielson's Framework for Teaching (FFT) which includes "communicating with families"; Coordination between District Advisory Committee and Title I Parent Involvement Team
2	Take Stock in Children	Collaborate to provide parent and staff awareness of the program.
3	Manatee Choice Options	Collaborates to provide information and opportunities for families including the parent guide.
4	Title III & Title I, Part C (ELL/Migrant)	Collaborate with home school liaisons regarding parent involvement; collaborate PI activities across Title grants
5	Homeless	Collaborate with FELT, the One Stop Shop and Project Heart to provide supplemental academic resources and support for eligible families through conferencing with parents during the intake process.
6	School Improvement	Coordinate with the SI Director and Specialists to get input from the District Advisory Council whose Title I members will serve as the Parent Involvement Team for PIP input.
7	Church Leaders	Collaborate with Manatee Religious Services and other church leaders to make schools aware of the services offered.
8	HIPPY	Collaborate with the HIPPY office to make Title I schools aware of the services offered.
9	District Family/Community Involvement & Parent Information Center	Collaborate and increase communication to become aware of and support services offered to parents
10	VPK, Head Start	Collaborate with the VPK and Head Start office to coordinate parent involvement efforts and raise awareness of the importance of PI at an early age.
11	Adult Education	Participates in the District committee and provides information regarding career opportunities for families, English and GED information.

---

## Annual Evaluation

Describe the actions the LEA will take to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the academic quality of the Title I, Part A schools [Section 1118(a)(2)(E)].

**Response:** The School District of Manatee County will use a variety of data gathered from the Parent Involvement Committee meetings, the Title I Parent Evaluation Survey, and the aggregate data from the school parent workshop surveys to evaluate and improve the policy. The Parent Evaluation Survey will be distributed in Spring of 2015 and the schools will collect PI activity data throughout the year. The review process, of the existing PIP, will begin in April and this will help inform necessary changes to the PIP.

Data from the Parent Evaluation Survey will be disseminated to the schools and the Parent Involvement Teams will review the data and evaluate the school PIPs for effectiveness on student achievement. Recommendations for modifications will be made at this time.

## 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	Parent Involvement Contact Technical Meetings	Title I Staff	Higher levels of staff understanding of parent involvement correlates to higher student achievement	Quarterly	evaluation form and needs assessment data
2	Parent Involvement Technical Assistance at Title I Principals' Meetings	FP&G Director and Title I Staff	The alignment of the school and district policies with Title I requirements allows for increased parental involvement which supports student achievement	Quarterly	Sign-in, agendas, participant feedback
3	Title I Parent Involvement Team will meet twice a year	Title I Staff	Higher levels of understanding of parent involvement correlates to higher student achievement	2x	comment feedback page and recommendations
4	Technology including District website posting parent workshops/power points, and binders	Title I Staff	Higher levels of staff understanding of parent involvement correlates to higher student achievement	ongoing	online survey
5	FOCUS	School Sites	Parents are able to access current information relative to their child's	ongoing	results

			academic performance		
6	SAC Training	School Improvement Director/DAC parent members	The alignment of the school and district policies with Title I requirements allows for increased parental involvement which supports student achievement	Fall 2014	agenda; email invite; sign-in sheets
7	Community Engagement Forums	SDMC's Community and Family Involvement Department	The alignment of the school and district policies with Title I requirements allows for increased parental involvement which supports student achievement	ongoing (6-8 per year)	agenda, flyers, sign-in

## 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	Web-based tool-kit for Title I PI Teams with PI resources and compliance checklists and recommendations	PI Coordinator, Principal or designee	*Higher levels of staff to parent involvement correlate to higher student achievement	ongoing	Individual feedback/web link
2	Technical assistance the use of the new school PIP template	TI District Staff	Provide participants with guidance on use of data to develop activities for parent that will improve student achievement	Summer/Fall	PIP rubric
3	TI parent involvement compliance workshop. Principals and/or PI contacts will be provided with training that will help them implement an effective parent involvement program	PI Coordinator	Standards and requirements for schools to implement communication strategies for parents that support student learning	Summer	Review school PIP, PI Attestation
4	Creating Parent Friendly Schools & Volunteer Opportunities PD	TI District Staff	Improve the ability of TI schools to work effectively with parents by providing examples of best practice	November	Sign-in sheets, agenda, handouts, evaluation forms
5	Learning at Home: How to Help Your Child Succeed in School	TI District Staff	Improve the ability of TI schools to work effectively with parents by providing examples of best practice	January	Sign-in sheets, agenda, handouts, evaluation forms
6	Connecting Families and the Community to Help Students Grow	TI District Staff	Improve the ability of TI schools to work effectively with parents by providing examples	March	Sign-in sheets, agenda, handouts, evaluation forms

## 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:** Each Title I school will receive a draft of the PIP. Input on the PIP will be solicited from the District Advisory Committee. A summary of the final PIP will be developed and sent to each Title I school. The PIP will include information regarding the availability of accommodations and/or assistance to those parents with special needs. The PIP and summary will be housed in the school office or school resource center and be available to parents in English and Spanish. The PIP will also be posted on the District Title I Website.

Written communication regarding Title I parent involvement programs will be provided in English, Spanish, and other languages when necessary and feasible.

Translators will also be available at parent meetings and schools to ensure parents are fully able to access information and participate in school meetings and events. Translation devices that assist with oral interpretation during parent events are available and will be utilized at parent meetings and functions. Additional translation opportunities will be available through coordination with Manasota Lighthouse for the Blind and the Community Center for the Deaf and Hard of Hearing.

The LEA has acquired an automated telephone service and an on-line student tracking system that are available to 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:

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)];	parent workshops; Parent Academic Collaboration Team (PACT)	TI District Staff	Help parents to understand the importance of literacy tools in order to help their children understand and improve literacy student	Ongoing in support of literacy events at the TI schools



				achievement	
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)];	childcare during parent involvement meetings and conferences	TI School Staff	Increase attendance at PI activities which lead to higher levels of academic success	Ongoing
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	establish a model (SAC/PTO) for parental involvement at participating TI schools; DAC SAC Training	TI District Staff	Higher levels of parent involvement have a direct correlation to positive student achievement	Ongoing
4	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)];	parent workshops at the TI school sites; identifying time from survey data; report card conference nights (2x year and as requested by parent or teacher)	TI District Staff	Higher levels of parent involvement correlate to higher student achievement	Two times a year
5	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)];	Establish PACT model	TI District Staff	Higher levels of parent involvement correlate to higher student achievement	On-going
6	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	Parent Advisory Committee	TI District Staff	Higher levels of parent involvement correlate to higher student achievement	Twice a year
7	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Ongoing training	TI District Staff	Higher levels of parent involvement correlate to higher 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	FACT (Families & Community Together)	1	25	Strengthen student achievement through families & community by identifying expectations and program outcomes for Title I parental involvement, ESOL, Immigrant and Migrant Programs
2	Parent workshops at school sites based on needs assessment and academic data-attendance varied.	48	500	Higher levels of parent understanding correlates to higher student achievement

### 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	Staff Training about the importance of parent involvement( done for 23 school sites)	1	23	Higher levels of staff understanding of parent involvement correlates to higher student achievement
2	Staff Training (done for 23 school sites)	1	15	Provide participants with materials and opportunities that will support parent engagement.
3	Quarterly monitoring at each school site for admin and PI contacts	100	50	Higher levels of staff understanding of the importance of parent involvement and documenting it leads to higher student achievement-tech. assistance

### 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	Annual Title I Meeting	26	6: St. Joseph Catholic, Sunshine, Edison, West Coast Christian, Peace Lutheran, Broach School	To strengthen bond between TI and student academic successes
2	Reading w/ Children at Home	2	Peace Lutheran	To improve reading academics and foster love of reading

3	Summer Activities @ Home	18	2: Broach, Sunshine, St. Joseph	To help bridge the "summer lag" in academics.
---	--------------------------	----	---------------------------------	---

## 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	Workshops conflicts with family responsibilities of economically disadvantages parents	Offer free child care and transportation for parents
2	Lack of parent volunteers at schools	Offer parents more volunteering opportunities; identify and address specific barriers to parent involvement
3	Learning opportunities at home	Start Parent Academic Collaboration Teams (PACT); Offer more options for workshops for learning at home and parents helping the students to do so
4	Community Collaboration	Reach out to more community partnerships; share more community resources with parents
5	Lack of communication	Offer more opportunities to use translation services from schools and district personnel

## Best Practices (Optional)

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

(Optional)

count	Content/Purpose	Description of the Activity
-------	-----------------	-----------------------------