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John R. Padget, *Vice Chair*
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Gary Chartrand
Tom Grady
Rebecca Fishman Lipsey
Michael Olenick
Andy Tuck

October 28, 2016

Ms. Elena Garcia
Manatee County School District
2501 63rd Ave. East
Bradenton, FL 34203

Dear Ms. Garcia:

We are pleased to inform you that the Bureau of Federal Educational Programs has received Manatee County's 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, or by telephone at 850-245-9893.

Sincerely,

Sonya G. Morris

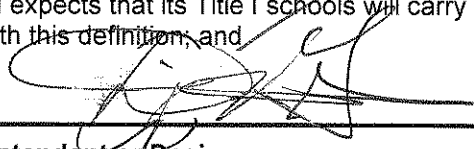
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MANATEE Title I, Part A Parental Involvement Plan

I, Dr. Diana Greene, 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



10-5-16

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



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2016-2017 LEA Parental Involvement Adoption Page

LEA or District Name: *Manatee*

This policy was adopted by the LEA on 09/30/2016 and will be in effect for the period of one year through 09/30/2017. The LEA will distribute this policy to all parents of participating Title I, Part A children on or before 10/31/2016.

Megan J. Johnson 9/30/2016

(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.

Mission Statement

Parental Involvement Mission Statement (Optional)

Response:

The School District of Manatee County (SDMC) 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 positive family relationships, to define the families' integral role in supporting student learning, to provide family engagement activities and to identify community resources designed to strengthen home/school programs. Families are encouraged to participate in decision making opportunities through their school based Family Involvement Contact Teams (FICT).

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 School District of Manatee County (SDMC) has established the Family Involvement Collaborative Teams (FICT) to provide parents with educational information that will help them become more informed about school-related topics, such as standards, state testing, ESE service, etc. The FICT has also been established to act as an additional link between the district, parents, and community. The input gathered from each school-based FICT is used in the formation of the district level PIP. The SDMC will seek additional input from the District Advisory Council (DAC) which provides SAC training and technical assistance to school-based SAC representatives and principals.

The SDMC will invite other program representatives to participate in the family involvement activities. Programs including, but not limited to, ESOL, VPK, Head Start, Extended Day, Take Stock for Children, ESE, Homeless and Migrant are invited to give input into the district level Parent Involvement Plan. These District Title I Department reviews the family assessment needs data, projected family involvement activities, and the use of family involvement funds. Once the plan is approved, the SDMC Title I PIP summary will be sent to schools and posted on the district website. Parents are encouraged to provide feedback through a comment section on the summary brochure. These comments will be used to assist in the review, implementation, and evaluation of the PIP.

Each SDMC Title I school develops their Parent Involvement Policy (PIP) in collaboration with families via the School Advisory Council (SAC), family evaluation data, and/or family friendly 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. Families 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 families and other stakeholders. The SDMC receives input in a variety of ways including the collection and analysis of the aggregated data of family workshops and the annual Title I Family Evaluation.

Family Involvement surveys will be distributed in the spring and the results analyzed to evaluate school needs. Decisions involving the use of Title I Family Involvement Funds at the school level will be made during the Spring Title I Planning Session and is updated based on the school-level School Improvement Plan (SIP), additional Family Involvement program data, and other stakeholder input.

All Title I Schools receive training and information on ways to include families in the school processes, including school improvement. Training also includes gaining a thorough understanding of family involvement requirements for the SDMC and the school. Five workshops are held throughout the school year to build Title I schools' capacity for increasing parent involvement.

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 Family Involvement Contact Team (FICT) and will receive technical assistance based on the need of the school and the best practices of family involvement. The Title I Coordinator and Specialists provide information, resources and support to schools to enhance their ability to work with families. Title I Department will also coordinate with other Federal Program staff to support the Title I Schools' family 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 Principals' Meetings to provide technical assistance and model effective family 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 Family Involvement Teams.

The Title I Coordinator and Specialists will review each school level PIP in the fall to ensure compliance and to encourage activities that provide meaningful opportunities for

families to support their child's educational needs. These activities will be logged and aggregate data will be analyzed with the school FICT to measure the effectiveness of the family involvement activities.

In addition, a shared folder on the SDMC webpage will be available to support the Title I schools. There will be information on school data, Title I compliance and updates, family involvement resources, model workshops, sample presentations and other templates and community resources, etc. There will also be an area for sharing best practices across schools. The LEA has created and will maintain a Parent Center website for family resources and information.

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 (HIPPPY), 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 needs of the staff related to family involvement. Partnerships include Title I participation in Title II sponsored conferences and online professional development opportunities for teachers and district staff around the area of improving the home/school connection.
2	Take Stock in Children	Collaborate to provide parent and staff awareness of the program.
3	Title III & Title I, Part C (ELL/Migrant)	Collaborate with Home School Liaisons, ESOL Bilingual Paraprofessionals, ESOL Resource Teachers and ESOL Specialists regarding parent involvement; collaborate FI activities across Title grants
4	Homeless	Collaborate with Feeding Empty Little Tummys (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.
5	School Improvement	Coordinate with the SI Director and Specialists for FI input and trainings through school and district level SAC meetings.
6	Manatee Community Action Agency	Collaborate with the MCAA office to make Title I schools aware of the services offered to families.
7	VPK, Head Start	Collaborate with the SDMC Office of Early Learning, VPK, and Head Start office to coordinate parent involvement efforts and raise awareness of the importance of PI at an early age.
8	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 (SDMC) will use a variety of data gathered from the Family Involvement Contact Team (FICT) meetings, the Title I Parent Survey, and the aggregate data from the school family workshop surveys to evaluate and

improve the policy. The school will collect Family Involvement activity data throughout the year and the Parent Survey will be distributed in the spring of 2017. The Family Involvement Contact Teams will review the data and evaluate the school PIP for effectiveness on student achievement. Modifications will be made at that time.

Data from the Parent Survey will be disseminated to the schools and the Family 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.

The SDMC will use the survey results, the parent and family participation data, along with the district and state assessment results to look for increases in student achievement.

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	Family Involvement Contact Team Meetings	Title I Coordinator	Higher levels of staff understanding of parent involvement correlates to higher student achievement	August 2016-June 2017	Agenda, sign-in, notes newsletter and data feedback forms
2	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	August 2016-May 2017	Sign-in, agendas, participant feedback
3	Family Academic Collaborative Teams (FACT)	Title I Staff	Higher levels of understanding of parent involvement correlates to higher student achievement	October 2016-June 2017	Flyers, agenda, sign-in, student data and surveys
4	Parent Center Website	Title I Staff	Providing resources to families increases family involvement and raises student achievement.	Year round	Agenda; email invite; sign-in sheets
5	Parent Workshops	Title I and Title III Staff	Providing families with increased opportunities by eliminating barriers increases student achievement.	Various times throughout the year, as requested	Agenda, sign-in and notes

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	Title I Staff	*Higher levels of staff to parent involvement correlate to higher student achievement	16-17 School Year with updates as needed	Individual feedback/web link
2	Alliance for Family Engagement Conference	TI District Staff	Providing staff and families with opportunities to gain knowledge of levels of engagement raises student achievement.	Fall	Registrations
3	Family Engagement MOODLE	Title I Staff	Providing difference opportunities for staff to learn strategies to engage families closes the achievement gap.	16-17 School Year	Attendance and Survey
4	Teachers' Summer Institute Training: Interactive Homework, Making Connections, Conferencing with Parents	TI District Staff	Higher levels of FI awareness amplifies FI activities and raises student achievement.	July 2016	Sign-in sheets, agenda, handouts, evaluation forms
5	FIC Team Workshops: Build Capacity, provide and share resources and model effective family engagement workshops for families	TI District Staff	Higher levels of understanding of family involvement with a purpose correlates to higher student achievement.	October 2016- May 2017	Sign-in sheets, agenda, handouts, evaluation forms
6	School Based workshops, videos and trainings	TI District Staff	Improve the ability of TI schools to work effectively with parents by providing examples and models of best practice	Ongoing	Sign-in sheets, agenda, handouts, evaluation forms
7	New Educator Program	TI District Staff	Improving awareness and supplying new educators with tools when working with Title I families helps to increase relationships	July 2016	Sign-in sheets, agenda, handouts, evaluation forms
8	Teacher In-service Training	TI District Staff	Higher levels of FI awareness amplifies FI activities and raises student achievement.	October 24, 2016	Sign-in Sheets, agenda, handouts, & materials

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 each Title I school. 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 families with special needs. The PIP and

summary will be housed in the school office or school resource center and be available to families in English and Spanish. The PIP will also be posted on the District Title I Website and is available in several languages via the website.

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

Translators will also be available at family meetings and schools to ensure families are fully able to access information and participate in school meetings and events. Translation devices that assist with oral interpretation during family events are available and will be utilized at family 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 families

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)];	Childcare during family involvement meetings and conferences	TI School Staff	Increase attendance at PI activities which lead to higher levels of academic success	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)];	Family 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

3	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)];	Establish FACT model	TI District Staff	Higher levels of parent involvement correlate to higher student achievement	On-going
4	Establishing a LEA-wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs [Section 1118(e)(12)]; and	District Advisory Committee	TI District Staff	Higher levels of parent involvement correlate to higher student achievement	Twice a year
5	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 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	Family Involvement Contact Technical Meetings	5	35	Higher levels of staff understanding of parent involvement correlates to higher student achievement.
2	Parent Involvement Contact Technical Assistance at Title I Principal's Meeting	3	25	The alignment of school and district policies with Title I requirements allows for increased parental involvement which supports student achievement.
3	Technology: Title I web based parent/teacher resource (Parent Center), videos, power points	1	1000	Higher levels of staff understanding of parent involvement correlates to higher student achievement.
4	Web Based Tool-kit	1	54	Supplying schools with tools allows for effective family engagement strategies to be carried out
5	Alliance for Family Engagement Conference	1	54	Gathering ideas and information increases FI strategies
6	Day of Hope	1	200	Involving the community with school needs increases involvement and raises achievement
7	Title I Parent Surveys	1	155	Families giving input better helps the district serve the families in areas of need which increases involvement of the families.
8	Title I Conference Planning	1	26	Higher levels of staff understanding of parent involvement correlates to higher student achievement.
9	Title III Collaboration	2	55	Collaborating with other departments allows for building capacity among more staff and then increases effective family involvement strategies
10	Site based consultations	25	347	1:1 capacity building allows for a more individualized approach to family involvement
11	District Parent Task Force	3	110	Helping schools align district initiatives with compliance peices helps promote positive family engagement strategies.
12	Title I Bootcamp	8	30	Reaching new educators builds the foundation for positive and effective family involvement

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	Title I Principal Meeting and Planning	4	30	Aligning the leadership team with FI strategies/ideas while identifying the needs of the school effects student achievement.
2	Summer Institute for Teachers	4	130	Higher levels of staff awareness and tools to tackle family involvement raises achievement
3	FACT: Family Academic Collaborative Teams	5	18	Training teams of teachers to reach out to families, provide materials and teach how to use them increases achievement
4	On-line Moodle Course in Family Involvement	1	9	Higher levels of staff awareness and tools to tackle family involvement raises achievement
5	School Based FE Training	4	92	Higher levels of staff awareness and tools to tackle family involvement raises achievement
6	Specialist Collaboration	7	28	Higher levels of staff understanding of the importance of parent involvement and documenting it leads to higher student achievement-tech. assistance
7	Alliance for Family Engagement Meetings	10	15	Higher levels of staff understanding of the importance of parent involvement and documenting it leads to higher student achievement-tech. assistance
8	Coaching Academy	4	40	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 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	47	6: St. Joseph Catholic School, Sunshine, Edison, West Coast Christian, Peace Lutheran, Broach School	To strengthen the bond between TI, school and home by informing families of their children's participation in order to increase student achievement.
2	Learning at Home	4	St. Joseph Catholic School	To strengthen parents' understanding of expectations as well as how they can support their children's learning at home. Increased parent involvement correlates with increased student achievement.
3	Growing Responsible Children	10	West Coast Christian	To inform parents of children's developmental levels and ways that they can support their children's learning at home. Increased parent involvement correlates with increased student achievement.

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	Lack of volunteers at schools	District will be training the volunteer site personell
2	Community Collaboration	Reach out to more community partnerships; share more community resources with parents

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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