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December 12, 2014

Alesia Lewis
Liberty County School District
Bristol, FL 32321

Dear Ms. Lewis:

We are pleased to inform you that Liberty 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 or by telephone at 850-245-0726.

Sincerely,

Sonya G. Morris

SGM/wy

SONYA G. MORRIS, CHIEF
BUREAU OF FEDERAL EDUCATIONAL PROGRAMS

LIBERTY Title I, Part A Parental Involvement Plan

I, Anthony L. Anderson, 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: It is the mission of the Liberty County School District to provide genuine opportunities for parents to be actively involved in all schools in our district. Our overall goal is to partner with parents to improve student achievement through a series of meaningful opportunities for parent engagement.

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 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 ESEA. These programs, activities, and procedures will be planned and implemented through meaningful consultation with parents of participating children.

Consistent with section 1118, the school district 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 include, as a component, a school/parent compact consistent with section 1118(d) of ESEA. Schools will gather input from parents via parent surveys and/or input provided by the District Advisory Council during meetings held quarterly during the school year. Using this format parents are involved in the review and changes of the District Parent Involvement Policy/Plan. An evaluation of the previous years plan is conducted by reviewing the number of participants at each parent involvement activity, word of mouth communication from parents, as well as parent surveys during April 2013 to determine the success of the previous year's policy/plan. This data is used to determine activities that parents would like to see continued or integrated in this year's policy/plan. The committee will continue to gather input during the school year to make changes recommended by parents.

The school district will incorporate this district 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 school district and its school 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 1112 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.

Parents will provide input into the development of the LEA Plan for Title I, Part A, developed under section 1112 of the ESEA. This input will be garnered through surveys sent to all parents via backpack during the last month of the school year. The results of these surveys will be reviewed and opened for discussion at the District Advisory Council held during the last month of the school year, which is designed to gather parent input for the completion of this plan and all other required plans.

The school district will involve the parents of children served in Title I, Part A schools in the decisions about how the required 1 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. The district reserves a greater amount than the required 1% to fully implement activities that parents have indicated that they value and would like to see continued. Parent input is received via parent surveys to all parents of students at Title I schools and District Advisory Council meetings. In addition the

council provides on-going feedback, and recommends addition/deletions to the planned activities during the school year.

The LEA will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA. The District will organize a DAC committee with the majority members not employed by the District. This committee will serve as the decision making body of the school and will meet quarterly to develop, review and offer suggestions for improvement in the School Improvement Plan, as well as all other policies required by NCLB. The DAC will review data, discuss strategies implemented, and evaluate progress made by students.

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 LEA provides technical assistance to assist Title I schools in planning and implementing effective parent involvement activities during April of 2014 - and continuing until plans are complete. Ongoing assistance is provided during the school year as needed. In addition the LEA monitors/evaluates the implementation of plans through quarterly reports of activities to the District Advisory Council, review of sign in sheets, attendance at school parent involvement activities and end of the year parent surveys as appropriate. Technical assistance includes but is not limited to the following; information provided in the Parent Involvement Tool Kit, technical assistance provided by the department and articles documenting the positive correlation between parent involvement and academic success. The Director of Instruction provides face to face training during leadership team meetings, as well as technical assistance as the plan is being developed via email and phone calls. The LEA will review school level PIP's to ensure compliance with Section 1118. Plans are due to the Director of Instruction in September in draft form and are presented to the DAC for additional comments/revisions at the first DAC meeting of the year. Feedback is provided and final changes are due in October. This includes a review by the Title I Coordinator, the District Advisory Council and the School Board.

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	IDEA	Parent liaison services as part of the school problem solving team and assist schools with establishing services needed by families such as attending meetings, coordinating appointments with doctors, therapist, as needed and getting supplemental aides

		needed. These services are coordinated with schools on an ongoing basis as the needs of students and parents arise.
2	Student Services	Student Services Coordinator works with schools to provide translation services to aide in communication with families of Spanish speaking students to build capacity for families to participate in educating their children.

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 LEA will take the following actions to conduct with the involvement of parents, an annual evaluation of the content and effectiveness of the Parent Involvement Policy in improving the quality of its Title I, Part A schools. This review will be conducted by surveying parents (hard copy to all parents), survey monkey questionnaire, March, 2015. Additional input from parents during DAC meetings held quarterly, September, November, February, and April. Sign in sheets will be reviewed ongoing during the school year to determine participation levels at each activity. The purpose of the review of this data is to evaluate the effectiveness of parent involvement activities and to evaluate the barriers to parent participation. The results of these data elements will be reviewed annually. These results, in addition to feedback provided by the DAC will be used to evaluate and update the policy annually for all Title I participating schools.

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 Reading Night	Gay Lewis, Jeff Sewell, Lara Deason	The district supports the research that achievement will increase if the parents are an active part of the learning process. Our goal is to better train parents so their efforts will result in positive results.	09/14 - 5/15 (twice monthly)	Evidence will be documented by sign in sheet for each Family Reading Night activity. Increased reading achievement as measured by FAIR and Classworks.
2	Teachers/guidance counselors will meet one on one with parents to plan for high school transition	Gay Lewis, Aaron Day, Guidance Counselor	Improvement in overall academic achievement	03/15	Increase promotion rates, graduation, and college/career readiness.
3	College and Career Nights - Guidance Counselors and key staff will meet with parents to provide	Gay Lewis, Aaron Day, Guidance Counselor	Increase potential for college and career readiness.	02/15	Increase number of students scoring college ready on ACT, SAT, and CPT

	information on college, career information.				
4	11th grade parent meetings--Teachers and staff will meet with parents to review credits earned for graduation, review bright futures criteria and progress toward obtaining scholarships.	Gay Lewis, Aaron Day, Guidance Counselor	Graduation is the final public school experience and for parents/students it is important that all understand they are on the right road to obtain a diploma. Such meetings as this provide the school, students, and parents a single path leading to grad	03/15	Increase graduation rate.
5	Family Math Nights	Jeff Sewell, Lara Deason	Teachers will host parent nights to teach engaging strategies to help improve the parents ability to work with their child. This activity will result in improved academic achievement in math.	9/14-5/15	Increased achievement in math.
6	Parent Literacy Night	Lara Deason	Improvement in reading.	10/14 - 11/15	Increased achievement in reading.
7	FAFSA	Donna Summers	Increased College and Career Readiness.	1/15	Parent/student successful completion of FAFSA.
8	Promotion Criteria/Assessment Night - Parents will be provided information regarding promotion criteria, state academic content standards, student academic achievement standards, a review of state and local assessments that are administered during the year.	Donna Summers, Bess Revell, Alex Mercer	Increased academic achievement	8/22/14 and 1/23/15	Evidence to support the effectiveness of this activity will be documented by sign in sheets showing the number of parents participating. End of the year survey will document satisfaction with this and other parent involvement activities.
9	Parent Information Night	Donna Summers, Alex Mercer	Increase awareness of graduation requirements, FAFSA, Bright Futures	10/14	Evidence to support the effectiveness of this activity will be documented by sign in sheets showing the number of parents participating. End of the year survey will document satisfaction with this and other parent involvement activities.
10	Data Chats	Jeff Sewell, Donnie Coxwell, Aaron Day, Alex	Progress Monitoring of student academic progress.	9/14 - 5/15	Increased achievement in reading and math..

		Mercer, Donna Summers, Craig Shuler, Brenda Green, Lara			
11	Parent Information Notebooks	Gay Lewis	Increase communication with parents regarding parent involvement activities and school data.	11/14 - 6/15	Parent participation in parent involvement activities.
12	Student Planners - Student/Parent Handbook	Gay Lewis	Increase home to school and school to home communication	8/14 - 6/15	Increased academic achievement.
13	Professional Development - communicating and working with parents.	Kathy Nobles	Increase staff skills in working with parents as partners.	9/14 and 1/15	Increased communication with parents.
14	District Advisory Council quarterly meetings.	Gay Lewis	Increased communication with parents regarding school activities.	9/14 - 5/15	Increased parent communication.
15	Breakfast with Parent Events	Jeff Sewell, Lara Deason	Increased communication with parents and building home/school connection.	9/14 - 5/15	Parent participation documented by sign in sheets, picture library of the activities.
16	Thanksgiving Dinner with Parents	Jeff Sewell, Lara Deason	Increased communication with parents by creating a family friendly environment. Allows parents and teachers to interact in a relaxed atmosphere to discuss student concerns.	11/14	Parent participation documented by sign in sheet and picture library of the event.
17	Honors Assembly	Jeff Sewell, Lara Deason, Aaron Day	Increased parent involvement to recognize student achievement.	10/14, 12/14, 2/15, 5/15	Evidence to support the effectiveness of this activity will be documented by sign in sheets showing the number of parents participating. End of the year survey will document satisfaction with this and other parent involvement activities.
18	Veteran's Day Activities	Jeff Sewell, Lara Deason, Aaron Day	Increased parent involvement by participation in community wide activity to honor Veterans. Builds the connection between academic learning, community service and parent involvement.	11/14	Evidence to support the effectiveness of this activity will be documented by sign in sheets showing the number of parents participating. End of the year survey will document satisfaction with this and other parent involvement activities.
19	Family events that	Lara Deason	Increase positive	8/14,	Evidence to support

	promote positive relationships between the school and families: Back to School Bash/Dash event; Dawg Days of Summer event.		relationships between school and parents while promoting healthy life style.	10/14	the effectiveness of this activity will be documented by sign in sheets showing the number of parents participating. End of the year survey will document satisfaction with this and other parent involvement activities.
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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	Schools will review PI research that includes the value of contributions of parents; how to communicate with and work with parents as partners; the implementation and coordination of parent programs; and how to build ties between school and home- Small Learning Communities	Kathy Nobles	Review parent involvement research to identify strategies for improving parent involvement to increase student achievement.	By 09/15	Improvement in overall academic achievement as evidenced by end of the year assessments to include FCAT 2.0, EOC's, Performance Matters, Star Math, and others. Teachers will also be surveyed to determine the effectiveness of training and to determine additional needs in the area of parent involvement.
2	MTSS Process - Building Capacity for School Level Teams- Resource rooms with information for teachers.	Lara Deason, Gay Lewis, Teresa Yancey	Schools develop the capacity for implementation of RTi, problem solving model and Inclusion of parents in the RtI process to enhance effectiveness of interventions.	8/14 - 5/15	Improvement in academic and behavioral achievement documented in individual student Response to Intervention records. Interventions will be measured by STAR math, Classworks, and CBM.
3	Include personnel from the different programs, such as VPK, Early Childhood and Exceptional Student Education on the DAC Committee	Gay Lewis, Suzanne Stoutamire	Increase achievement of all subgroups	Quarterly during the school year	Documented evidence will include DAC agenda, sign in sheet and meeting minutes documenting participation of each group.

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 has a small Spanish speaking sub-group in the district. A concise summary of the PIP in the form of a brochure will be translated into Spanish and distributed to all Spanish speaking homes in the district. The district will coordinate with Student Services Coordinator to provide this service. The district will provide this information to schools for distribution. Schools will be required to verify in writing that the information was provided to all identified parents.

Information regarding parent involvement activities will be sent via student back pack to ensure that parents are aware of scheduled activities at each school site. School staff will verify in writing that materials have been distributed.

Parents make up the majority of the District Advisory Council. These parents are solicited to determine the types of parent involvement activities they would like to have available in the district. All parents are surveyed to determine the level of satisfaction with parent involvement activities provided in the district.

Climate surveys are conducted by each school that incorporate specific questions related to parent involvement activities.

Parent involvement activities are provided based on responses provided by these formal data collection methods, as well as informal conversations with parents and participation in school level leadership teams.

Parents have indicated that they value the following parent involvement activities available in the district. The district provides information related to school and parent programs, meetings, school reports and other activities through these parent activities. Every effort is made to ensure that written communication is provided in a simple and straight forward manner to ensure understanding. Translators are available at all schools to interpret information for parents as needed.

All facilities in the Liberty County School District meet the requirements of the Americans with Disabilities Act. If parents with disabilities are identified, the LEA will work cooperatively with the ESE department or FDLRS to ensure that adaptive technology is available to accommodate their needs. Parent involvement activities include but are not limited to the following activities.

Data Chats for at risk students

Family Reading Nights

Alert Now Messaging System

School Web Sites

Written communication sent by district and schools by backpack

Parent Training Opportunities

Parent Nights for College and Career, Graduation Requirements and Financial Aide

District Advisory Council Participation

PTA Organizations at each school

Meal Pay Plus Online System

Focus Gradebook

School Leadership Teams

After School Programs

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	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	The District Advisory Council will serve as the district wide committee to provide advice on matters	DAC Chairman	Improve strategies for parental involvement activities to increase ach.	Quarterly

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	Family Reading Night	15	236	The district supports the research that achievement will increase if the parents are an active part of the learning process. Our goal is to better train parents so their efforts will result in positive results.
2	Family Math Nights	4	111	Teachers will host parent nights to teach engaging strategies to help improve the parents ability to work with their child. This activity will result in improved academic achievement in math.
3	Family Data chat/Movie Night	1	40	The district supports the research that achievement will increase if parents are an active part of the learning process and evaluation of student achievement.
4	Dawg Days of Summer (end of year family event)	1	125	The district support the research that achievement will increase if parents are actively engaged in the participation in school events.
5	Breakfast with students	1	45	Improvement in communication skills with parents and other family members.
6	Open House	3	748	Improvement in communication with parents regarding educational expectations for student learning.
7	8th grade Parent Night	2	55	Increased readiness for post secondary education.
8	College Night/Grad Checks	1	35	Increased graduation rate and post secondary readiness.
9	FAFSA infor	1	20	Increased post secondary readiness.
10	Grade Level Family Information Nights	7	97	The district supports the research that achievement will increase if the parents are an active part of the learning process. Our goal is to better train parents so their efforts will result in positive results.

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	MTSS Process - Building Capacity for School Level Teams - Resource room with information for parents	4	45	Schools develop the capacity for implementation of RTi problem solving model and inclusion of parents in the Rti process to enhance effectiveness of interventions.
2	Research review of Parent	1	50	Review parent involvement research to

Involvement that includes the value of contributions of parents.		identify strategies for improving parent involvement to increase student achievement.
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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)].
 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 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	Transportation	Guidance counselors will work with parent liaison to arrange transportation for parents to attend child study team meetings.

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
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