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December 12, 2014

Joseph Adkins
Columbia County School District
372 West Duval Street
Lake City, FL 32055

Dear Mr. Adkins:

We are pleased to inform you that Columbia 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

COLUMBIA Title I, Part A Parental Involvement Plan

I, Terry L. Huddleston, 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 mission of the Columbia County School District's Title I program is to promote academic success for all students by creating opportunities and removing barriers for parents to become actively engaged in their child's education.

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 promotes parent involvement as required in Title I Part A [Section 1118(a)(2)], [Section 1112 (c)(H)], and [Section 1112(d)(1)]. In order to meet these requirements a District Family and Community Involvement Council comprised of 45 members representing parents, teachers, administrators, private schools, and community representatives has been established. Schools place an open invitation for parents to join the District Family and Community Involvement Council and their School Advisory Council at Open House, the Annual Meetings, face to face, in newsletters, backpack, and on the web. From these names, two parent representatives from each school are elected to serve on the District Family and Community Involvement Council. All parents are encouraged to join together and communicate and provide input into the development of the District Five Year Plan, District Parent Involvement Policy, School Parent Involvement Policy and School Improvement Plan.

The District Family and Community Involvement Council meets a minimum of 4 times per year. The council provides input into the development, implementation and evaluation of all school related plans as required by LEA-wide parental involvement policy (PIP)[Section 1118(a)(2)],[Sections 1112 (c)(H), 1112(d)(1)]. Parents from the council volunteer to participate in one or more subgroups: Annual Meeting and Evaluation, School and District Parent Involvement Plan, Coordination and Integration of Strategies, and Building Capacity for Strong Parent Involvement. All parents are given the opportunity to review the District Parent Involvement Plan and offer input prior to approval. Attendance records and minutes are recorded to document the input from parents. Subgroups meet during the first and second semester. The subgroups report to the District Family and Community Involvement Council. When the council has approved the District Policy it is sent to the School Board and School Superintendent for review, approval, and adoption. The council is also involved in the review of the LEA's Five Year Plan.

The District Parent Involvement Plan is posted on the county website and copies are available in the County Parent Involvement Office. Schools post approved Parent Involvement Plans and School Improvement Plans on the web, copies are also available at meetings and upon request at the front office. Schools will hold several Parent Involvement Meetings throughout the year to accommodate parents schedule such as: different days of the week, times, childcare and serving food at meetings. All parents will receive a survey at the end of the school year seeking their input on activities, training and materials they need to help their child.

Decisions involving the use of Parent Involvement funds will be made during the development of the SIP by the School Advisory Council no later than the first nine weeks of school. Funds for parent involvement are usually spent on salaries and parent workshops to provide parents with the skills needed to support their children academically such as reading nights, math homework help, etc.

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 District Parent Involvement Contact provides technical assistance and other support to the Curriculum Resource Teachers at Title I schools. Meetings are scheduled monthly to discuss best practices and strategies related to parent involvement. Curriculum Resource Teachers return to the school to share information with faculty. Agendas, attendance records, and handouts are used for documentation.

School Improvement Plans will be developed at each school to incorporate parent involvement goals. This will be an ongoing process throughout the year.

Parents Right to Know information is printed in the back to school flyer supplement of the local newspaper, included in the first edition of school newsletters, on school websites, and/or in a parent brochures given out during the first nine weeks. Parents will also receive information during the first nine weeks of the school year on the interpretation and implementation of Parent Involvement Laws. Parents play an active role in the annual review of the school. Each parent is given the opportunity to complete an annual school survey.

School Level Parent Involvement Plans will be peer reviewed at the school level then by the District Coordinator for compliance. School level CRT's will collaborate with school leadership to provide technical assistance regarding effective parent involvement strategies to be included in the school improvement plan. Opportunities will be made available for District Staff to attend local SAC meetings and/or Open House activities to present parent involvement information.

Schools maintain activity logs which are used to ensure activities offered provide meaningful opportunities for parents to become more involved in their child's education. Documentation will be attendance records, agendas, written comments and evaluations. The schools submit their Parent Involvement Plan to the LEA prior the LEA submitting the District Plan to DOE.

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 (HIPPOY), 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	Suwannee Valley 4C's Head Start , Early Learning Coalition of Florida and community daycares	Workshop for VPK daycare staff on what to expect in kindergarten and how they can assist in preparing the child for school. Community preschool children and parents are invited to a school tour and kindergarten screenings. Request agencies post or disseminate flyers to community businesses and churches, daycares, public library local TV station with information.
2	Public Library Literacy Program	Throughout the year curriculum resource teachers will distribute flyers and encourage families to attend literacy programs.
3	Title VI	Provides substitute teachers for grade level data meetings and extended school year for all Title I schools.
4	Evenstart	Collaborate with Evenstart to coordinate transitions programs for students entering public school
5	Title X	Parents and families are invited to all Title I workshops and meetings, provide tutoring and supplies for students.
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Annual Evaluation

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

Response: The LEA will meet four times a year with the District Family and Community Involvement Council for input into the development, implementation, and evaluation of the existing Parent Involvement Plan. Council members volunteer to serve on one or more subgroup: Annual meeting and Evaluation, School and District Parent Involvement Plan, Coordination and Integration of Parent Involvement strategies, Building School and Parent's Capacity for a stronger parent involvement. Sign in sheets and Minutes are recorded to document the input from parents. Subgroups meet the first and second semester. The subgroups report to Council members at regularly scheduled council meetings.

District Family and Community Involvement Council's Annual review and evaluation subgroup reviews the District plan and practices, and revises the PIP as needed based on the information from surveys, parent participation and face to face interviews. The committee will identify barriers to parent participation and present the findings to the Family and Community Involvement Council in March/April. The findings will be documented in the minutes. This will be addressed each year with the input from parents, business, community leaders and stakeholders at the Family and Community Involvement Council. The LEA will use the findings to design strategies for more effective parent involvement.

Based on the survey, participation data and school demographics the subgroup felt the majority of barriers to greater participation could be summarized as follows:

*Work schedules

*Schedule conflicts of other children

*Time of event

The PIP was revised with these strategies for the 2014-2015 school year, which will address barriers.

Continue to provide flexible days and times for parent and teacher meetings.

Plan at least two Parent Involvement activities that provide childcare and/or child appropriate activities.

Work towards planning at least one Parent Involvement activity in the community to offer easier access to event.

Curriculum Resource Teachers collect climate surveys from their parents and staff to assist them in determining the effectiveness of their school plan to improve student academic achievement and performance. Each School Advisory Council will identify barriers to greater participation at the end of the school year. Each school will maintain and submit to the LEA a copy of the plan along with agendas, minutes and attendance sheets of the annual review with parents.

The LEA will offer Technical Assistance in creating and revising school plans to each Curriculum Resource Teacher.

The District Parent Involvement Plan and the School Parent Involvement Plans will be made available at the District Office, each school and on the Web.

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	State's academic standards Grade level Curriculum Nights	All Title I schools Teachers and Staff	Provide information to parents on content of standards	Sept 2014	The number of parents attending the Grade Level Curriculum Nights will show an increase of at least 2%.
2	State and local assessments Distribute hard copy documents related to FCAT and FAIR	All Title I Schools Grade level teachers, Curriculum Resource Teacher	Provide information to parents on the state assessments and child's progress	Sept 2014- Jan 2015	Flyer samples, emails from CRTs and parent conferences will indicate that 100% of parents will be notified about local assesments.
3	Kindergarten Expectations Kindergarten Orientation	All Title I Schools Kindergarten teachers, Curriculum Resource Teacher	Provide information to parents on what is expected and what is tested in kindergarten	April 2015	Sign in sheets from K registration, flyers, and program participation
4	School Reading Nights	All Title I Schools, Curriculum Resource Teacher	Student achievement on FCAT, FAIR, STAR	Sept 2014- May 2015	Sign in sheets, program materials, and the number of parents that attend
5	District Parent Committee Meeting	District Parent Involvement Contact	Improve the ability of Parent Involvement staff and school staff to work effectively with parents	Aug 2014- May 2015	Minutes from the quarterly meetings of the Columbia County Family & Community Involvement Council Meeting will reflect an overall increase in attendance.
6	Parent Computer	Curriculum Resource Teacher	1 computer/printer at each Title I school for parent access	Ongoing	Log of usage of parent portal at each school will show an increase in parent use by the end of 2013-2014 school year.
7	Produce and distribute school newsletter which will increase parents' knowledge of the curriculum, instruction, and assessment used at the Title	Curriculum Resource Teacher	Effective strategies include communicating with families about school programs and student programs and student progress	Aug 2014- May 2015	Each Title 1 school will include curriculum/instruction/assessment information in a minimum of 4 newsletters sent home.

	I schools to improve academic achievement.		through effective school-to-home and home-to-school communication		
8	Parent Involvement Paraprofessional at each Title I school	Parent Involvement Paraprofessional	The Parent Involvement Paraprofessional will be available at each Title I school to assist the Curriculum Resource Teacher with Parent Involvement activities	Ongoing	Increase in parent contact through activities such as School newsletter, parent resource checkout, and use of parent portal.

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	The Importance of Parent Involvement	Curriculum Resource Teacher	Increased student achievement and attendance at school	First semester	Increased communication between parent and teachers indicated by increased parent/teacher contacts on sign in sheets and parent conferences.
2	Building ties between Home and School	Curriculum Resource Teacher	Increased student achievement and behavior at school	Throughout the year	Increase in favorable responses to survey indicating that communication takes place
3	Volunteering	Curriculum Resource Teacher	Increased student achievement	August/September	Increase in volunteer hours indicated by sign in sheets.
4	Communicating and Working with Parents	Curriculum Resource Teacher, Reading Coach	Increased student achievement and behavior	Throughout the year	Increased communication between parent and teachers indicated by increased parent/teacher contacts on sign in sheets and parent conferences.
5	Implementation and Coordination of Parental Involvement	Title I Coordinator	Increased student achievement and attitude toward school	Monthly during 2014-2015 school year	Through the effective training of CRTs, Parent Involvement will increase district wide will increase.
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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: All mailings, Title I information, and district/school documents will be made available to parents in English. Other languages are available upon request. Parent conferences and meetings will be translated as needed by bilingual staff. The District Parent Involvement Plan is posted on the District website. Each School's plan will be posted on the school's web site. If needed, American Sign Language and Braille translations can be provided for those families who would benefit from the services.

The school will have opportunities both during and after school to encourage parent involvement. Activities will be advertised on the school marquee, in the local newspaper, in the school newsletter, and through notes or flyers sent home with students. The School Messenger phone/email/text system will be used to promote family involvement activities. Parents are encouraged to utilize the school website where activities and parental resources are available electronically. Parents will have web access at each school through their parent computers available at each Title I school.

Parents are also provided regular reports of academic progress through report cards, progress reports and completed assignments. Invitations to school meetings and conferences go home by backpacks. If needed, a Response to Intervention Plan is developed and discussed with the parent. Regular RtI meetings are encouraged as follow up to the strategies outlined to check on progress. If an interpreter is required, a guidance counselor is available to assist to ensure that the needs of the parents and students are met.

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

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	Curriculum Night	5	319	Building relationships with families-- Increase student achievement by training parents to understand the state standards.
2	Reading Night	45	1326	Building relationships with families-- Increase student achievement by training parents how to use reading strategies with their children. Allow opportunities for students to take AR tests.
3	Science Night	6	408	Building relationships with parents. Increasing their knowledge of Science Standards. Providing resources to do science experiments.
4	Writing Night	2	63	Building relationships with parents. Increase student achievement by teaching strategies and techniques. to use in writing assessments.
5	District Parent Committee Meeting	4	32	Improve the ability of Parent Involvement staff and school staff to work effectively with parents
6	Community Activity	2	103	Building relationships with parents. Providing an alternative venue to work with families and provide information on how to help their child academically.
7	Kindergarten Roundup	17	153	Provide information to parents on what is expected in kindergarten.
8	School Newsletters	51	12829	Provide information to the parents on school activities, school programs, school progress and other information necessary to promote parent communication.
9	Title I Brochures	8	3661	Provide information to the parents on Title I and Parent Rights.
10	Parent Resource Rooms/Parent Computers	8	23	Provide parent resource rooms equipped with resources and computer access to the internet.
11	Family Fun Activities (Carnivals, Donuts with Dads, Tea/Luncheon)	90	2334	Building relationships with families-- Increase student achievement by training parents to understand strategies to work with their children. Quick workshops are held before each fun event. Parents attend the training before being released to have family time with their children
12	Open House	19	3613	Building relationships with families-- Meeting school staff, procedures, receiving Title I information, and other appropriate information to use throughout the school year. Parents will know who to contact and how to communicate with the school.

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	The Importance of Parent Involvement	8	288	Increased student achievement and attendance at school
2	Building ties between Home and School	8	288	Increased student achievement and behavior at school
3	Volunteering	8	288	Increased student achievement
4	Communicating and Working with Parents	8	288	Increased student achievement and behavior
5	Implementation and Coordination of Parental Involvement	8	288	Increased student achievement and attitude toward school

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	Contracted provider meets parents at the beginning and end of each year to discuss the academic plan	27	All Private schools(A+ Academy, Epiphany Catholic, Lake City Christian Academy)New Generation	Increased awareness of child's needs, expectations, and student progress increases 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 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	Work Schedules	Flexible meetings
2	Activities of other children	Provide Daycare during events when needed
3	Event schedule	Community Events

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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