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December 12, 2014

Lila Udell
Suwannee County School District
702 2nd Street NW
Live Oak, FL 32064

Dear Ms. Udell:

We are pleased to inform you that Suwannee 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

www.fldoe.org

SUWANNEE Title I, Part A Parental Involvement Plan

I, Jerry A. Scarborough, 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: Suwannee District Schools will work closely with parents to educate all students in a safe and supportive learning environment that will develop life-long learners and productive citizens.

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: Parents of students in Suwannee District schools will be invited to meet with the District Administrators regarding the development of the District Parent Involvement Policy/Plan. This invitation will be sent out through the schools' newsletters. In addition to this each school will be requested to recommend three parents to attend the meeting and assist in writing the District Parent Involvement Plan. Parents who will be included will be the District Parent Involvement Team (DPIT). Director of Federal Programs, Lila Udell will be responsible for this meeting. The first meeting will be held in October at Suwannee Hamilton Voc. Tech. Center. Parents will decide on the meeting dates thereafter. Suwannee District Schools will take the following actions to involve parents in the process of school review and improvement under Section 1116 and 118 of the ESEA: School Advisory Council (SAC), Parents, and the Association of Parents and Teachers (APT) will meet monthly (Committee will decide) at each school site with the task of developing the Title I Plans and Parent Involvement procedures as well as convey to the parents their right to be involved. These meeting will involve parents in the following activities which include, but are not limited to:

- Reviewing and planning the improvement of school programs
- Providing information to parents on school-wide curriculum & assessments
- Meeting the needs of the school, the faculty, and the students
- Fundraisers for school needs (model classrooms, software, etc.)

The District Parent Involvement Team (DPIT) will meet as needed; however, there is an initial meeting in October, and three other scheduled meetings in January, March and May. These meetings will involve the parents in:

- Reviewing and improving the District Parent Involvement Plan and the Compact Agreement Form.
- Ensuring that the District Parent Involvement Plan is implemented
- Building capacity to ensure the effective involvement of parents, which include, but are not limited to:

Trainings, workshops and make & take workshop throughout the year for parents on assessments, Common Core standards, analyzing data, strategies in math and reading, homework help, etc.

The LEA will collaborate with FDLRS/Gateway and the District Student Services Department and other programs to assist with the above trainings.

Suwannee County School District will provide a District Parent Involvement Coordinator, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance. The committee writing the Parent Involvement Plan is selected based on the racial make-up of the school. Many of the parents volunteer for this task and some are recruited by school Administrators. The decisions and input from the committee will be recorded in the minutes of the meetings as well as the parent surveys completed by parents in Title I Schools.

The District will:

- Enhance awareness of faculty and staff at each school site on (1) how to involve the parents in a way that makes the parent feel as an equal partner in their child's academic success and (2) the significance of parents' influence on their child's academic success.
 - Enhance awareness of faculty and staff at each school site on the importance of streamlining communication between home and school, ensuring, to the extent possible, that the information sent home is in a language and form that parents can understand.
 - Provide schools with funds through Title I for materials to conduct trainings to help parents with their child's academic achievement. These funds are allocated based on the percent required for Parents Involvement through the Title I Grant.
 - Schedule regular meetings with parents at each school site, encouraging parents to become an active participant in their child's learning process.
 - Visit the school sites regularly to assure the policies and plans are being implemented.
 - Provide information on literacy training available in Suwannee County and surrounding areas.
 - Develop and disseminate a district-wide and school-wide calendar of Parental Involvement activities. To involve parents in the process of school review and school improvement and in determining how parental involvement allocation funds will be spent, the Suwannee County School District will: Utilize the information collected from the annual survey to review, evaluate & revise School Improvement Plans and strategies as well as Parent Involvement Plans. Identify barriers that prevent parents from becoming involved. This identification will be by careful perusal of local SAC participation (minutes, monthly discussions with principals, District Title I meetings, District Parent Involvement Team meetings, Community-School Forums, and surveys. Communicate the results of evaluations to parents. Involve Parents in identifying solutions to the barriers. Share district and school evaluation results with every school in order to build capacity.
- Information to parents will be sent via: bookbag, newsletters, posted on School Websites, the local newspaper and Cable TV when possible.

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 Suwannee County School District will provide the following necessary coordination, technical assistance, and other support to assist schools in planning and implementing effective parental involvement activities to improve student academic

achievement and school performance: Develop and disseminate parent involvement workshop activities to assist parents in understanding the nature of the curriculum and how to help their child achieve (Open House parent resource center, parent newsletters, Parent resources on web-site). Provide content within the parent's desk reference to assist in student achievement, Parents-Right-To-Know details, etc.

School Level Parent Involvement Plans will be reviewed by the Director of Federal Programs and DPIT (District Parent Involvement Team) and the Parent Liaison during the month of November as a team and ongoing by the Department of Federal Programs taking the following actions: Require that the school improvement plan contains parental involvement strategies. Collaborate with school leadership to provide technical assistance regarding effective parent involvement activities. Provide opportunity for District Staff to attend local SAC meetings or Open House activities to present parent involvement information. Updates and progress of the Parent Involvement Plan will be reported by the school's Administrators during the monthly Principals and Directors meeting. Support for parent involvement activities will be provided through the District Parent Liaison.

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	Head Start	•Provide Reading Workshops in collaboration with FDLRS to Title I Schools, local Head Start, and other VPK Centers in the county.
2	Title I Part C	•Joint meetings with the Migrant Parent Advisory Council. •Coordinate with Title III and Title I Part C employees for translation purposes •Dissemination of information via bookbag, website, newsletters, local radio stations, cable TV, local newspaper, through the Faith Based Initiative, and phone master (in native language when feasible). •Support monthly workshops for Migrant & ELL parents (how to help their children be successful in school, life skills, how-to workshops for money management),
3	Title III English Language Learners	•Joint meetings with the Migrant Parent Advisory Council. •Coordinate with Title III and Title I Part C employees for translation purposes •Dissemination of information via bookbag, website, newsletters, local radio stations, cable tv local newspaper, through the Faith Based Initiative, and phone master (in native language when feasible). •Support monthly workshops for Migrant & ELL parents (how to help their children be successful in school, life skills, how-to workshops for money management)
4	Title X	•Dissemination of information via bookbag, website, newsletters, local radio stations, cable TV, local newspaper, through the Faith Based Initiative, and phone master. •Parents & families are invited to Title I workshops and meetings..
5	IDEA	•ESE Parent Liaison provides additional support to ALL parents; workshops, and home visits.
6	Title I Basic Part A	Provides additional paraprofessionals needed to assist students in Kindergarten classes and provide parents with materials to help Kindergarten students in the home.

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 Suwannee County School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities with particular attention paid to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation regarding its parental involvement, and to revise, if necessary and with the involvement of parents) its parental involvement policies. The actions to be implemented are:

- Survey the parents at each school to get feedback and to evaluate the school and district parent involvement program.
- Include parent involvement questions in climate surveys
- Utilize the parent involvement on-line survey as well as providing a paper/pencil option
- Ensure forms are culturally sensitive to all backgrounds of parents
- Each school advisory council will review and evaluate the parent surveys at the end of the year and utilize survey results for planning the subsequent years' project.
- The District Parent Involvement Team (DPIT) will revise the former year's District Parent Involvement Policy as needed based on each school's evaluation.
- The school and district will maintain documented proof (sign-in sheets, agenda) of discussion and opportunity for input regarding survey results.
- Make recommendations to each participating school for strategies in improving parent involvement for inclusion in the school improvement plans.

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 Resource Center	Title I Coordinator & District Parent Liaison	Provides educational support, information and materials for parents to help their children at home	Ongoing	Survey
2	Parent Portal	School Site Principal & Title I Coordinator	One computer & printer at each elementary school for parent access (gradebook, educational resources, etc.)	Ongoing	Survey sign-in sheets, agendas and training materials
3	Parent Liaison	District Parent Liaison	The Parent Liaison will be available at the request of school administrators to provide workshops, assistance with parent conferences, etc. This year the liaison will assist the schools with at	Ongoing	Sign-in sheets, agendas and training materials

			least five Parent Workshops. Title I funds from the schools' budget will be used to provide the materials needed for these workshops.		
4	District Title I Annual Meeting	Title I Director	Information to parents about NCLB, Florida Standards, budgets and more; ensures that parents have an understanding of their child's educational process.	September, February & May	Evaluation of Meeting

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	FOCUS. Training Teachers and parents how to track students data and increase the achievement level.	IT Director	Provide Support to teachers and parents	Ongoing	Parent Survey, sign-in Sheets, Agendas, Minutes
2	CHAMPS	Janene Fitzpatrick	A decrease in discipline referrals which will give students more time on task and increase learning.	Ongoing	Sign In Sheets, Surveys, Agendas
3	Accelerated Math and Reading	Renee Bass	Increase in Math and Reading scores	Ongoing	Agendas. Sign In Sheets, Conferences
4	Florida Standards and the AIR	Janene Fitzpatrick	ensure that students make progress each year and graduate from school prepared to succeed in college and in a modern workforce.	Ongoing	Agendas. Sign In Sheets, Conferences
5	RTI	Janene Fitzpatrick and Elizabeth Simpson	Learning Gains	Ongoing	Agendas. Sign In Sheets, Conferences

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: In order to ensure information related to the school and parent programs, meetings and other activities, is sent to the parents of participating children in an understandable format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand, the school district will take the following actions:

·Based upon need, the district will provide translation for documents, to the extent possible, for parents

·Utilize the District Parent Involvement Team to determine any expressed needs for format revisions to any district document.

·Provide translators at school events, as needed.

The LEA/Schools will provide Spanish Interpreters (paraprofessionals) at each school with 25 or more ELL students. The LEA will utilize the ESE Parent Liaison to provide trainings to parents who have children with disabilities. For parents who are unable to attend trainings the ESE Liaison will provide home visits. Information to parents will be sent and posted on the District/School Website in both English and Spanish if feasible. The LEA will monitor this by reviewing websites and requiring that a copy of all communication sent home to parents be kept on file and a copy be sent to the Office of Federal 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	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];	From the input given on the parent Surveys consideration will be given to the professional development offered to teachers.Example How to hold a successful parent conference. How to make parents feel welcome?DPIT will provide advice on all matters of parent involvement, provide assistance in the development of training for school staff, review and evaluate the effectiveness of the Parent Involvement Plans	Principals, the Director of Human Resources,DPIT and the Director of Curriculum	Teachers who know how to talk with parents and get them into the schools have greater student achievement	The first four months of school.
2	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	Workshops for parents on how to help your child.handouts on how to help with homework,read with your child,ways busy parents can help,make and take workshops for parents etc.	Principals, Teachers, Title I Director and the Parent Liaison upon the request of the schools.	The more parents know about how to help their children and apply this everyday in the home the better the achievement of the student.	Ongoing

	1118(e)(7)];				
3	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)];	Parent involvement funds from Title I may be used to pay for childcare and/or transportation when needed for parent to attend a conference, workshops or other functions that involve the education of the child.	Principals and Title I Director	The greater the positive parental involvement at the school the great the achievement of the children.	Ongoing
4	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Workshops for parents on how to help your child.handouts on how to help with homework,read with your child,ways busy parents can help,make and take workshops for parents etc. Getting parents involved in workshops will encourage them to teach others and bring them to other trainings.	Principals, Teachers, Title I Director and the Parent Liaison upon the request of the schools.	The more parents know about how to help their children and apply this every day in the home, the better the achievement of the student.	Ongoing
5	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	Workshops, trainings, and parent conferences will be held at a variety of times, or in the home, or as scheduled by the parent. Teachers will be paid through School improvement Funds when applicable to stay after hours to meet with parents.	Teachers, principals, Title I Director, and Parent Liaison when requested by the District	When parents are given the opportunity to come to the schools on their time, they are more involved in the education of their child and student achievement increases.	Ongoing

	attend those conferences at school [Section 1118(e)(10)];				
6	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)];	Attend workshops and trainings on how to adopt and implement model approaches to improve parental involvement.	Director of Title I, DPIT, Principals, Teachers, and Parent Liaison on the request of the District	The greater the positive parental involvement at the school the great the achievement of the children.	Ongoing
7	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	Volunteers, surveys, recruitment, recommendation from the community, schools and other parents.	Director of Federal Programs, principals, Parent Liaison, Parents, and Community members	Parents who want to help in the school system will ensure the growth of student achievement.	September of each school year.
8	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	The Superintendent has developed a committee to include all community-based organizations and businesses, including faith-based organizations, to better help us get our parents involved	Superintendent and his designees.	Community-based organizations, businesses, including faith-based, and parents who want to help in the school system will ensure the growth of student achievement.	Ongoing

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	Parent Resource Center	6	12	Provides educational support, information and materials for parents to help their children at home
2	Parent Portal	6	18	One computer & printer at each elementary school for parent access (gradebook, educational resources, etc.)
3	Parent Liaison	7	160	The Parent Liaison will be available at the request of school administrators to provide workshops, assistance with parent conferences, etc. This year the liaison will assist the schools with at least one Parent University Workshop. Title I funds from the schools' budget will be used to provide the materials needed for this workshop
4	District Title I Annual Meeting	7	137	Information to parents about NCLB, Common Core Standards and more; ensures that parents have an understanding of their child's educational process.

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	FOCUS. Training Teachers and parents how to track students data and increase the achievement level	7	108	Provide Support to teachers and parents
2	CHAMPS	7	63	A decrease in discipline referrals which will give students more time on task and increase learning.
3	Florida Standards and the AIR	7	451	ensure that students make progress each year and graduate from school prepared to succeed in college and in a modern workforce
4	Accelerated Math and Reading	7	63	Increase in Math and Reading scores
5	RTI	7	63	Learning Gains

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	Parents do not take the time to attend meetings and workshops	Meet with them during little league football, baseball, dance, Blueberry Festival, Back to School Bash, dances, and other activities Football, baseball, dance, and other activities. provide more meetings so parents may be able to attend at least one.
2	Parents do not feel Welcome in the schools.	Parents will be made welcome in the schools and given help in understanding that we must have a time on task plan but, they are needed to come and be involved in the academics of their child's education.
3	Parents do not come due to the price of gas, children are involved in football and other sports.	The District will continue to hold Community Meetings and hopeful get a Parent Involvement On Wheels to go to the Parents.
4	Survey showed that some parents do feel Welcome to come to the schools	The District will continue to hold Community Meetings and hopeful get a Parent Involvement On Wheels to go to the Parents. We will also have short five minute information given during the pre-game time at sport 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
1	Effective Communication	Continue to work with LEA-wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs. Continue to send home monthly newsletters from the schools and have the Superintendent's Update in the Local Newspaper.
2	Increasing Parent Participation	The District Parent Liaison will give at least five Parent Workshops in each this school year. Encourage Parents to read with their children. Provide a website for Parents to get help on the "How to Help your children".
3	Increasing Parent Participation	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.