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December 12, 2014

Sara Joe Wooten  
Gulf County School District  
150 Middle School Road  
Port St. Joe, FL 32456

Dear Ms. Wooten:

We are pleased to inform you that Gulf County 2014-2015 LEA Parental Involvement Policy/Plan (PIP) meets all of the requirements outlined in Section 1118 of the Elementary and Secondary Education Act.

Please be reminded that the local educational agency (LEA) is required to share the contents of the PIP with parents of children participating in the Title I program. The information must be provided in an understandable and uniform format, including alternative formats upon request.

If you have questions or need additional information, please contact Wanda Young via email [Wanda.Young@fldoe.org](mailto:Wanda.Young@fldoe.org) or by telephone at 850-245-0726.

Sincerely,

Sonya G. Morris

SGM/wy

SONYA G. MORRIS, CHIEF  
BUREAU OF FEDERAL EDUCATIONAL PROGRAMS

## GULF Title I, Part A Parental Involvement Plan

I, Jim Norton , 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

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### 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 Gulf School District is to provide opportunities which encourage parents to be actively involved in the education of their child.

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### 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:** A. The Gulf School District will establish a district level Parent Advisory Committee. Each Title I school will identify at least two parents to serve on the District Title I Parent Advisory Council (PAC).

B. At least two PAC meetings will be scheduled during the school year at flexible times to accommodate parent participation. During the meeting, parents shall be asked to provide input into the development of the district wide parental involvement plan, including the following:

- The overall nature of the Title I program
- Their rights as parents and the obligations of the school district set forth in Title I, including the district policy concerning parent involvement
- Procedures for disseminating written information about the Title I program (as prescribed by Federal Statute and State regulations)
- Review of written copies of information about the program, including the Federal Statute and regulations, any applicable state or local laws or regulations, and current and prior program applications and evaluations as available.
- Review of written communications and policies to ensure that information is in a format and language that parents can understand. (See Appendix B for list of required notifications.)
- Involvement in conducting the evaluation and development of a plan to build capacity for involvement.

In addition, parents will be encouraged to provide input on District Plans for curriculum, staff development, parent workshops, safety, and student academic assistance. The Gulf County School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

A. Parents of students at Title I schools will be invited to participate in state mandated school improvement advisory committees. As members of this committee, parents will participate in the review and provide input on data-driven decisions designed to promote school improvement.

B. Parents participating on the District-wide PAC will review and provide input into the development and continuous improvement of the district wide parent involvement plan.

C. Parents, district staff, and school personnel will jointly agree on methods for the district and school officials to consult with parents on all aspects of Title I planning, design and implementation, including all phases of:

- needs assessment
- determination of program goals and objectives
- determination of educational strategies

- implementation of projects
- development of program applications
- program evaluations

expenditure of funds reserved for parent involvement:

funds are spent on providing a district-wide parent

liaison and resource centers at each Title I school.

Parent input will be documented by the agenda of the PAC meeting and sign-in sheets and minutes of the meeting which will reflect parent input.

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## 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:** School and district officials (Title I Coordinator, parent liaison and other personnel as appropriate) shall be prepared to offer, upon request in addition to annually, such support and resources as are needed for effective and full parent consultation and involvement, including, but not limited to, an ongoing and effective program of training for parents. This will be developed in consultation with parents. It will include training concerning federal, state, and local legal requirements for the program, how the program actually operates, the rights and responsibilities of parents, and how parents can work effectively with each other and with the school in developing and providing parent consultation and involvement. The district utilizes the peer review process in addition to the School Advisory Council review of the School Improvement Plan (August) and the Parent Involvement Plan (November-December) which also serves as a method to build capacity of parents to improve the academic achievement of their child and overall school performance to ensure compliance of Section 1118. Monitoring will be semi-annually and will include parent surveys, input during PAC meetings and direct contact with school administrators.

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## 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	Head Start is located on the school campus and parent involvement activities are inclusive of Head Start children and families.
2	VPK	District sponsored VPK parent orientation meetings and transition meetings from Head Start, private providers and the school's program are designed to matriculate students,

## 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 Gulf 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 academic quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention 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 about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

A. Parents will participate in the design of the evaluation tool. Schools will be responsible for disseminating and collecting the annual survey. The survey will be conducted during the second semester of each year.

B. Completed survey results will be submitted to the Director of Federal Programs. The District-wide PAC will review survey results and make recommendations for program changes in the following program year.

C. Parent input was used to revise the Parent Survey so that it is more concise and user friendly.

D. The LEA evaluates parent participation based on participation at scheduled events such as "Family Literacy Night," "Donuts for Dads," Title I Open House."

E. Parents are given opportunities to indicate barriers to participation via PAC meetings (2 times per year), climate survey (annually in November), and Title I Parent Survey (annually in May).

## 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	Title I Open House-provide parents info on academic expectations	Principal	Parents provided grade specific flyers outlining the Florida Standards and NGSSS and ways they can help at home	August	Students return daily folders with parent signatures. Parents invited via electronic sign-board and sign-in when they attend.
2	Parent's Right To Know- school newsletters/ Parent Guide	Principal	Parents are informed about teacher qualifications for instructing and are	October	Highly qualified teachers - school grades. Information sent via school newsletter 3 times

			highly qualified		per school year
3	Title I Newsletters	District Title I Coordinator	Keeps parents informed about parent involvement opportunities which assist with the core content	September through May	Parent participation logs indicate an increase in attendance
4	Resource Center-materials and training	Parent Liaison	Parents supplied and trained to use reading and math materials	September through May	Increase in parent participation - logs and student grades improve. Trainings are on an individual basis and concentrate on the core subjects
5	Cafe-Read-a Latte - quarterly parent workshops	Reading Coach/Reading Specialist	Parents get tips on how to help their child with reading	October - April	Parent attendance and student reading grades. Parent sign in sheets
6	Fall into Reading	Reading Specialist	Parents of struggling readers are targeted to provide consultation and resources for reading	October	Parents utilize materials and continue contact with reading specialist
7	College for Every Student-mentoring of students and parents	CFES sponsors	At risk students are mentored and encouraged to achieve academically- parents participate along with students	August through May	Longitudinal data indicates students do not fail or fall below a "C" average
8	Parent Guide-state standards and how to help with academics	Director of Instruction	Parents informed on requirements and how to help	September	Parents are informed and use information in the guide when communicating questions to the school
9	FOCUS - electronic parent viewer	Guidance Counselors	Parents are able to view grades and attendance daily	August through June	The number of parents assigned a password and parent communication with the school
10	State and Local Assessments	Principal	Parent have access to normed data	August - May	Parents are informed of assessment dates and the results and parent conferences scheduled
11	Parent Advisory Council	District Title I Coordinator	Parents are given the opportunity to have direct input into the Title I program and supplemental services that impact student achievement	November - May	Parents attend PAC meetings

## 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	Orientation-	Director of	New teachers are taught	August	New teachers

	Effective teaching and parent communication	Human Resources	strategies for effectively communicating with parents to share successes/concerns		communicate with parents frequently using conferences, telephone, email, notes home and documenting
2	Employee Handbook	Principals	The value of parental involvement is stressed by promoting communication between school and parent which increases positive student behavior and increases student achievement	August	Teachers provide evidence of regular communication with parents
3	Faculty meetings-parent involvement and positive communication reminders	Principals	Teacher/parent/school inter communication keeps parents involved, builds ties between home and school, and increases student achievement	August through May	Faculty meeting agendas and sign-in sheets

## 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 Gulf 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 academic quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention 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 about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

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

1. Key documents and critical forms of communication will be reviewed by the district-wide PAC.
2. The Director of Federal Programs will collaborate with the ESOL department to assure that key documents and critical forms of communication will be translated into Spanish and other languages (as needed).
3. The parent liaison will make concerted efforts to ensure that all parents, including those with disabilities, have full opportunities to participate in parental involvement activities. This may include providing transportation, having documents translated or taking an interpreter on a home visit, assisting with child care in order to remove barriers to parent participation.

(Less than 1% of the student population in Gulf School District are ELL students)

4. The Parent Liaison will operate the Parent Resource Center and provide training on

the availability and use of resources. This is a district-wide effort to assist parents in as many ways possible in order to promote continuous academic growth in students.

## 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)];	Provide transportation or provide childcare for parent nights	Parent liaison	Provide information to parents	As activities are scheduled
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)];	Provide flexible times for workshops/parent conferences/home visits	Principal/teacher/parent liaison	Parent is provided information specific to their child will assist parents in helping their child academically	As needed or requested by the parent/teacher
3	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	Continue the PAC already established	District Title I Coordinator	Involve parents in their child's education thus translating to student growth and achievement	Quarterly

## Upload Evidence of Input from Parents



Upload evidence of parent input in the development of the plan.

Uploaded Document

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## **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)].

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Title I Open Houses	2	600	Parents informed of changes to standards and assessment instruments
2	Weekly Title I Newsletters	72	1000	Parents kept up-to-date on parent involvement opportunities; provided with tips to assist their child at home
3	Parent Advisory Council Meetings	2	14	Parents provided the opportunity to give input into district plans
4	Cafe Read-A-Latte	8	48	Parents provided strategies for encouraging independent reading, sight word mastery, homework tips
5	College for Every Student	2	20	Parents provided tips for encouraging early college awareness

### **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)].

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	New Hire Orientation	1	10	teachers new to the district were given strategies for encouraging parent involvement
2	School-Based Faculty Meetings	2	70	At each school, principals held a faculty meeting in which the focus was parent involvement strategies
3	Faculty Handbooks	1	70	All faculty are provided annually a handbook which includes requirements for communicating effectively with parents

### **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	Offering more incentives for parents to become involved	The district provides educational materials, refreshments, transportation and a variety of times that parents can participate in activities; some have indicated door prizes would help. We give reading materials, but do not have the resources for bigger things.

### 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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