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Commissioner of Education

December 22, 2015

Michael Homan
Levy County School District
480 Marshburn Drive
Bronson, FL 32621

Dear Mr. Homan:

We are pleased to inform you that the Levy County School District 2015-16 LEA Parental Involvement Policy/Plan meets all of the requirements outlined in Section 1118 of the Elementary and Secondary Education Act.

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

If you have questions or need additional information, please contact Tony Graham via email at Tony.Graham@fldoe.org, or by telephone at 850-245-9893.

Sincerely,

Sonya G. Morris

SGM/tog

LEVY Title I, Part A Parental Involvement Plan

I, Robert O. Hastings, 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



11-17-15

Signature of Superintendent or Designee

(Note: If this certification is signed by a designee, then the letter authorizing this person to sign in place of the Superintendent must be included with this request.)

Date Signed



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2015-2016 LEA Parental Involvement Adoption Page

LEA or District Name: Levy

This policy was adopted by the LEA on 10/15/15 and will be in effect for the period of one year through 10/15/16. The LEA will distribute this policy to all parents of participating Title I, Part A children on or before 12/19/2015.

Michael Homan

(Signature of Title I Authorized Representative)

11-17-15

(Date)

Provide evidence that the LEA PIP was developed with the input of parents and based on the evaluation of the previous year PIP.

LEVY Title I, Part A Parental Involvement Plan

I, Robert O. Hastings, 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 Levy County Parent Involvement is to empower parents and guardians to be meaningful partners in education by building partnerships between families, the school, and the community to enhance and value student success. (The word "Parent", as used herein, shall mean parents and guardians.)

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 district has an active District Advisory Council made up of volunteer parents from each community who participate in the school based advisory council. The DAC committee is the working group that develops the district parental involvement plan. This group is comprised of parents from every Title I school in the district. They provide oversight of the district policy and practice. The Title I coordinator and her secretary are part of this group. This group is responsible for assisting the schools with writing their plans and working as a group to provide feedback and oversight to individual schools. Each year this committee focuses on a parental involvement strategy based on needs identified in the previous year's meaningful parental involvement survey to determine what activities we will provide at the district level.

In addition the DAC parents committee assists the district with planning, evaluating and implementing school based parental involvement plans. Minutes are maintained for each meeting and reviewed before each meeting. This committee has developed a parental involvement survey to assist us in deciding where we need to work as a district and where each school needs improvement. The survey is back packed home each year with all students in all Title I schools and also made available on line for all parents of children attending Title I schools. The committee hand tallies the results of the survey and provides each school with the results. In addition, the committee looks at district-wide trends in the data. This committee takes the concerns with high percentages of negative responses as areas of district-wide concern and develops a district plan of action. This same committee assists in review of the district summary flyer for parental involvement to ensure it uses parent friendly language and is easily understood.

Each school's parental involvement plan is reviewed by the DAC; schools are given specific feedback based on the scoring rubric with accolades and "would be a nice addition" comments. Schools are encouraged to use this feedback along with feedback they get at their SAC meetings to make adjustments to their plans for the next school year. School-based plans and summary flyers must be uploaded to the districts Title I Parent Involvement Folder. All set aside Title I parental involvement funds are directed to schools. Schools each use their School Advisory Council to determine use of these funds.

Educational activities are supervised by a pre-k teacher for children of parents who attend District Advisory Council meetings. District Title I funds provide a parent resource lab and also reimburse parents for travel to and from the district advisory meetings.

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: In the spring of 2015 Parent Involvement Plans were discussed at a Principal meeting. At this time key elements of the plan were explained (requirements) and examples provided. In depth assistance was provided on the topics of Building Capacity and Staff Trainings. There was discussion/question and answers provided on the topics. The Title I Coordinator met with school based Parent Involvement Coordinators in January of 2015 to provide technical assistance on staff and parent trainings. This will be scheduled again in the spring of 2016 after DAC has reviewed all school Parent Involvement Plans. At this time we will share with schools DAC recommendations for improving plans. The Title I Coordinator also met with each school administration team to review components of the Parent Involvement Plan in August and September of 2015.

The district Title I Coordinator reviews all individual school parent involvement plans and provides written feedback. Parent participants will also share successful activities and trainings from their schools. This past year the Parent Involvement Coordinator for Williston Middle School shared training modules her school uses with teachers. The District Advisory Council also reviews the plans and provides feedback in the spring as schools prepare to evaluate the current plan and write the new plan.

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 -ESE	ESE parental involvement liaison, parent library, Bi-monthly parent meetings, Spring Agency and Community Resources
2	Migrant Education	Parent letters, 5 week summer reading camp, and provide tutors
3	Title I	Meaningful parental involvement survey, results, next steps, District advisory council, district parental involvement committee, Parent Resource Lab, Flyers for Florida Standards, District Website, Literacy Nights in coordination with Title III
4	VPK	VPK parent conferences X 2 each year, VPK parent orientation, Make and take it workshops, Spring round up, VPK website,
5	Head Start	Parent orientation, open house, back pack information, parent meetings, fall festival, talent show, informational fair, volunteers in classrooms, participation in the district level parental involvement committee
6	Title III	ESOL Parent Leadership Council will participate in District Advisory Council Meetings, Literacy Nights coordinated with Title I

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: All schools are provided with evaluation forms to use at various events and trainings that take place during the school year. After each parental involvement activity schools are required to gather input from parents on the usefulness of the activity. At the end of the school year schools must submit sample evaluation forms in their Title I folders for document review. The evaluation provides the data to conduct a review of parental involvement activities and includes the percent of parents that participate, the type of activity, and the parents degree of agreement or disagreement with the following

statements: The purpose was clear, the methods were appropriate, the material was presented in a clear and effective manner, the activity was well organized, the presenter was aware of the needs of this group, I gained some valuable information or abilities, I will use this information. The district parental involvement committee reviews the submitted documentation at the end of the school year. The committee works to identify barriers and best practices that are shared district wide.

The district will continue to conduct a parent survey on meaningful involvement. The district advisory council will review/update the parent involvement survey each year. Parents will bring the survey to each school SAC and get input from parents and determine if any other changes/updates need to be made.

The results of this survey will provide valuable information to assist the district and schools in planning for parental involvement activities. The district will disseminate results for each school and evaluate patterns across the district. The committee provides schools with suggestions on how they can address the identified need.

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	Florida Standards and Parent Guide Print and Website	Michael Homan	Increased awareness of expectations will enable students to perform better.	October 2015	Informed parents will lead to success for students.
2	Parent/Teacher Resource Lab-Parents are able to receive resources to help their child with homework, flash cards, academic gains, etc.	DAC/Lori Lott	With access to activities for home support students will have academic gains.	Lab is open every school day.	Parents are more informed on how to help their child succeed in school.
3	KG Parent Guide	Michael Homan and KG Lead Teachers	Increased awareness of expectations will enable students to perform better.	November 2015	Informed parents will lead to success for students.
4	Title I Corner for Parents on District Website to keep parents updated on information such as assessments, curriculum, and resources to help their students at home.	DAC/Michael Homan/Lori Lott	Increased awareness of expectations and an understanding of strategies to support students will enable students to perform better.	November 2015-May 2016	Parents are more informed on how to help their child succeed in school.

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	Sharing of "model" school practices of teacher trainings during 1-2 work sessions with school based Parent Involvement Coordinators	DAC Committee/ESOL Parent Leadership Team	When teachers are able to better work with parents will increase student engagement and academic achievement	November 2015-May 2016	Increase the number of offerings for teachers on how to work with parents.
2	On-going Technical Assistance to school administrators and Parent Involvement Coordinators in providing resources for staff training	DAC and Title I Department	When teachers are able to better work with parents will increase student engagement and academic achievement	August 2015-May 2016	Increase in the number of students proficient on state assessments at all schools.

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 Title I Coordinator collaborates with the Title III Coordinator to ensure bilingual translation for parents/guardians. We also have ESOL aides to provide interpretation and or translation in every school that has 15 or more LY students. The Levy County School board will take the following action to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents and guardians of participating children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language the parents and guardians can understand. This will include translation of all critical district and school documents as is feasible. We will work with schools to ensure that communications with parents with disabilities are as effective as communications with other parents. Facilities are wheel chair accessible and those who are deaf or blind can be provided with accommodations through our exceptional education office. All information is provided on the district or schools website or the Skyward student data base for anyone who misses any face to face meetings or who enroll after the information was published or presented.

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	Cover transportation costs for parents who attend District Advisory Council	Lori Lott	Providing more flexibility will increase parent	During all SAC

	involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions [Section 1118(e)(8)];	Meetings and provide academic based activities for children who come with parents.		involvement thus increasing student achievement	meetings 5 per year
2	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	Provide meaningful consultation between parents, district staff, and schools on all matters related to Title I parent involvement. Reimburse travel expenses of parents as well as provide childcare.	Michael Homan	Involved parents statistically have higher achieving students	monthly during school year

Upload Evidence of Input from Parents

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

Uploaded Document

Evaluation of the previous year's Parental Involvement Plan

Building Capacity Summary

Provide a summary of the activities offered to help build the capacity of parents improve their children academic achievement [Section 1118(e)(1-2)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	District Advisory Council	5	9	Increase in student achievement based on Florida State Assessment Scores.
2	Parent Teacher Resource Lab	1000	300	More resources in the home will increase student achievement.
3	Common Core Standards	1	4500	Parents and Students will have a better understanding of standards and will have increased achievement.

Staff Training Summary

Provide a summary of the professional development activities provided by the LEA to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118(e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Principal Parent Involvement PD	1	11	Increase in student achievement based on Florida State Assessment Scores.

Private School Summary

Provide a summary of the parental involvement activities provided for private schools implementing a Title I, Part A program [Section 1120(a)(1)]

count	Content and Type of Activity	Number of Participants	Schools Participating	Anticipated Impact on Student Achievement
1	Annual Title I Meeting	12	Vision Christian	Parents who are informed about Title I services will be better prepared to support thier child in the home and thus increase student achievement on various assessments.

Barriers

Describe the barriers which hindered participation by parents in parental involvement activities during the previous school year. Include the steps the LEA will take during the upcoming school year to overcome the barriers and design more effective parental involvement policies (with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(2)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Scheduling conflicts	Use surveys and work with community groups before setting or developing schedules

2	Information break down	Combine DAC meetings with ESOL Parent Leadership Group and provide all information in "parent" friendly language.
3	Difficulty understanding educational jargon	Provide an acronym sheet as reference and review documents sent to parents for jargon and abbreviations
4	Activities not always meaningful	Use surveys and talk with parents to determine better presentation methods

Best Practices (Optional)

Describe the parental involvement activity/strategy implemented during the previous school year that the LEA considers the most effective. This information may be shared with other LEAs as a best practice.

(Optional)

count	Content/Purpose	Description of the Activity
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