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FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Pam Stewart
Commissioner of Education

October 28, 2016

Ms. Katie Cubbal
Nassau County School District
1201 Atlantic Ave
Fenandina Beach, FL 32034

Dear Ms. Cubbal:

We are pleased to inform you that the Bureau of Federal Educational Programs has received Nassau County's 2016-17 LEA Parental Involvement Policy.

Please be reminded that the LEA Parent Involvement Policy/Plan must meet all of the requirements outlined in Section 1118 of the Elementary and Secondary Education Act. The LEA is also 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

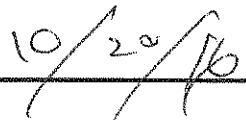
NASSAU Title I, Part A Parental Involvement Plan

I, John Ruis, 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



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2016-2017 LEA Parental Involvement Adoption Page

LEA or District Name: Nassau

This policy was adopted by the LEA on 04/22/2016 and will be in effect for the period of one year through 04/22/2017. The LEA will distribute this policy to all parents of participating Title I, Part A children on or before 09/01/2016.

Katie Cubbal 10/20/16
(Signature of Title I Authorized Representative) (Date)

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

NASSAU Title I, Part A Parental Involvement Plan

I, John Ruis, 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 Nassau County School District's Title I program is to involve parents in regular, two-way, and meaningful communication involving student academic learning, as well as other school activities.

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 Nassau County School District will take the following actions to involve parents in the joint development of its district-wide parental involvement plan and LEA plan:

1. Invite the parents of each Title I student to attend and participate in various Parent Involvement District School Advisory Council meetings, as well as their child's school-based School Advisory Council. Any parent who chooses to attend will be considered a member of the group. The voting members of the District School Advisory Council, as well as each school's advisory council, are elected by their peers at the first meeting of each calendar year. These groups are responsible for the development, implementation, and evaluation of the LEA Parent Involvement Plan.
2. Ensure all Title I principals place the Title I Parent Involvement Plan on the October school advisory council agenda for parental review. School Advisory Council members are elected in accordance with each individual school's SAC by-laws, but the SAC meeting is open to all parents.
3. Provide online and hard copies of the LEA Title I Parent Involvement Plan by September.
4. Provide opportunities for personal meetings with parents throughout the year.
5. Create surveys for parents that are available in multiple formats (online and hard copy)
6. Ensure that the local school conducts a parent orientation within the first four weeks of school.
7. Have the LEA's Title I Project Manager participate in the Open House/Annual Title I meeting that is held by the schools in each geographical community during the first month of school.
8. Require the schools to provide on-going Title I information in all school communication forums.

To involve parents in the process of school review and school improvement and in determining how parental involvement allocation will be spent, the Nassau County School District will:

1. Utilize the information gleaned from the annual survey to revise/update school improvement plan strategies.
2. Identify barriers that prevent parents from becoming involved. This identification will be made by the careful perusal of local SAC participation (minutes, monthly discussions with principals, District SAC meetings).
3. Involve parents in identifying solutions to barriers.
4. Ensure the District Advisory Council focuses upon desired issues.
5. Communicate the results of the evaluation to parents.

6. Share district and school evaluation results with every school in order to build capacity.

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 Nassau County School District will provide the following necessary coordination, 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:

1. Each school will develop and conduct parent involvement workshop activities to assist parents in understanding the nature of the curriculum and how to help their child(ren) achieve.
2. The LEA will provide Title I Parent's Desk References to all parents of students attending Title I schools.
3. The LEA will provide content within the Title I Parent's Desk Reference regarding what Title I is, how parents can assist in student achievement, NCLB Parents-Right-To Know details, the PIP, etc.

In October of each school year the District Title I Program Manager will review the school-level Parent Involvement Policies utilizing a rubric containing requirements of Section 1118, as supplied by FLDOE, as well as taking the following actions:

1. Require that each school improvement plan contains parental involvement strategies.
2. Collaborate with school leadership during April to provide technical assistance regarding effective parental involvement activities.
3. Attend local SAC meetings or open house/annual Title I activities to present parent involvement information.
4. Monitor the implementation of each school's PIP throughout the year through examination of parent sign-in sheets and purchase orders submitted for the activities delineated in the plan, as well as parent participation in the SAC and PTO.

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, CARRT, Family Matters of Nassau	Title I personnel support school administrators in join meetings with Head Start, CARRT, Family Matters of Nassau in providing programs for transition activities for various preschool programs. Head Start parent meets and training's are held throughout the year. The parents of primary age students in Title I school are invited to attend.
2	Child Find/IDEA	Title I personnel supports the use of Child Find services and IDEA so that a free appropriate public education (FAPE) can be made available to all eligible children, as appropriate.
3	The Clay, Nassau, Baker, Bradford Early Learning Coalition	Elementary Education Director, who is partly paid through Title I, Part A attends joint meetings with the coalition, serves on the board, and communicates needs as necessary.
4	Episcopal Children's Services	Title I personnel coordinates with Episcopal Children's Services in ensuring a summer voluntary preschool program, communicates needs of our county students and county.
5	Title X	Title I, Part A, will assist the Title X Homeless Program with individual student needs to include school supplies, and contribute 13% the salary towards the Title X liaison in the efforts to support our schools.
6	Title III	Title I, Part A, and Title III work together to assist parents and their children with English language acquisition.
7	Title II	Title I, Part A, and Title II work together to ensure our teachers, staff, and administrators receive quality, effective, and needs' driven professional development.
8	Police Agencies	Title I, Part A personnel works with the Nassau County Sheriff depart and City of Fernandina Police Department to annually to serve students who are underprivileged students during the holiday season.

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 Nassau School District will take 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 be conducted in April and 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 to revise, if necessary (and with the involvement of parents), its parental involvement policies. The actions to be implemented are:

1. Ensure the district school advisory council, composed of parent and school representatives from throughout the district, annually reviews and revises the evaluation on a needed basis and ensure that questions are included to identify barriers to participation.
2. Survey the parents and staff of the Title I schools to get feedback and evaluate the district parent involvement program
3. Include parent involvement questions in climate surveys of all of the district schools
4. Utilize the parent involvement on-line survey as well as providing a paper/pencil option

5. Ensure forms are culturally sensitive to all backgrounds of parents
6. Ensure each school's administrator utilizes survey results for planning the subsequent year's project.
7. Ensure each school administrator reviews the survey results with the local school advisory council prior to the completion of the process of updating the school improvement plan.
8. Maintain documented proof (sign-in sheets, agendas) of discussion and opportunity for input regarding survey results.
9. Make recommendations to each participating school for strategies in improving parent involvement for inclusion in the school improvement plan, as needed.

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	Participation in and support of parent involvement activities held in each community	Title I Manager and School Principals	Research has shown improved academic achievement for students whose parents and families are involved in their education	August-May	Agendas, sign-in sheets, and other activity documentation
2	Title I Parent Handbook, Desk Reference, and Title I website materials	Title I Manager and Principals	Families will receive information necessary for support from their school and district regarding family engagement activities, LEA contacts, and Title I information	August-May	Families will be able to gain knowledge in order to help their child be successful. Evidence will exist within the availability of these documents in multiple capacities and proof of obtaining the documents.
3	Title I Parent Survey	Title I Program Manager	Parents and Teachers will complete an annual survey that provides a framework for our future plans in training, and support to obtain high academic achievement for all students.	March-April	The survey will demonstrate the effectiveness of current family engagement support used to frame future activities and training.
4	Allocations for school-based activities and support	Title I Program Manager	School-based families' engagement activities are designed with the goal of increasing student achievement.	August-May	FSA and FCAT results, student assessment formative and summative school-based results.

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	Meetings between the Title I office, Staff Development and administration	School Administration, Staff Development Office and Title I Project Manager	Administrators will become more aware of the value and utility of parent contributions; how to reach out to, communicate with, and work with parents as equal partners; how to implement and coordinate parents programs; and how to build school/home ties.	August-May	Agendas of Principals' and other meetings, handouts, presentation materials
2	Parental Involvement Staff Training	Administrative Services Office	Staff will become more aware of the value and utility of parent contributions; how to reach out to, communicate with, and work with parents as equal partners; how to implement and coordinate parent programs and how to build school/home ties	August	Agendas of Staff meetings, handouts, presentation materials
3	Volunteer Orientations	School Principals	Parents will become familiar with ways in which they can actively participate within their child's school community, disseminate and train on volunteer handbook	August-October	Agendas, presentations, sign-in sheets
4	Volunteer Award/Recognition Assemblies	School Principals/Community leaders/Director of Elementary	Parents will become more aware of opportunities to use their talents to contribute to their child's school	March-June	Agendas, list of acknowledgments

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:

1. Utilize a computer-based translation program and personnel to provide translations of all Title I, Part A parent correspondence. Such translations will be completed in Spanish, and other languages based on the needs of the families served.
2. Provide all of the translated Title I, Part A parent correspondence to all Title I schools.
3. Offer the services of the translator to the schools upon request through collaboration with Title III.
4. Apprise parents of the handicapped accessibility of all district facilities
5. Utilize the district school improvement team to determine any expressed needs for format revisions to any district document

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)];	School administration will work to provide necessary accommodations to ensure parents ability to participate in activities. Childcare for pre-school children for night, home language access, and convenient location of meetings.	Title I Program Manager	Supporting family involvement has demonstrated to yield higher academic success in students. Parent Involvement handbooks, compacts, PTO and SAC meetings, as well as other school related activities support this involvement.	August-May
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)];	Title I schools will offer meetings and activities for families to be involved. Additionally, all efforts to provide assistance will be provided to families in helping them attend functions. Information regarding curriculum, grade level and school expectations, reading strategies and home assistance will be provided.	Title I Manager and School administration	Having a foundational knowledge of how to help their child will increase parents' confidence to support and participate. Therefore, these efforts will hopefully produce a higher level of engagement.	August-May

3	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	School will be supported and encouraged to build positive relationships with community partners and businesses.	Title I Manager and School administration	Business partners and community organizations are necessary for supporting our schools. These supports help students directly by providing financial assistance, increasing supplies, books, and other resources that increase achievement.	August-May
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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	Curriculum Exploration Workshops	8	800	Parents will gain knowledge of strategies to use in strengthening their child's reading skills; the state's academic standards; state and local assessments; how to monitor their child's progress and work with educators to improve 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	Parental Involvement Principal Training-Principals' Meeting	2	20	Principals will become more aware of the value and utility of parent contributions; how to reach out to, communicate with, and work with parents as equal partners. how to implement and coordinate parent programs; and how to build school/home ties
2	Parental Involvement Teacher Training-School staff Meetings	9	100	Teachers will become more aware of the value and utility of parent contributions; how to reach out to, communicate with, and work with parents as equal partners. how to implement and coordinate parent programs; and how to build school/home ties
3	Parental Involvement Parent Training-Parent Orientation	8	800	Parents will become familiar with ways in which they can activity participate within their child's school community, disseminate and train on volunteer handbook

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)]

☒ 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 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	Distance/travel to activity	Provide more activities at the school level and less at the district level, accommodate scheduling with parents' schedule (offer at times in which bus transportation is not affected).
2	Lack of successful experiences in school settings	Training staff in reaching out to and involving parents, continually reinforce at faculty meetings during the school year. Schools will create a supportive, welcoming environment for parents to feel less intimidated.
3	Scheduling concerns	Plan activities according to parents' schedule, as well as coordinate with parents alternative activities to be able to still participate if they are unable to attend activities.

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
1	Effective Communication	Weekly folders, School Reach phone system, Edline Webpages, positive parent contact via teachers and administrators
2	Increasing Parent Participation	Volunteer coordination, training, and recognition
3	Professional Development	Beginning of the year staff and faculty handbook training
4	Building Capacity of Parents	Bingo for Books nights at specified schools