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December 12, 2014

Tammy McGriff  
Jefferson County School District  
575 South Water Street  
Monticello, FL 32344

Dear Ms. McGriff:

We are pleased to inform you that Jefferson 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

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## JEFFERSON Title I, Part A Parental Involvement Plan

I, Al Cooksey, 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 the District Parent Involvement Program is to use family, school and community partnerships to improve student performance as we prepare them for college and careers. We pledge to expand opportunities for families to be more engaged in their children's academic lives and will continue to support the goals of the school district. To use family, school and community partnerships to strengthen schools and improve student achievement;

\* To increase opportunities for families to be more engaged in their children's learning at school, at home and in the community; and

\* To support and give input to the District's Strategic Plan.

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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:** Jefferson County School District will maintain a Title I District Parent Involvement Committee that meets four times a year to monitor, evaluate, and revise the district parent involvement plan and all associated activities. All committee meetings are open to the public, and all parents are encouraged to participate. This PI Committee also reviews the district Title I plan (LEA plan, per Sections 1112(c)(H), 1112(d)(1)), current Title I RFA and budget, and is involved in making revisions to the LEA plan. The District PI Committee distributes the District PI Plan to every family in the district, surveys parents annually concerning parent involvement, and uses the survey data and comments to review and revise the PI Plan.

Jefferson County School District and the Title I District Parent Involvement Committee will assist each school in the maintenance of a School Advisory Council (SAC) whose membership includes a majority (>50%) of parents. Each SAC is responsible for developing and implementing the School Improvement Plan, as required by the Florida Differentiated Accountability Model, and the included School Parent Involvement Plan. The SAC, as part of the annual evaluation process, reviews Parent Surveys and student achievement data, using said data to drive revisions for the current plan. Through this process, and as part of the SIP, SAC members determine revisions to the School-Parent Compact and determine how the funds reserved for parental involvement will be spent. District Title I personnel, including the Federal Programs Specialist, and District Parent Involvement Coordinator, will provide technical assistance and resources to the schools for the development of the School Improvement Plans and activities.

The composition of the School Advisory Councils varies from year to year. As required by law, members are either elected by peer groups or appointed. The District Parent Involvement Committee's composition also varies. We request at least one parent from each school site, along with the site parent involvement liaison to serve. This totals approximately seven (7) persons. We also seek the membership of at least one business and or community partner.

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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:** Jefferson County School District will maintain a Title I - funded district wide Parent Involvement Coordinator who will work closely with district personnel, school personnel, and parents to coordinate all parent involvement activities. The PI Coordinator will meet with each school principal to develop a calendar of workshops for parents, based on the School PI Plan, and will disseminate the calendar to all parents along with the School PI Plan. Ongoing announcements, updates, and reminders will be sent by the PI Coordinator to all parents via school newsletters, local newspaper, and ConnectED phone calls.

District personnel and the PI Coordinator will disseminate, collect, and tabulate data from the Parent Surveys for the schools using both Survey Monkey and printed surveys. These data, along with collected comments, will be used by the school SAC to revise the school-level PIP. Schools are required to use the FDOE-issued template for their PI Plans. Prior to submission of the School PIPs to the FDOE, the Federal Programs Specialist and the District PI Committee will review each school's PIP to ensure compliance, using the checklist provided by the FDOE.

## 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	Jefferson County Coalition (Healthy Start/Department of Health) and JC Whole Child	Federal Programs Specialist and District Parent Involvement Coordinator attend meetings, networking and coordinating activities with local agencies.
2	Voluntary Pre-Kindergarten	District personnel, District PI Coordinator, and elementary school principal provides transition programs and workshops for VPK parents
3	Title I Parts C and D, Title III, Title IV	District will coordinate with FDOE and PAEC program specialists to identify barriers to greater participation by parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, are migrant, are homeless, have children identified as delinquent, are of any racial or ethnic minority background, or are working parents with time and scheduling constraints. Develop strategies to reduce, overcome, and/or eliminate identified barriers.

## 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 District Parent Involvement Committee, District Personnel and the PI Coordinator will revise, disseminate, and collect Title I Parent Surveys on an annual basis, using Survey Monkey and printed surveys. Survey data will be analyzed May - June in an effort to ensure that data informs the development or revisions of the Parent Involvement Plan. Survey data and comments are compiled and reviewed by the District PI Committee (majority of membership is parents) and is reported to parents, school personnel and SACs. Participation data is reviewed and analyzed. All of this data is then used to evaluate the content and effectiveness of the PI Plan and associated activities and to identify barriers to participation prior to making revisions to the Plan. Once the needs and barriers are identified, PI activities to meet the needs and overcome the identified barriers are written into the revised plan.

## 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	Market and support all school PI workshops and activities.	Federal Programs Specialist, District Parent Involvement Coordinator	Builds capacity for parent involvement; individual school parent sessions include Annual Meeting requirements, state academic content standards, student achievement standards and information about state & local assessments, inc. alternative asmts.	August 2014- May 2015	Number of participants as documented through attendance logs, agenda and written input when available.
2	Enhance technology to improve communications between home and school, support website enhancements, teacher webpages, and school-parent email communications.	Technology Department	Builds capacity for parents to monitor their child's progress and to work with educators to improve the achievement of their child.	August 2014- May 2015	Parent survey results, comments concerning electronic communications samples of communication forwarded to parents electronically, print screens of web pages
3	Create and disseminate user-friendly brochures containing required academic & assessment information.	Federal Programs Specialist, District Parent Involvement Coordinator, District PI Committee	Builds capacity for parent involvement; individual school parent sessions include Annual Meeting requirements, state academic content standards, student achievement standards and information about state & local assessments, including alternative assessments.	October 2014- January 2015	Samples of brochures available to parents

4	Provide human resources & material resources to coordinate & implement school-based PI activities.	Federal Programs Specialist, District Parent Involvement Coordinator	Builds capacity for parent involvement; individual school parent sessions include Annual Meeting requirements, state academic content standards, student achievement standards and information about state & local assessments, including alternative asmts.	August 2014-May 2015	Number of participants as evidenced by attendance logs and activities' agenda, screen shots of parents' access to student information.
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## 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	Building Family Friendly Schools -- value of parental involvement, communicating & working with parents	District Parent Involvement Coordinator	Parents as partners with child and school.	August 2014	Number of participants as indicated through agenda, attendance logs; ; Parent Survey responses
2	Engaging Parents In Schools, implementing & coordinating a parental involvement program	District Parent Involvement Coordinator	Parents as partners with child and school.	November 2014 - May 2015	Number of participants as indicated through agenda, attendance logs; ; Parent Survey responses
3	Empowering Parents with Skills to Assist Students at Home (Parent Academy)	Parent Involvement Coordinator	Parents as partners with child and school.	June 2015	Increased number of parent participants as indicated through agenda, attendance logs;
4	Engaging Parents in School, implementing & coordinating a parental involvement program	District Parent Involvement Coordinator	Parents equipped with helping students with academics	January 2015	Number of parent participants

## 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 District Parent Involvement Committee has identified the need for effective management of information and marketing as the need with the highest priority for the 2014-2015 plan. The District will ensure monitor schools provision of information to parents that is in a language they understand by requesting copies of all school -to-home communication are maintained at the school level. Periodically, samples will be requested from the schools to ensure that translations, to the extent practicable, are

being done. Actions that the committee will undertake in order to support the school-based activities include:

- District Personnel will coordinate with FLDOE and Panhandle Area Education Consortium (PAEC) program specialists to identify barriers to greater participation by parents of children with limited English proficiency, disabilities, migratory children, and working parents with time and schedule constraints. Strategies to reduce, overcome, and/or eliminate identified barriers will be developed by the District PI Committee to be recommended for implementation in the School-level plans. School and parent programs, meetings, reports, and other activities information will be shared in a format that is easily understandable for parents, using clear organization and language at an appropriate level. The District has secured the services of a translator who will attend school meetings to assist parents of LEP students. Printed materials will be disseminated in native language to the extent practical, with translator services available when printed translations are not available.
- Parent information, including translated materials, will be disseminated in a variety of venues including District Website, JC Coalition meetings, school front offices, Jefferson Department of Health, business marquees, ConnectED telephone alert system, and local churches. Additionally, parent involvement activities will be "advertised" in the local newspaper via letters to the editor and in local church bulletins. Members of the District PI Committee will volunteer to distribute PI information at school sports events.
- The school district website will be promoted by including the website address on school mail outs (such as the required the annual School Report card), in church bulletins, letters to the editor of local papers, and on school newsletters.
- Title I parent activities, Annual Meetings, plan dissemination/explanation, and other Title program information will be disseminated to parents.
- District Parent Involvement Committee member representatives will present "Parent Involvement Updates & Activities" monthly at City Council, County Commission, and School Board meetings.

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## 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	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	Conduct a district-wide summer "Parent Academy" for parents, to include literacy training and other relevant topics (such as bullying, social networking, homework help, finding funds for college).	District Parent Involvement Coordinator	Building parent capacity for parental involvement.	June 2015

	1118(e)(7)];				
2	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)];	Refreshments at meetings (close to meal times); childcare at site; transport to meetings as needed	District Parent Involvement Coordinator	Building parent capacity for parental involvement.	August 2014-June 2015
3	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Title I meetings will be hosted at faith-based facilities; organizations will be encouraged to offer academic support to students; organizations will be encouraged to serve as volunteers trained by the school district	Federal Programs Specialist District Parent Involvement Coordinator	Building parent capacity to assist students with academic and social development	July 2014 – June 2015

### 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	Market and support all school PI workshops and activities	5	159	Builds capacity for parent involvement; individual school parent sessions include Annual Meeting requirements, state academic content standards, student achievement standards and information about state & local assessments, inc. alternative asmts.
2	Support website enhancements, teacher webpages, and school-parent email communications	1	8	Builds capacity for parents to monitor their child's progress and to work with educators to improve the achievement of their child.
3	Create and disseminate user-friendly brochures containing required academic & assessment information	3	896	Builds capacity for parent involvement; individual school parent sessions include Annual Meeting requirements, state academic content standards, student achievement standards and information about state & local assessments, inc. alternative asmts
4	Provide man-power & resources to coordinate & implement school-based PI activities	5	78	builds capacity for parent involvement; individual school parent sessions include Annual Meeting requirements, state academic content standards, student achievement standards and information about state & local assessments, inc. alternative asmts.

### 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	Session 1 - Building Family Friendly Schools -- value of parental involvement, communicating & worki	1	12	Parents as partners with child and school.
2	Session 2 - Building Family Friendly Schools, implementing & coordinating a parental involvement pro	1	10	Parents as partners with child and school.

### Private School Summary

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

☒ Not Applicable

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## 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	Transportation continues to be the greatest barrier to parent involvement, specifically, related to activities held at each of the school sites.	The district has planned activities that will be hosted in communities so that parents can easily access services.

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## 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)

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count	Content/Purpose	Description of the Activity
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