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December 12, 2014

Pam Hightower  
Leon County School District  
3955 West Pensacola Street  
Tallahassee, FL 32304

Dear Dr. Hightower:

We are pleased to inform you that Leon 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**

## LEON Title I, Part A Parental Involvement Plan

I, Mr. Jackie Pons, 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:

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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:** The District(LEA)has two committees, District Parent Involvement (DPIC), and the District Advisory Council(DAC), that provides input into the development, implementation and evaluation of all LEA district and school related plans, included but not limited to District Improvement Plan (DIP), Local Education Agency (LEA) Plan, LEA Parent Involvement Plan (DPIP), and Title I-A Parent Involvement budget.The DPIC and the DAC are both composed of parents and community members from all Title I schools. The DAC oversees the school improvement guidelines and school process, as well as, the District Improvement Plan. The DPIC oversees the DPIP, LEA Plan, and Title I Parent Involvement budget.Parents in both groups will participate in brainstorming activities to identify and prioritize needs.

All schools receive training on ways to include parents in the school improvement process through the School Improvement Office and Title I Special Services Office. The Office of School Improvement provides principals with necessary technical assistance for training School Advisory Committee (SAC) members at each school site. Training includes gaining a thorough understanding of the School Improvement Plan (SIP) template and the process for developing a plan, skill and understanding in writing an agenda and conducting a SAC meeting, ways to build a strong SAC team membership and increase team commitment and involvement in the SIP, and strategies for monitoring the SIP goals and objectives on an on-going basis. These trainings are open to all parents who are participants in the school improvement process. Parents are invited and encouraged to become active members of SAC and provide input into the development of all plans related to school improvement. Parents are invited and encouraged to become active members of the School Advisory Council via school newsletters, Listserv, school marquees and flyers.

The Title I Office provides principals with monthly technical assistance and reminders on Title I requirements. Training includes Title I Plan development, understanding of the Parent Involvement Plan (PIP) template, ways to encourage and support parents to be involved in their child's education.

The DPIC 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 school, after equitable provisions have been provided to participating private schools.

Once the LEA Parent Involvement Plan is complete, Parent Involvement brochures are developed by the Title I office for distribution to parents. Brochures will include parent information, webpage resources, and a ways to prepare for parent teacher conferences. Information gained from Parent Brochure (Fall) feedback and comments, school Climate Survey and school Title I Surveys (Spring), will be analyzed by the Title I evaluator to determine effectiveness and identify needs.

Data collection throughout the year will be shared with each SAC and the District Parent Involvement Committee. Similarly, data will be used to make revisions to the DPIIP and identify needed parent activities and trainings. Parents will participate in brainstorming activities to identify and prioritize family needs during District Parent Involvement Committee meetings and school level Parent Involvement Action Team/SAC meetings.

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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:** The LEA will provide the 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.

Monthly technical assistance information will be sent to principals, as well as, two annual meetings will be held (May and August) to provide principals of Title I schools technical assistance, needed in the development, implementation, and review of the school's Title I Plan and Parent Involvement Plan.

Joyce Epstein's Six Types of Parent Involvement and Johns Hopkins University National Network Partnership of Schools practices and information will be used as a model for Leon County School's Title I parent programs. Joyce Epstein's framework is useful for reviewing practices and policies.

Technical assistance meetings are provided to principals of Title I schools to review student achievement data and assist in the development, implementation, and review of all required plans.

Train the trainer workshop opportunities for Title I parent liaisons and school staff will provide opportunities for participants to enhance their abilities to present parental involvement information at faculty, staff, and parent meetings and build school capacity of the parent group.

The LEA will review each school-level PIP during the Summer to ensure compliance of activities planned.

The LEA will provide services and training on Parent Involvement best practices. Every school will be encouraged to create and maintain a Parent Resource Center on their school campus. The room will include computers, internet, phone, information on public assistance, books, and/or other parent resources.

In addition, each school will be encouraged to add a parent information page to their school web site to list parent notifications, activities, and ways parents can get involved in their child's education.

The LEA will provide information about the annual Parent Involvement State Conference, and the the annual Nation Network of Partnership Schools (NNPS) Conference, to each school. Parent participation will be encouraged.

Similarly, each school sends out parent surveys in the Fall and Spring. The Title I evaluator will analyze the data and provide the results to each site during the August principal planning and technical assistance meeting.

## 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	Title I A	The LEA coordinates all services provided for Leon County Schools children to increase effectiveness, eliminate duplication, and reduce fragmentation of the instructional program. Monthly LEA meetings are held to address and support the comprehensive needs of Leon County Schools students.
2	Title I A Choice	The LEA will provide Choice information to qualified students and their parents.
3	Title I D Neglected and Delinquent	The LEA will coordinate and support the programs for children and youth in Title I schools who are neglected, delinquent or at-risk.
4	Title II Teacher and Principal Training	The LEA provides technical assistance and staff development to support and assist schools in the development of highly qualified, effective teachers, and principals.
5	Title II D Enhancing Education through Technology	The LEA will provide technical assistance and support to promote initiatives that provides teachers and administrators with the capacity to integrate technology effectively into instruction, aligned with challenging state standards, and support student academic achievement.
6	Title II ESOL	The LEA will provide training for teachers and administrators to meet requirements and maintain compliance.
7	Title IV A Safe and Drug Free	The LEA supports a safe and drug free learning environment in schools, through encouraging schools to use Raptor Soft Visitor Management and Screening Technology. Additionally cameras are mounted on the school premises, and monitored by school administration and the district Safety and Security Office.
8	Title X Homeless	The LEA identifies Homeless students in each school and coordinates support with the Title I, Title X, and schools.
9	Testing, Research	The LEA trains, assists, and monitors the administration of all state wide

	and Evaluation	standardized testing.
10	School Improvement and District Assistance Programs	The LEA provides continuous assistance and monitoring of student progress in an effort to support student achievement.
11	Early Childhood Education Services	The LEA coordinates and monitors early childhood education services in schools.
12	DROP Out Prevention	The LEA's Special Programs office coordinates specific drop-out prevention programs for identified overage students and at-risk 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 LEA(district) and DPIC(District Parent Involvement Committee) meets quarterly for input into the development, revision, implementation, and evaluation of the existing District Parent Involvement Plan.

The Title I Director will provide technical assistance and resources for the needed review and revisions of the LEA Plan. Resources include but are not limited to: Existing LEA PIP, Title I Parent Involvement Tool Kit,FLDOE PIP template,and Title I existing Parent Survey evaluation data.

Title I Parent Surveys and LCS Climate Surveys will be distributed to schools in February/April. The DPIC will review the results and identify common areas of concern and barriers for increased participation by parents. The information gained from the Title I Parent Involvement Surveys and LCS Climate surveys will be used to revise the school level SIP, PIP and the LEA PIP.

The Title I evaluator annually analyzes the plan content, workshop evaluations, and survey data to determine the effectiveness of the overall plan. The results will be used by the DPIC to identify district-wide needs and revise the 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	Language Arts and Math Florida Standards	District	Parents will be provided with grade specific brochures outlining and identifying theCCSS and strategies they can use to help their child at home.	August 2013	Language Arts and Math Florida Standards
2	Assessments	Principal and	Teachers will conduct individual	1st	Student Report

	Reading Mathematics	Grade Level Teachers	conferences to discuss each child's assessment results, grade level achievement and expectations, and student specific goals for the year.	Semester	Card, Progress Monitoring Data
3	College Readiness	Guidance Counselor	Parents will gain knowledge of college readiness, scholarship information, and financial aide at secondary schools.	1st Semester	Workshop Evaluation
4	Technology	Principal and Tech-Con	Parents will gain knowledge to improve understanding of technology.	Throughout the year	Workshop Evaluation
5	Family Literacy	Principal and Reading Coaches and School Personnel	Parents will gain knowledge and understanding of how they can support their child's reading achievement.	Throughout the year	Workshop Evaluation
6	Parenting Skills	Principal, Parent Liaison, and Guidance Counselor	Parents will gain knowledge and understanding of how they can support their child's academic success in school.	Throughout the year	Workshop Evaluation

## 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	Teacher training on effective forms of communication such as *Newsletters *Parent Conference Skills *Listserv *Parent friendly styles at school, Using other outlets	Principal Parent Liaison	Teachers effectively communicate with parents about ways to support student achievement at home.	Minimum 1 per year	Newsletters, Listserv, and other communications
2	Parent Training: Parent Training: Parent Conference Skills, Literacy Workshops, Technology Workshops, and trainings through the District's Adult and Community Education (ACE), General Education Development (GED), and Lively Programs	Principals *School Parent Contacts * Tech- Cons	Informed parents can more effectively support student learning	Minimum 2 per year	Workshop Agenda and Sign-in Sheets
3	Administrative Training: Technical Assistance on Parent Involvement Requirements	Title I Director	Principals implement required parent involvement activities to support student achievement.	Minimum 2 per year	Workshop Agenda and Sign-in Sheets
4	School Parent Liaison "Train the Trainer" Workshop at each school.	Title I Parent Involvement Coordinator	Parents provide more effective support to promote higher student achievement.	Minimum 2 per year	Workshop Agenda and Sign-in Sheets
5	Principal provide Parent Involvement Trainings at their	Title I Director	Principals effectively involve parents in	Minimum 2 per	Newsletters, Listserv, Agenda

	school.		supporting student achievement.	year	and Sign-in Sheets
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## 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:** Parents will receive communication regarding activities at the school level as well as district wide activities through back-pack notification, local media announcements, and an automated call system.

Each Title I school will communicate the school Parent Involvement Plan activities on the school's Listserv, homepage, monthly school newsletters, school marquee, and announcements will be made via PA system. Hardcopies will be available upon request in the front office and in the Parent Resource Room. Flyers and newsletters will be sent home to parents by student backpacks.

The English for Speakers of Other Languages (ESOL) Center at Pineview Elementary, will make all information available to parents in their native language. Translators will be available to parents at meetings, workshops, and conferences to ensure parents are able to fully participate in school activities.

The district and Leon County ESOL office will work together to monitor changes or fluctuations in ESOL student populations and respond accordingly.

Monthly principal information, as well as two annual technical assistance meetings will include information about safety procedures.

In the event a parent with disabilities are identified, the school will consult with Florida Diagnostic and Learning Resource System (FDLRS), to make sure the parent can fully participate. All schools will remain in compliance with the Americans with Disabilities Act (ADA).



The district will ensure Title I schools receive needed translation materials. The English Language Survey results will be used to determine the number and specific needs for translations into languages other than English.

The district and Leon County ESOL office will work together to monitor changes or fluctuations in ESOL student populations and respond accordingly.

Monthly principal information, as well, as two annual technical assistance meetings will include information about safety procedures.

In the event a parent with disabilities is identified, the school will consult with Florida Diagnostic and Learning Resource System (FDLRS) to make sure the parent can fully participate. All schools will remain in compliance with the Americans with Disabilities Act (ADA).

## 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)];	Pay selected costs associated with parental involvement activities- food, childcare, and transportation.	Title I Director & Principals	Parents effectively support student achievement.	Throughout 2014-2015
2	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Parental information and resources will be available at each school's Parent Room. The district parent coordinator will provide information, support, and workshop materials,	Title I Director and Parent Involvement Coordinator, Speakers and Consultants	Parents effectively supports student achievement	Throughout 2014-2015

		or speakers as needed.			
3	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)];	Scheduling school meetings at a variety of times. Phone Conferences	Principal, Teachers, Guidance Counselor, and/or Social Worker.	Parents effectively support student achievement.	Throughout 2014-2015
4	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)];	Continue use of Joyce Epstein model and membership in NNPS.	Title 1 Director/Title I Parent Coordinator	Parents effectively support student achievement	Throughout 2014-2015
5	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	Quarterly meetings of District Parent Involvement Committee and Monthly School Advisory Council	Title I Director/Title I Parent Coordinator	Parents effectively guide the district in support of student achievement	Quarterly during 2014-2015

### 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	Parent Brochures will be distributed to all Title I schools in the Fall	1	1000	Increase awareness of strategies based on the district's Parental Involvement Model (Joyce Epstein Six Types) in ways to improve student achievement.
2	Minimum of four Parent Workshops at the Smith-Williams Community Center	4	100	Parents will be provided with information and resources to assist them in staying informed and becoming full partners in thier child's education.
3	Parent Counts Workshop	2	120	Parents will gain knowledge about child development and child rearing that are designed to provide practical skills that can be applied in the home environment.
4	Workshops-in-a Box and Learning at Home/Readers of the Caribbean Training	1	100	Parent are provided with effective research based strategies to promote student reading/phonemic awareness strategies to increase student achievement.
5	Title I Schools conducts a minimum of two Parent Workshops	2	950	Parents will be provided with materials and training to help parents work with their children to improve thier student achievement.

### 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	The district will provide contact training on effective forms of parent communication	2	35	Contacts receive information and strategies to increase parental involvement and ways to correlate activities to student achievement.
2	Collaborating with Community Business Partner Training	2	35	Contacts learned effective strategies for forming business partnerships that assisted schools in promoting student achievement goals.
3	Title I Office will provide technical assistance on Parent Involvement Requirements	2	36	Administrators learn and share effective strategies for increasing parent involvement at their schools and how to correlate activities to academic achievement.

### 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)].

count	Content and Type of Activity	Number of Participants	Schools Participating	Anticipated Impact on Student Achievement
1	Annual Title I Meeting	70	All 7 Private Schools	Increase student achievement
2	Parent Contact- Liaison Training	7	All 7 Private Schools	Increase student achievement
3	Parent Involvement materials and resources for Title I parents	7	All 7 Private Schools	Families are provided educational materials and resources to work with their children at home to increase student achievement.

## 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	Lack of Transportation	Parent Contact will provide referral assistance through community partners to assist with transportation.
2	Lack of awareness of school information and events	Monthly school newsletters, workshop flyers, parent conferences, parent workshops, marquee announcements, social media, listserv, multiple and varied methods of communication.
3	Unaware of their significance in contributing to their child's success	Parent information brochures, newsletters, SAC meetings, DAC meetings, PTO meetings, and district school based parent workshops, will be made available to assist in increasing parents' knowledge of understanding the impact of parental involvement on student success.
4	Parents do not feel comfortable or welcome in the school setting.	Opportunities for parents to participate in conferences, workshops, and school-wide events, will support parents in feeling more comfortable and welcome to the school.
5	Lack of Childcare	Childcare will be provide during parent workshops and meetings to encourage participation.
6	Job demands and time	Food will be provided during parent workshops.

## 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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